

SBA Policy and Procedures  
**APPENDIX D**

School Building Authority of West Virginia  
**EMERGENCY FUND**

I. Eligibility Criteria

- A. The emergency situation must have been generated by an Act of God, i.e., fire, wind, flood, storm, earthquake, etc.
- B. Federal, state and local funds for emergency repair/replacement must have been identified and exhausted.
- C. All insurance claims must have been filed and amount of settlements determined. Insurance should be at the cost of replacement level.

II. Application Process

A. Immediate Notification

- 1. If it is anticipated that SBA funds will be requested, immediate notification and involvement of the SBA staff is required.
- 2. Within 10 days of the emergency, the county must submit to the SBA a detailed report to describe:
  - a. the extent of the damages,
  - b. the effect of the damages on the educational program, and
  - c. the temporary measures taken to provide services to students.

B. Formal Application Process

- 1. The county must submit to the SBA documentation to verify the eligibility of the project based on the eligibility criteria above.
- 2. A facility plan designed to repair or replace the damaged properties must be submitted to the SBA. The facility plan must include data regarding:
  - a. enrollments, present and 8<sup>th</sup> year projection,
  - b. economies to be implemented by the project,
  - c. effect of the project on the educational plan, and
  - d. detailed description of work to be completed.

3. A Finance Plan for the project must be submitted to the SBA. The plan is to include:
  - a. Amount and description of local funds committed to the project,
  - b. Amount and description of federal funds available for the project,
  - c. Amount of any insurance settlement from the damages,
  - d. Amount of funds available from all other sources, and
  - e. Amount requested from the SBA. Support data must be provided to verify estimates of costs.
4. All data must be submitted at least one month prior to the quarterly SBA meeting at which the request will be made. This will provide time for staff review and visitation.
5. Any grant from the SBA Emergency Fund is subject to the approval of the Authority and shall not exceed two million dollars (\$2,000,000). The county superintendent must appear before the SBA with a formal proposal presentation regarding the request for funds. Presentation is to be limited to ten minutes.
6. Emergency Fund Grants are subject to the usual guidelines and regulations of the SBA regarding the expenditure of funds, including the economies of scale. Any project proposed for funding from the SBA Emergency Fund must be included in the county and regional CEFP.