

### *Emergency Funding Requests*

The intent of the Emergency Procurement Exemption is to provide a Safety Net for CSC-funded agencies, where possible, when crisis situations arise that clearly jeopardize services to clients served in currently-funded CSC programs.

1. All requests for CSC funding must be consistent and relevant to the Goals and Objectives of the Council.
2. Emergency requests will be considered by CSC only if they are to benefit a currently CSC funded program, on a one time only basis.
3. The intent of emergency funding is not to make organizations whole or remedy past contractual or service errors or omissions with other funders.
4. Emergency requests are capped at (\$250,000).
5. Emergency requests to assist a currently funded program may only be made to CSC as the last resort.
6. **Special Needs** – All requests shall be vetted through the Special Needs Advisory Committee (**SNAC**). Requests recommended by SNAC will be forwarded to the Council for consideration.

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7. The emergency request must:
  - a. Demonstrate plans for ongoing funding.
  - b. Include steps to be taken by the requesting agency to resolve the emergency on their own. Include a list of other agencies contacted for assistance and results.
  - c. Indicate adverse impact to service delivery to clients in CSC programs if emergency funding is not available, including complete supporting documentation of issue.
  - d. Include a copy of the latest audited financial statement, which must pass the CSC Fiscal Viability Test.
  - e. Include an attestation that the information submitted as required in items a. through d. above accurately reflects circumstances regarding the emergency request, signed by the Agency Director.
8. **Outcomes** – Emergency requests **must** include program benchmarks and outcomes directly related to the Emergency Request, as well as the methodology that the agency will incorporate to report this data. Positive historical performance data from the prior year of program operation is also required.
9. **Super majority** – A super majority, 2/3 of all members serving on the CSC Council, is required for approval of an Emergency Funding Request.