



IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

REPAIR OR REPLACEMENT REQUEST

ICDVVA funds may be used for repair or replacement of items that contribute to maintaining a healthy and safe environment for crime victims, such as a furnace in a shelter. **Any repair or replacement in an amount over \$300 requires pre-approval.** These guidelines are taken from the VOCA subgrantee guidelines.

In order for ICDVVA funds to support these types of expenses, the applicant must provide assurance that:

- (1) the building is owned, not rented or leased, by the subrecipient organization;
- (2) all other sources of funding have been exhausted;
- (3) there is no available option for providing the service in another location;
- (4) the cost of the repair or replacement is reasonable considering the value of the building or vehicle;
- (5) the cost of the repair or replacement is prorated among all sources of income.

Without pre-approval reimbursement will be denied. Unless this is an emergency, allow 30 days to process your request. In the case of an emergency, please describe the immediate need. Any repair or replacement cost attributed to a single item is viewed in total not by separate invoices.

Type of Repair or Replacement: _____

Cost: \$ _____

Emergency Need: _____

Answers To Above Assurances:

1. _____

2. _____

3. _____

4. _____

5. _____

Requesting Program Executive Director: _____ Date: _____

ICDVVA Action Date:

Approved: _____

Denied: _____

Reason for denial: _____