

TO: Executive Department Budget Personnel

FROM: Department of Planning and Budget

SUBJECT: Potential Federal Government Shutdown Survey

As you probably are aware, Congress has not passed a new budget for federal fiscal year 2018, which began on October 1, 2017. Instead, Congress has passed a series of short-term spending bills (continuing resolutions) to keep the federal government operating. The latest of these short-term authorizations expires at the end of the day on Friday, January 19.

In preparation for a potential shutdown of the federal government after January 19, the Governor's Chief of Staff has asked the Department of Planning and Budget (DPB) to begin collecting information to assess the potential impact a shutdown would have on state operations.

A survey template in the form of an Excel file has been posted on the DPB website (see link below). You need to enter data in the survey for each federal grant for which you will rely on federal fiscal year 2018 funding for continued operations. You should especially focus on any programs that have no ability to continue immediately following a shutdown or that can only operate for a very short period of time. If your agency does not receive federal funds, you do not need to submit anything.

Please download a copy of the Excel template, complete the survey, rename the file to include your agency code, and return it to budget@dpb.virginia.gov with a copy to your DPB budget analyst by close of business on January 23, 2018.

Note: If you discover before the above 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 budget analyst as soon as possible.

If you have any questions, please contact your DPB budget analyst.

Link to Survey:

<http://dpb.virginia.gov/forms/forms.cfm?search=2018%20Potential%20Federal%20Government%20Shutdown%20Survey>

Links to other information that may be helpful in preparing for a potential shutdown - provided by the National Association of State Budget Officers (NASBO):

- The Office of Management and Budget (OMB) has compiled contingency plans from federal agencies, which can be found [here](#). The plans include information on what functions will cease and which will continue during a shutdown.
- A federal shutdown primer from the Committee for a Responsible Federal Budget can be found [here](#).
- A report from the Congressional Research Service entitled “Shutdown of the Federal Government: Causes, Processes, and Effects” can be found [here](#).
- If you are a subscriber to Federal Funds Information for States, their page on Federal Shutdown information can be found [here](#).