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TO: Executive Branch Budget Officers

FROM: Department of Planning and Budget

SUBJECT: Survey on the Impact of a Potential Federal Government Shutdown

Your agency head received a communication from the Governor's Chief of staff earlier this week in regards to the need to assess the impact of a potential federal government shutdown on state operations. The Chief of staff's communication indicated that the Department of Planning and Budget will be collecting information in order to aid in this assessment.

A survey template in the form of an Excel file has been posted to the DPB website (<http://dpb.virginia.gov/forms/forms.cfm?search=Survey%20on%20the%20Impact%20of%20Potential%20Federal%20Shutdown>). You need to enter data in the survey for each federal grant for which you will rely on federal fiscal year 2014 funding for continued operations.

Please download a copy of the Excel file, complete the survey, rename the file to include your agency code, and return it to your DPB budget analyst as indicated below. Please do not submit your survey responses to the DPB Budget central email address.

Pursuant to the [Chief of Staff's memo](#), if you have employees paid from applicable federal grants whose pay cannot be absorbed between October 1, 2013 and October 4, 2013 and therefore are answering "No" to question 15 of the survey, you must submit the survey response for such grants to your DPB budget analyst by noon on October 1, 2013. For all other applicable grants, you may submit a separate survey response to your DPB budget analyst by close of business on Monday, October 7, 2013.