

Navarro County Volunteer Firefighters Association

Instructions for Applying for Funds from the Emergency Repairs Fund

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Requesting Funds from the fund for Emergency Repairs

The Navarro Community Foundation has awarded a grant to the Navarro County Volunteer Firefighters Association to be used to offset emergency repair costs. All NCVFA member departments in good standing as defined in our SOG are eligible to apply for funds.

Purpose:

Firefighting can be hard on department's vehicles. Repair of sudden damage to an apparatus can be very expensive. This could cause apparatus to be out of service for an extended period of time due to the unbudgeted expense. Often we delay repairs to "do it ourselves" to save money. This can result in longer "out-of-service" time. This fund is established to assist departments in getting repairs made quickly so that the apparatus can be back in service as soon as possible.

Eligibility:

The fund is designed for **emergency** repairs, not normal maintenance. If a repair expense is a financial burden to the department, it can be submitted as a request to be funded from the fund. We expect that in most cases a check will be issued to the repair facility. However, reimbursement to the department is possible. To avoid one or two departments using all the funds, there is a limit of \$5,000 per department.

Example of ineligible expenses:

- General periodic maintenance such as oil changes

Examples of eligible expenses – note this is not an all-inclusive list:

Emergency Repairs Fund Processes

- Replace or repair the pump
- Replace or repair the transmission or engine
- Replace tires or batteries (if the cost is keeping the truck out of service)
- Mechanical repairs (if the cost is keeping the truck out of service)

How to get funds from your allocation:

The department chief must make the request. The chief will submit a funding request via email to John_Gantt@att.net and attached the required documentation. This is the preferred method. Alternately, the chief can mail a request for payment (attached) and the required documentation to John Gantt at 905 Shady Lane Corsicana, TX 75109 or deliver it in person at a county meeting.

All requests will be reviewed for qualification for payment under the program before payments are made. Requests that are straightforward will be approved by the Executive Committee. Exceptions or special cases will be submitted to the chiefs for a vote with a majority of the votes received determining the award.

Payments:

There are two ways to get payments made.

1. Payments can be made directly from the Association to a vendor. Submit a payment request by mail and check the box "Direct Pay Company". Include with that request the invoice or estimate from the vendor. A PO will be generated, and a check sent to the vendor for approved requests. Be sure the invoice shows what company to make the check to and where to send the check.
2. The department can pay the vendor directly and then submit a request for reimbursement from the fund. Submit a payment request via email or mail. Check the box "Reimburse Department" and include the invoice from the vendor. A PO will be generated, and a check sent to the department for approved requests. You must include a copy of the cancelled check or other proof of payment used to pay the vendor, just like you do with Texas Forest Service.

Important Note: If you are not sure if your purchase will be eligible under the program, call John Gantt at (817) 832-0141 and get verification. If the repair does not qualify under the grant, we will not be able to reimburse the department.

If you have a special case, contact John Gantt for verification.

Invoices:

Invoices must clearly state what is being purchased and when with enough detail that a determination can be made if the item(s) are eligible under the grant program. See examples below:

Emergency Repairs Fund Processes

Acceptable Invoice info example:

ABC Truck Repairs		
Invoice		
Date:	8/29/2019	Invoice Number 101
To: Hero VFD Navarro County , TX		
Item Repair of pump on engine		
Parts:		\$ 278.99
Labor:		\$ 1,251.66
Tax:		\$ 27.88
Total		\$ 1,558.53

Unacceptable invoice example (note that you cannot tell what was purchased or what repairs were done):

ABC Truck Repairs		
Invoice		
Date:	8/29/2019	Invoice Number 101
To: Hero VFD Navarro County , TX		
Item Repairs		
Total		\$ 1,558.53

Request for Funds from Emergency Repairs Fund

Department Name: _____

What is being purchased: _____

Amount of Invoice: _____

Name of person submitting request: _____

Email of requestor: _____

Phone of requestor: _____

Emergency Repairs Fund Processes

Pay company directly Reimburse department

(Check one)

You must attach the invoice to this request

Where should payment be mailed?