



COMMONWEALTH of VIRGINIA

Ralph S. Northam
Governor

P.O. Box 1475
Richmond, Virginia 23218

January 19, 2018

MEMORANDUM

TO: Executive Branch Agency Heads and
Presidents of Institutions of Higher Education

CC: Cabinet Secretaries, Deputy Secretaries

FROM: Clark Mercer, Chief of Staff

SUBJECT: Federal Government Partial Shutdown

The purpose of this memorandum is to provide information and guidance in the event of a partial federal government shutdown.

As you know, the federal government has not adopted a formal budget for its fiscal year 2018. Instead, Congress has passed a series of short-term spending bills (continuing resolutions) to keep the federal government funded through January 19, 2018. Congress has not enacted any budgetary measure to extend this deadline and has until tonight to reach a solution to avoid a shutdown.

Should a partial federal shutdown occur, the general policy of the Commonwealth is that no agency should incur obligations or expenses against federal programs or grants after January 23, 2018, unless such expenditures will be reimbursed from ongoing federal programs not affected by the January 19, 2018 deadline (federal services deemed "essential" or federal services funded with prior-year authorizations).

The last federal government shutdown in 2013 suspended non-essential federal services for 16 days. That shutdown had different impacts on individual state agencies ranging from no impact to the need to temporarily furlough federally funded state employees. In preparation for a potential shutdown of the federal government after January 19, I have asked the Department of

Planning and Budget (DPB) to collect information to assess the impact a shutdown would have on state operations.

DPB will distribute separate guidance to your budget staff on the submission of this information. This submission will be due to DPB by close of business on Tuesday, January 23. However, if you discover before this deadline that one or more of your programs has inadequate funding from previous fiscal year federal grants to continue operations after Friday, you should alert your cabinet secretary and your DPB contacts as soon as possible.

If you have any questions, please touch base with your DPB contacts. Thank you for your prompt assistance with this issue.