



EMERGENCY RESERVE AND HAZARDOUS MATERIALS MITIGATION & ABATEMENT POOLS

Procedures – Supporting Policy 6.60

Revised: June 4, 2026

Overview

These procedures outline how colleges and SBCTC Capital Budget staff administer requests for funding from the Emergency Reserve Fund and the Hazardous Materials Mitigation and Abatement Pool in alignment with State Board Policy 6.60.

These procedures are intended to:

- Ensure consistent application of policy
- Provide clear submission and review steps
- Support timely responses to qualifying unanticipated conditions

Policy criteria, definitions, exclusions, and allocation formulas are established in [State Board Policy Chapter 6, Section 6.60](#) and are not repeated here.

Governance and Authority

- **Policy Authority:** State Board Policy 6.60
- **Administrative Authority:** SBCTC Capital Budget
- **Procurement Authority:** Department of Enterprise Services (DES), when applicable

SBCTC approval governs eligibility for State Board funding. DES approval governs emergency procurement and contracting actions.

Approval under one authority does not constitute approval under the other.

Funding Pools Covered

These procedures apply to requests submitted under:

- Emergency Reserve Fund
- Hazardous Materials Mitigation and Abatement Pool

General Process Flow

When your campus is experiencing an emergency, the immediate priority is to secure life and property.

1. Condition Identified

- The college identifies an unanticipated emergency or hazardous materials condition
- The college performs an initial assessment to determine whether the issue may qualify under Policy 6.60.

2. Internal Review

- The college evaluates:
 - Urgency and risk
 - Availability of local funds, Unanticipated Repair Fund (URF), or other capital resources
 - Whether the condition can reasonably wait for a future budget cycle
- The college is encouraged to consult Capital Budget staff as early as possible

3. Request Preparation

- The college completes the appropriate SBCTC request form
- Required documentation is compiled (see “Submission Requirements”)

4. Submission to SBCTC

- The college submits the request package to [Capital Budget staff](#)
- Requests are reviewed and prioritized in the order received, subject to fund availability

5. SBCTC Review

- Capital Budget staff evaluate:
 - Alignment with Policy 6.60
 - Completeness and documentation quality
 - Funding availability in the applicable pool
- SBCTC may request additional information or clarification

6. Funding Determination

- SBCTC communicates approval, partial approval, or denial to the college
- Approved funding is subject to policy limits and conditions

7. Project Execution

- The college proceeds with repair or mitigation activities
- DES emergency procedures are followed when required

8. Project Closeout

- The college submits required invoices documentation to SBCTC
- SBCTC verifies eligible expenditures prior to final closeout

College Responsibilities

Colleges are responsible for:

- Taking immediate actions to preserve life and property
- Identifying and documenting unanticipated conditions
- Demonstrating that other funding sources are insufficient
- Completing and submitting request forms accurately and promptly
- Coordinating with DES when emergency procurement is required
- Maintaining records to support eligibility and costs
- Submitting complete project closeout documentation

SBCTC Capital Budget Responsibilities

Capital Budget staff are responsible for:

- Providing guidance on policy interpretation and procedures
- Reviewing submissions for eligibility and completeness
- Tracking fund availability and allocations
- Issuing funding determinations
- Identifying eligible and ineligible costs
- Ensuring documentation supports audit and legislative reporting requirements
 - Eligible costs may include:
 - Unanticipated hazardous material abatement
 - Emergency demolition
 - Emergency testing and monitoring
 - Costs required solely due to the unforeseen event
 - The following are not eligible for Emergency Pool funding (not exhaustive):
 - Costs already funded in an approved project scope
 - Deferred maintenance not caused by the event
 - Improvements, upgrades, betterments, or elective replacements

Emergency Pool Limitations

Emergency Pool funding is not intended for temporary mitigation, stabilization, response, or restoration activities.

Examples include:

- Temporary equipment rentals
- Cleanup and drying services
- Temporary repairs
- Custodial or security response
- Consumable supplies

These costs must be funded through operating funds, insurance, or local resources.

Colleges must fund temporary mitigation, restoration, and operational response activities through operating funds, insurance proceeds, or other local resources. These costs may be documented in the emergency request narrative for context but may not be charged to the Emergency Pool allocation.

Procedural Notes

Emergency Reserve

- Notify Capital Budget staff as soon as possible
- Requests may be submitted while work is underway
- Full invoices required at closeout

Hazardous Materials Pool

- Must demonstrate conditions were unanticipated
- Must distinguish from planned project scope
- Testing should be directly tied to confirmed conditions

Review and Sequencing

- Requests are generally reviewed on a first-come, first-served basis
- Fund availability may affect timing and amount
- SBCTC may prioritize based on urgency and risk

Communication

Capital Budget staff will aim to provide consistent guidance at:

- Initial consultation
- Submission
- Determination
- Closeout

Resources

- State Board Policy Chapter 6.60
- SBCTC Request Forms
- DES Emergency Procurement Procedures
- URF Guidance