



Northern Border Regional Commission

October 16, 2020

Northern Border Regional Commission Shutdown Plan

To be enacted in the event of a lapse in governmental appropriations.

The Northern Border Regional Commission (NBRC) is funded on a “no year” basis, and as such, consistent with **OMB Circular A-11, Section 124** (*Agency Operations in the Absence of an Appropriation*), NBRC would be able to maintain operations using any administrative funds remaining from the previous Fiscal Year, provided they are appropriately apportioned.

Beginning immediately in a new Fiscal Year in which there is a lapse in appropriations, the NBRC will begin to take measures to shutdown activities as required by **OMB Circular A-11, Section 124.3**. Shutdown procedures will proceed in a manner that minimizes disruption in service to existing grantees. *These activities will include:* Curtailing travel, and delaying, suspending or eliminating non-essential administrative contracts. After exhausting these measures, the NBRC will begin to take measures to furlough staff, beginning with shortening work weeks, and finally furloughing all non-grant staff members. Staff members who work directly with grantees will be the last staff furloughed. Finally, the NBRC will delay any *new* programmatic activities until an appropriation is secured.

The Executive Director will be responsible for communicating with staff regarding their furlough status as operations shut down. The Federal Co-Chair (as Agency Head, referenced below), will notify the Executive Director when appropriations resume, following notification from OMB. At that point, the Executive Director will notify staff where and when to begin reporting for work.

Please note that the Federal Co-Chair will be the only NBRC employee to continue to report for work during the entire shutdown period described above, as this position is classified as **PAS**, and is therefore exempt. Currently the Federal Co-Chair is not the primary contact for OMB, and as such, his email address and phone number are included below:

Email: fedcochair@nbro.gov

Phone: 603-491-6807

This plan has been reviewed by NBRC legal counsel, and was submitted to the Federal Office of Management & Budget on October 16, 2020.

Rich Grogan, Executive Director, Northern Border Regional Commission