

# Emergency Fund Policy

DFCM maintains a small Emergency Fund for the unexpected failure of key components and systems at state-owned buildings. The following guidelines outline the eligibility requirements for DFCM's Emergency Fund. All emergency fund requests must be submitted in writing to DFCM.

## Criteria For Emergency Funding:

1. Emergency projects arise from the unexpected failure of structural, mechanical, and/or electrical components and systems in a facility and also from catastrophic events. The components and systems in question must be vital to the continued function and operation of the facility. By its nature an "Emergency" project is a rare event. Emergency funds are intended only to address critical issues that cannot be addressed by an agency's/institution's routine operations and maintenance (O&M) program or through the annual Capital Improvement process. As a general rule, the repair and replacement of components and systems should be handled through O&M or the Capital Improvement process.
2. Basic elements of an emergency project:
  - a. The project should be unforeseen and unexpected. Projects with a known history of problems that have not been requested, or given a high priority by the agency or institution, for repair or replacement through the Capital Improvement process are not eligible for emergency funding.
  - b. Failed components and systems must be vital to the operation and use of the facility:
    - i. The failed component or system must negatively impact the facility's function to such a degree that the facility or significant portion of the facility can no longer operate or be used;
    - ii. Additional damage to the facility could result if immediate repairs are not made to the failed component or system; or
    - iii. The failed component or system must negatively impact the ability of an agency/institution to deliver its programs and services---the failed component or system makes it impossible for the agency/institution to fulfill its mission.
  - c. The project should be of a relatively significant dollar amount. Small repairs and replacements under \$10,000 (this amount may be increased for agencies and institutions with larger operating budgets) should generally be made by the agency/institution as part of their routine O&M.
3. Projects with "life safety" issues will be given greater consideration.
4. Projects resulting from neglect or delayed O&M are not eligible for emergency funding.
5. Projects requested through the Capital Improvement process, but not funded, are eligible for consideration.
6. Agency/institution or private party components and systems installed in state-owned facilities that are inconsistent with construction standards are not eligible for emergency funding.
7. When a component or systems failure occurs, agencies/institutions should take immediate action to ensure the safety of all occupants and take appropriate steps to minimize further damage to the facility then contact their DFCM Program Director for assistance.
8. Agencies/Institutions may be required to internally fund some or all of an emergency repair.