

Procedures

The transition from the Facilities Management Information System (FMIS) to Indian Affairs, Facilities Management System (IA-FMS) Maximo is reaching final stages of transition. It is anticipated that FMIS will be offline commencing July 15, 2015. In moving forward of terminating field access the following procedures will be used to establish a process for emergency funding. All emergency requests will be considered as presented to Division of Facilities Management and Construction (DFMC); consequently it is important that all requests are complete and well-documented so they can be processed expeditiously without delay. Please see the procedures below for the required actions and documentation.

A. Emergency Funding Requests. All emergency funding requests are to be routed by the locations and agencies to BIA Regional Facilities Management (RFM), who will review and approve the request. Grant schools should route their requests to the RFM through their respective Education Line Officer (ELO), who must concur with the emergency request.

B. Requesting Emergency Funding. Once an emergency situation has been identified, the affected location must complete the following steps to request emergency funding:

- (1) Notify the Region/Agency of the situation within 24 hours of the emergency. Grant locations should advise their appropriate ELO, who will then advise the RFM.
- (2) The RFM concurs with the emergency and notifies DFMC, Branch of Programming and Planning, telephone (505) 563-5160 or by Fax (505) 563-5145. If the Agency/Location is unable to contact the RFM, they may contact DFMC directly at those numbers.
- (3) The Region shall assure that a deferred maintenance work order is entered into the Maximo/IA-FMS system, with description indicating the circumstances and actual cost of addressing the emergency situation. This entry can be made at the Location or Agency level, using qualified Maximo/IA-FMS trained personnel as a resource. The Region can also provide technical assistance to the location or agencies for work order entry. Regions, Agencies and locations may contact the Maximo help desk to assist in work order entry.

IA-FMS Ph#: (866) 706-2011

Email: ia_maximo_helpdesk@dtcc.com

- (4) The Region must submit a written request to DFMC for emergency funding, citing all the pertinent details including the location name and code where the emergency occurred, work ticket number, requested amount and verification that the emergency has been corrected. The Emergency Checklist (Attachment A) must accompany the request.
- (5) A Fund Entry Document (FED) will be prepared in Maximo/IA-FMS/BPERM and funding provided if DFMC reviews and agrees that an emergency situation did exist. If funding is denied, then an explanation will be provided to the Regional Office, with a copy sent to the requestor.

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C. Advance Emergency Funding. Under special circumstances, advance emergency funding may be approved by DFMC to correct emergency situations. Situations that may qualify for advance funding include:

- (1) The emergency situation may cost more than the Region/Agency/Location has in current un-obligated balances.
- (2) The emergency situation may exceed the \$100,000 funding threshold.

In both instances, the Region/Agency/Location must clearly demonstrate that funding resources are not available to effect emergency repairs and a work order created in Maximo/IAFMS for funding.

D. Definition of an Emergency. All emergency situations must be considered on a case-by-case basis. General decision parameters for funding the Emergency Reimbursement Program have been developed by DFMC. These parameters have been incorporated into the definition of what constitutes an emergency situation, as enumerated below:

- (1) **THREAT TO LIFE or PROPERTY.** There must be a clear and demonstrated threat to life or property. Normal wear and tear and/or failure to perform or plan routine and preventive maintenance to plant facilities which precipitated a system/equipment failure are not considered an emergency. Equipment that has frequent failures and exceeds normal O&M should be submitted immediately for replacement under the emergency program to prevent the program from being disrupted.
- (2) **EMERGENCIES ARE CORRECTED IMMEDIATELY.** Emergency situations are corrected immediately using funds available at the local site or at the Region/Agency level. For example, if the only well pump at a school location failed during the school year and the pump was replaced immediately using operations and maintenance (O&M) funds, the request would most likely be approved. Conversely, if emergency funds are requested to fix inoperative equipment (i.e., a stand-by boiler) and the location/school is functioning normally, the request would be denied.
- (3) **BUREAU-FUNDED OPERATIONS ONLY.** The emergency program is intended to compensate for unscheduled equipment/system failures experienced by the operators of Bureau-funded facilities, Grant Schools and P.L. 93-638 Contract facilities only.

Required Documentation

The emergency program assumes that the Region/Agencies/locations take immediate actions to identify, verify and correct an emergency situation first and then request reimbursement for the expenses incurred. It is not normally an advance funding program such as the Minor Improvement and Repair MI&R program. Documentation indicating that the work has been accomplished is required to evaluate the merits of the emergency request. The following are examples of required documentation:

A. Force Account Work. (Accomplished by the local crews)

- (1) Employee time and attendance sheets, paid invoices or canceled checks

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from local equipment and hardware vendors, and/or statements from vendors indicating the equipment or work has been paid for. The reimbursement of operation and maintenance (O&M) funds is allowable.

B. Contracted Work.

- (1) Paid invoices or canceled checks or statements from the contractor and vendor indicating that the work has been accomplished or the equipment has been paid for.
- (2) Financial Business Management System documentation that support funds being expended/obligated for correcting the emergency

EMERGENCY REIMBURSEMENT CHECKLIST

THIS CHECKLIST MUST BE INCLUDED AS AN ATTACHMENT FOR ALL EMERGENCY REIMBURSEMENT REQUESTS

CHECKLIST		REGION				DFMC	
I.	VERIFICATION	Yes	No	Date	Surname	Date	Surname
1.	Has the Region/Agency verified that an emergency situation (as defined in the Guidelines) exist.						
2.	Was the emergency identified as life safety to occupants and/or property damage						
II.	WORK ORDER ENTRY						
1.	Has the Region verified that the Agency or Location has established the \ Work Order in Maximo/IA-FMS Region will assist in Work Order entry						
2.	Help Desk Maximo support needed for Region request for Work Order Entry						
III.	SUPPORT DOCUMENTATION						
1.	Time and attendance sheets if work was done by force account, are required.						
2.	FBMS or Financial Support documents indicating that funds have been expended or obligated for correcting the emergency.						
3.	Paid invoices or written statements from the appropriate vendor indicating the service and/or equipment has been paid for, are required. (cancelled checks)						
Region: _____ Loc Code: _____ Bldg #: _____ Work Order #: _____ Cost: _____							
Comments:							