

2026 PACIF Grant Requirements

A program exclusively for VLCT PACIF members

For 2026, the PACIF Board of Directors has provided \$200,000 to help members purchase equipment and make facility improvements that significantly reduce the potential for future workers' compensation, property, auto, or liability insurance claims. Note that the maximum reimbursement level for 2026 remains at 50%, but this year, the maximum reimbursement amount is \$6,000 for the largest members.

Please **read this entire document carefully before completing your 2026 application**. When you understand what equipment and services are eligible, what is not eligible, and specific application requirements, it will save you time and make the grant administration process much more efficient for everyone. If you are interested in items that are not on the eligible items and equipment list, we encourage you to discuss what you have in mind with your PACIF Loss Control Consultant or contact the grant coordinator Lia Adame at ladame@vlct.org **before** submitting this application.

I. APPLICANT ELIGIBILITY AND APPLICATION SCHEDULE

- Applications **will be accepted and considered on a continuous basis from 1/16/2026 through 10/31/2026 or until funds have been exhausted**, whichever comes first. Complete applications will receive an award determination within 4-6 weeks, though typically it is quicker than that.
- We strongly encourage all members to apply as soon as possible within the calendar year. Some years, the program closed early because all available funds were awarded.
- Only current PACIF members may apply.
- Each member is allowed to receive **one grant award each calendar year and can have only one award that is unspent at any one time**. Thus, members with an unused 2025 grant award must seek reimbursement for at least some portion of the unused grant and close it out **before** applying for a new grant.
- Requests from multiple departments must be combined into a single application. Only one application per municipality will be considered.

II. AWARD AMOUNTS AND OPEN RECOMMENDATIONS

Members can receive up to 50% of the quoted cost of qualifying equipment or facility upgrades with a maximum award that is determined by the member's 2026 PACIF contribution as shown here:

2026 PACIF Contribution	Maximum Grant Amount
Up to \$10,000	\$300
\$10,001 to \$20,000	\$500
\$20,001 to \$30,000	\$1,000
\$30,001 to \$50,000	\$1,500
\$50,001 to \$75,000	\$2,500
\$75,001 to \$115,000	\$3,500
\$115,001 to \$400,000	\$5,000
\$400,000 and above	\$6,000

- To be eligible for a FULL award, the applicant must have completed:
 - all high level PACIF Loss Control recommendations; and
 - at least 50% of any Loss Control recommendations issued from visits that occurred between January 1, 2024 and the date that your application is received.
- Any member with outstanding high level recommendations will be ineligible for a grant until such time as the recommendations are completed.

- Members with a recommendation completion rate below 50% will see a reduction in their award from 50% to 40% of the eligible (approved) cost. If a member applies and is found to fall into one of these categories, we will contact the member and provide them with an opportunity to address the open recommendation(s) and restore full grant eligibility.
- Applications for equipment, repairs, or services that will correct an open recommendation will be reviewed as if the specific recommendation(s) are closed, considering that the items applied for will remediate the open recommendation. Members using this approach should make note of this within the narrative of their application. For example, if a member has two open recommendations keeping their recommendation completion rate below 50% and they choose to apply for items that will close out those open recommendations, the application will be reviewed by the Awards Committee as if their full reimbursement percentage was applicable. Additionally, an application that seeks reimbursement for addressing a *high hazard recommendation* would be deemed eligible because it addresses an outstanding high hazard recommendation that would otherwise render the member ineligible for the program. Note that not all loss control recommendations are eligible for reimbursement, as further described in these guidelines.
- Recommendations are considered outstanding when the suggested completion date has passed and loss control has not been notified that the item has been addressed. Note that this requirement applies **to all departments or operating units** that are covered by PACIF within a given municipality. Thus, one department that does not complete recommendations can adversely affect the entire member's award potential.
- Before applying, please review your recent loss control reports to determine whether recommendations have been addressed. Alternatively, you may contact Lia Adame (ladame@vlct.org or 802-262-1983) to obtain copies of these reports to help determine whether your municipality has outstanding recommendations that might affect the grant award amount or program eligibility.

III. ELIGIBLE EQUIPMENT AND SERVICES

The equipment or services being requested in the application must have a legitimate beneficial impact on the member's loss exposure(s). The **primary benefit** of the item must be to reduce the likelihood of a claim and/or significantly improve the municipality's risk management efforts. Equipment must directly reduce the risk of loss for the municipality, its employees, facilities, etc., rather than the general public. Equipment or items that: are required for normal business operations, consist of routine operating expenses, are part of code compliance for new construction, or consist of disposable personal protective equipment, are generally not eligible for this program.

Equipment or items with only an ancillary risk management benefit will generally be rejected. To help avoid rejection of the application that includes items with limited claims reduction or risk management benefits, you are encouraged to contact your PACIF Loss Control Consultant *for feedback on the eligibility of your request before you submit the application*. The spirit of this program is to help make *high-cost items with significant risk reduction benefit* more affordable while ensuring that as many PACIF members as possible can take advantage of the available funds. In all cases, the **total reimbursement request must be at least \$200**.

A. Examples of *eligible* and previously approved requests, organized by typical department. Please note an item can be eligible for more than one department; these are not exclusive lists. Reach out to your PACIF Loss Control Consultant for further guidance on item eligibility.

- **Public Works/Highway:** Portable or installed eye wash stations meeting ANSI Z358.1; Wheel dollies, drum grasps (for forklifts); Sign packages, portable traffic lights, stop/slow paddles, cones, barrels, work zone intrusion alarms/warning systems, barricades, flammable liquids cabinets; Oily waste/shop rag containers; Spill containment pallets; Equipment related to lockout/tagout, fall protection, machine guarding, chain saw chaps and forestry helmets; Arborist helmets, welding helmets, welding leathers, welding gloves; Trench boxes, shielding systems, shoring; Rubber plow blades or spring loaded blades.
- **Law Enforcement:** Under-clothing duty belt harnesses and external carrier vests designed to transfer the weight of the duty belt from the officer's hips to the shoulders; Body worn cameras (a copy of the town's BWC policy must be included with application); High performance shooting range hearing protection; Ballistic vests and helmets; Puncture-resistant gloves.
- **Fire/EMS:** Rescue Litter Packages are eligible for a 25% reimbursement; Ergonomic patient handling equipment for EMS such as powered ambulance cots, cot loading systems, stair chairs, and sliding sheets; Fire hose rolling equipment; MUTCD compliant stop/slow paddles, cones, and barrels; Turnout gear, SCBA equipment, EMS clothing, and other emergency services protective gear is allowed once every 10 years per member and limited to a maximum reimbursement of \$1,500 through this grant program. No repeat requests for a specific type of emergency services protective gear will be eligible

until 10 years have passed since the previous request. For example, if turnout jackets and pants are purchased one year, different gear such as helmets, boots, or gloves are eligible for reimbursement in future years, but turnout jackets and pants will not be eligible again until 10 years after they were awarded. For the purposes of this requirement, turnout gear and EMS “protective gear” are the same.

- **Utilities & Solid Waste Districts:** Utility cover lifters, hydraulic lift tailgates, truck cranes, cylinder/tank lifters, powered pallet jacks, drum grasps (for forklifts); Portable multi-gas meters and other air monitoring equipment for permit-required confined space entry or rescue that will be performed by qualified, trained, and properly equipped entrants or rescuers; Tripods, full body harnesses, personnel hoists, and related gear needed for safe operations in permit-required confined spaces; Infrared reviews of wastewater facility electrical systems are limited to \$2,000 of reimbursement once every five years; Video cameras specifically designed for sewer pipeline inspection to prevent sewer backups.
- **Items that are eligible and relevant for various departments:**
 - Rearview back-up cameras that are designed for a stated type of vehicle and for Vermont’s inclement weather. Only one camera per vehicle is eligible, and, at a minimum, the camera must be infrared (for night vision), shock resistant, and waterproof. Installation costs are also eligible for reimbursement. After-market back-up cameras and related installation costs are limited to a maximum reimbursement of \$400 per camera installed.
 - Bollards to protect above-ground fuel storage tanks, insured structures, garage door openings, etc.
 - Portable light towers for work zone and flagger station illumination for both highway and emergency response operations. These lighting units are only eligible when: 1) they provide down-lighting or are on light stanchions, 2) the stanchion height is no less than 12 feet, and 3) the light output is no less than 19,200 lumens.
 - High visibility vests and outerwear which meet the standards applicable for the intended department (ANSI 107-2015 Type R requirements for Class 2, Class 3, or Class E items for highway; ANSI 207-2011 as a minimum, but ANSI 107-2015 Type P garments must be used, if available, for public safety, etc.)
 - Ergonomic office equipment such as office chairs, keyboards, adjustable keyboard trays, flexible height workstations, etc. Applications for office chairs must include information confirming that they have multiple adjustability elements and include the ability to adjust seat height, seat back tilt, and arm rests (if present). Additional preferred (but not required) adjustments include seat pan (in/out) and lumbar support. There is a maximum reimbursement amount of \$300 for each ergonomic office chair. Additionally, requests for ergonomic office equipment must be for an employee’s workstation, rather than for general office space or conference rooms.
 - Centrally monitored building protection and/or security systems such as fire/smoke/heat/security alarm systems and theft deterrents such as job boxes. (Monthly monitoring fees are not eligible.)
 - Theft/vandalism deterrent video surveillance systems for buildings. Systems must be able to be viewed via the internet or have proof of secure installation (or with the DVR located offsite) to prevent theft of the unit. Video surveillance systems that record to DVRs only and have no internet access will only be permitted if the member provides supporting evidence that the DVR is secured in a lockbox and cannot be removed from the premises during a burglary. The maximum award for a video surveillance system is \$2,500. Note that card swipe lock systems are not eligible.
 - Equipment and/or facility upgrades and/or repairs noted in member-specific PACIF Loss Control recommendations, except as otherwise prohibited. This includes the cost of professional installation services such as the use of a licensed electrician to address identified electrical hazards or a contractor to address facility repairs. In some cases, the Awards Committee may approve partial funding for this type of improvement depending on the nature of the request and the cost to remedy the issue. Building renovations are currently not eligible for reimbursement.
 - ADA-compliant pool lifts and work to improve or repair deficient handicap ramps have limited eligibility. Reimbursement is limited to 40% of the cost and subject to other limitations as described in these guidelines. To qualify for reimbursement for bringing an ADA non-compliant ramp into compliance, documentation that the completed ramp fully complies with applicable ADA requirements must be provided. The Vermont Center for Independent Living, Asst. State Fire Marshal, or architect may be able to assist with this documentation.
 - IT consultation services for cyber security risk assessments that are clearly focused on identifying and providing recommendations to address vulnerabilities in network, email, websites, computer systems, software, backups, general IT practices, etc. Hardware such as computers or software such as newer operating systems are not eligible. These requests are limited to a maximum reimbursement of \$2,000.

B. Examples of *ineligible* requests. Note that this list is not all-inclusive.

* ADA compliance retrofitting*	* Hard hats
* Advance warning signage that is not fully MUTCD compliant (e.g. not retroreflective)	* Licensing fees
* Automated external defibrillators (AEDs)	* Municipal labor and equipment "charges"
* Automotive jacks and jack stands	* Permanent roadside traffic signage
* Central station monitoring fees	* Permit fees for renovations
* Electronic speed or advisory signage	* Portable gas meters for fire departments
* Emergency apparatus reflective markings	* Portable ladders
* Emergency standby generators	* Power tools
* Equipment repair	* PPE (footwear, safety glasses, single-use dust masks, hearing protection, work gloves, etc.)
* Eye wash replacement solution	* Radio communication equipment
* First aid kits	* SpCO (carboxyhemoglobin) meters
* Flashlights, back-up lighting, and strobe lights	* Speed bumps
* Fume hoods	* Thermal imaging cameras

IV. APPLICATION GUIDELINES

Applications will be considered only when they meet the following requirements:

- All applications must contain itemized vendor quotes and supporting information as it pertains to program requirements for all requested items. Use preferred or state contract vendors whenever possible, as these will save money. See Section V of this document.
- Summarize the vendor’s quote information and write it in the application form. Indicate the cost per item and the number of items requested. If you need additional room to list all items, use the optional Itemization Worksheet.
- Funding applied for or received from any other grant sources must be deducted from the cost of the item(s) requested. The member’s **net costs** (after consideration of other grant monies) are still eligible for reimbursement.
- In the application, explain why individual items are needed and how they will aid in reducing the frequency and/or severity of workers’ compensation, property, auto, or liability insurance claims. This justification is part of the committee review process, so it is important to provide thoughtful comments – particularly if the request is not on the list of eligible or previously approved items.
- All applications **must be signed by a senior municipal official**: mayor, municipal manager/administrator, selectperson, or trustee. **Department heads are not** senior municipal officials.
- All documents must be legible. Applications may be handwritten or completed electronically after downloading the 2026 PACIF grant application form from vlct.org/pacif-grants. Electronic submissions are preferred.
- We encourage you to use the Application Checklist, now an individual file posted at vlct.org/pacif-grants, to help determine whether you are submitting a complete application. If in doubt, call us with questions **before** compiling your application.
- Applications are accepted on a first-come, first-served basis. Only completed applications will be eligible for awards. **There is no guarantee that a grant will be awarded or fully funded.** The Awards Committee reserves the right to reject or modify awards based on available funding and the individual merits of each application. High priced quotes will be subject to extra review and even if eligible may only receive a partial award. Thus, members should make every effort to use preferred or State Contract pricing whenever possible – or obtain multiple competitive quotes when not using a State contract or a preferred vendor.
- All applicants will receive an email containing either an award letter or a rejection letter indicating award decision.

V. VENDOR QUOTES AND SUPPORTING INFORMATION

Applications must include actual copies of the vendor quotes **with costs itemized**. Illustrated product literature must also be included to provide a clear visual representation and description of each item and to **confirm that each item meets applicable performance standards**. We must clearly understand what you intend to purchase.

- PACIF has identified preferred pricing and vendors and has also noted relevant State contracts (available to municipalities) for a variety of equipment (e.g., sign packages, cones, barricades, barrels, emergency scene lighting, and ice arena multi-gas meters). Go directly to [our online list of preferred vendors](#) for grant purchases or use the link to it from [the PACIF Grants webpage](#). To make more funds available to more members, applicants *must* use these suppliers whenever they exist. As we identify additional vendors who offer preferred pricing on eligible items, we will add their information to our preferred vendor webpage. Please contact Lia Adame at ladame@vlct.org or 802-262-1983 if you have any questions about preferred vendors or trouble navigating the State website.
- We encourage you to include shipping costs as part of your grant request. To do that, make sure your vendor includes a shipping cost estimate in the quote you submit with your application and make sure you specify the shipping cost in the application.
- The cost of professional installation of equipment is eligible. It is crucial that you obtain a quote or estimate of these costs in advance and include that information in your application.
- Requested equipment, PPE, and related items **must** meet applicable ANSI, ASTM, NFPA, or other performance standards. Product literature must be included with the application to provide documentation that the requested equipment or items meet applicable codes or standards. For example:
 - Retroreflective clothing for highway department personnel must meet ANSI 107-2015 Type R requirements for Class 2, Class 3, or Class E items. Public safety outerwear must meet the ANSI 207-2011 as a minimum, but ANSI 107-2015 Type P garments must be used if available.
 - Eye wash stations must indicate compliance with ANSI Z-358.1-2014 for flow rate.
 - Traffic control and related equipment, signage, etc. must comply with MUTCD 2023.
 - Firefighting and EMS garments and related equipment must comply with the most current edition of NFPA standards (e.g. NFPA 1951, 1971, 1977, and 1999) that apply to the garment’s intended use. Gear selection must match intended use and expected exposure.
- If the committee believes the quoted cost is exorbitant, we reserve the right to request an alternative quote for that item or to reduce the award. This can be avoided by each member seeking competitive quotes for all items **before** submitting the application.

VI. OBTAINING REIMBURSEMENT AFTER THE PURCHASE

2026 grant awards are valid for six months from the date of the award letter. After that time, they expire. Unused grants expire immediately if a member leaves PACIF, and the former member will not be eligible for reimbursement unless documentation confirms that the purchases were made while the municipality was still a member of PACIF.

After your municipality has received written confirmation of the grant and has purchased **all** desired qualifying equipment and/or services within the required timeframe, you must provide **proof of purchase and payment** to obtain reimbursement.

- All purchased items must be identical to or of equivalent or superior quality to items that were approved in the application process; otherwise, they may not qualify for reimbursement. Substituting lesser quality items may result in no reimbursement for those items. **If substitutions are contemplated, please contact PACIF prior to making the purchase** to ensure that you can receive the reimbursement amount you are expecting.
- All purchased items must be shipped to/delivered to a municipal office or facility. If an item is delivered to a municipal employee’s home or other location, PACIF reserves the right to deny reimbursement.
- The grant program will reimburse up to 50% of the member’s final (net) costs, with a maximum reimbursement of \$6,000 for those members that qualify. Monies anticipated or received from other grant sources will be deducted before PACIF calculates its award.
- Awards are made on a “per item” basis: if items are not purchased, reimbursement is not due. Therefore, purchasing fewer items than what was proposed in the application will result in a reduction of your final reimbursement. If actual expenditures on approved items exceed the quoted costs, reimbursement will not exceed 50% of the quoted costs for those items. If the actual purchase costs are less than the quoted costs, the reimbursement will be up to 50% of the actual cost of the items.

- Grant funds not spent on equipment that was in the grant application may not be reallocated to purchase other equipment unless specific approval has been obtained from PACIF in writing.
- To obtain reimbursement, send the following documentation for all items purchased:
 - A clear description of the items purchased with cost per item and shipping costs clearly shown.
 - Vendor invoice(s).
 - Proof of payment in the form of a copy of the cleared check(s) used to pay for equipment and/or services. Ideally, the check(s) should reference the vendor's invoice #.
 - For fire and security systems, include evidence that the system is centrally monitored. For onsite DVR/video surveillance systems, submit evidence that the DVR is securely located.
- Submit the above documentation to Lia Adame by email (ladame@vlct.org).
- A member that received a grant in the previous year but **let it expire without use will not be eligible to participate in the current year's grant program**. This is intended to discourage members from tying up funds that could have been awarded and used by another member.

We encourage you to discuss your proposed purchases with your PACIF Loss Control Consultant. Additionally, the Loss Control Admin, Lia Adame, is available to answer questions and assist with the application process. She can be reached at 802-262-1983 or ladame@vlct.org.

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