

<b>Lapse Plan Summary Overview</b>	
Estimated time (to nearest half day) required to complete shutdown activities:	<i>0.5 days</i>
Total number of agency employees expected to be on board before implementation of the plan:	<i>789 FTE</i>
<b>Total number of employees to be retained under the plan for each of the following categories:</b>	
Compensation is financed by a resource other than annual appropriations:	<i>242 FTE</i>
Necessary to perform activities expressly authorized by law:	<i>59 FTE</i>
Necessary to perform activities necessarily implied by law:	<i>0 FTE</i>
Necessary to the discharge of the President's constitutional duties and powers:	<i>0 FTE</i>
Necessary to protect life and property:	<i>21 FTE</i>
<b>Brief summary of significant agency activities that will continue during a lapse:</b>	
NCCC: Maintain health, safety, and well-being of members in place at NCCC campuses; provide oversight, order, logistics for housing and food, and maintain medical information of members in the field deployed on service assignments. Safeguard federal property at an NCCC campus.	
<b>Brief summary of significant agency activities that will cease during a lapse:</b>	
CNCS grant making and grant monitoring operations will cease during a lapse.	

### **Corporation for National and Community Service Plan for Agency Operations in the Absence of Appropriations Executive Summary**

The Corporation for National and Community Service (CNCS) will maintain the operations of the National Service Trust Fund, the VISTA Advance Payment Revolving Fund, and FEMA Corps because payments from those accounts are not contingent on annual appropriations. Also, CNCS has determined that it is authorized by law to provide housing and subsistence for approximately 1,200 National Civilian Community Corps (NCCC) members who will remain at their assigned locations or return to their respective regional campuses, operate FEMA Corps at 260 members, and maintain approximately 4,500 VISTA members in service.

61 FTEs are considered essential for purposes of supporting functions that remain funded during an annual appropriations lapse or are otherwise authorized by law. An analysis performed by FEMA determined that certain FEMA Corps functions are authorized by law and an additional 20 FTE that support FEMA Corps are also considered essential. The remaining staff will not be working as a result of the funding hiatus. This determination was based on a legal sufficiency review. Additionally, agency programs and employees

funded by no-year or multi-year appropriations may continue to perform normal operations. These include activities and personnel supported by the American Rescue Plan appropriations and Public Health AmeriCorps activities.

For the most part, previously awarded grants and cooperative agreements will not be affected by the absence of current appropriations (although there will be no CNCS oversight or assistance provided to grantees until normal operations resume or a long-term orderly shutdown is begun). CNCS will not be able to issue new grants, provide assistance to grantees, or carry out most administrative activities or functions, including travel, hold meetings or conferences, hire consultants, etc. This plan was formulated to address a short-term temporary lapse in funding (up to two weeks). In the event of a long-term or permanent lapse of funding, the plan will be re-evaluated.

**Functions and Personnel Maintained during a Temporary Funding Lapse**

Based on the opinion of CNCS’s Office of General Counsel, CNCS is authorized to maintain the following functions during a temporary lapse in funding:

<b>Operation/Function</b>	<b>Authority/Rationale</b>
<p><i>Trust</i></p> <p>Operation of the National Service Trust</p>	<p>The National Service Trust is a no-year appropriation account that disburses education awards, student loan deferral payments, summer of service awards, and silver scholar awards. Operations to make disbursements of a fund that is not affected by a funding lapse are authorized by law. The CNCS Trust staff are involved in approximately 750 requests for payments (or other inquiries about Trust operations) each week. Because there is no legal requirement that Trust inquiries be processed in a specific amount of time, processing these inquiries can be delayed. However, due to the high volume of requests that the Trust receives each week, a significant backlog would occur if all employees were furloughed during a lapse in funding of 5 days or more.</p>
<p><i>VISTA</i></p> <p>Pay Living Allowance through the VISTA Advance Payment Revolving Fund</p> <p>Accrue Living Allowance for Non-grant, Non-cost share VISTA members</p>	<p>Under the Domestic Volunteer Service Act (DVSA), VISTA members are required to be available for service at all times, without regard to normal work hours. This requirement is not affected by a funding lapse.</p> <p>The VISTA Advance Payments Revolving Fund pays the VISTA support costs of VISTA members supported by cost-share agreements. The revolving fund receives reimbursements from cost-share participants which are not affected by a funding lapse. Operations of a program funded by non-appropriated sources are authorized by law.</p> <p>For non-grant, non-cost share VISTAs, the living allowance will continue to accrue but will not be paid until funding is appropriated.</p>

<p><b>NCCC</b></p> <p>Provide housing and shelter to NCCC members at NCCC campuses</p> <p>Provide housing and shelter to NCCC members on service assignments</p> <p>Supervision and safety at NCCC campuses &amp; project sites</p> <p>Provide physical security at campuses to safeguard USG property and leased facility.</p> <p>Administer the FEMA Corps Unit of AmeriCorps NCCC</p> <p>Maintain ongoing disaster response through FEMA funded mission assignments with the Disaster Services Unit (DSU).</p>	<p>Under the National and Community Service Act (NCSA), CNCS provides housing and subsistence to a Corps of 18-24-year olds at campus locations. This requirement is not affected by a temporary funding lapse. The living allowance will continue to accrue but will not be paid until funding is appropriated.</p> <p>Housing for NCCC members, while on assignment, is generally provided by the organization sponsoring the assignment. Members on assignments may continue to be housed in the sponsor-provided sites at no cost to the government and may continue to provide service because their service does not incur any additional obligation on the government. The members' meal allowance and stipend are the same regardless of whether they are on assignment or at their NCCC campus.</p> <p>Providing health, welfare, safety, discipline and overall support (including mitigating potentially life-threatening situations) for NCCC members located on campuses and project sites falls under the protection of human life exception. Under the protection of property exception, security and loss mitigation services may be provided for valuable, pilferable CNCS equipment and property at NCCC campuses, field offices, and headquarters. NCCC members' healthcare is provided by a contractor that has already been obligated.</p> <p>The protection of property exception and loss applies for securing the safety and security of NCCC campus facilities. Where guard services are necessary they are through a third-party provider with funds already obligated. Periodic staff oversight will be necessary depending on length of funding lapse and number of NCCC members onsite.</p> <p>FEMA Corps is funded through Stafford Act no-year funding from the Department of Homeland Security. Operations of FEMA Corps are not affected by a funding lapse. Limited staff at CNCS headquarters who support FEMA Corps in the field are considered excepted.</p> <p>FEMA's Disaster Relief Fund (DRF), which funds mission assignments to mobilize ASN and NCCC teams as A-DRTs, is available during a lapse in funding and exists as no-year money. Two DSU staff are considered exempt to support such work and coordinate with FEMA as they are ARP funded. An additional DSU staff member is considered excepted and serves as the agency's POC for federally declared disasters with FEMA during a lapse in funding.</p>
<p><b>Supporting Operations</b></p> <p>Throughout funding lapse</p> <p>As needed during funding lapse</p>	<p>The accounting, information technology, administrative, and other support functions necessary to carry out the limited operations and functions listed above. This requirement falls under the functions necessary to carry out exception.</p> <p>The senior management, policy, legal, budget, ethics, and other functions as needed on an intermittent basis (on call) to re-evaluate or modify CNCS activities under the plan, such as moving from a short-term orderly suspension of activities to a long-term shutdown of operations. This requirement falls under the functions necessary to carry out exception.</p>

Authorized operations during a short-term, temporary lapse of appropriations.

**At Start of Temporary Funding Lapse (estimated to take 4 hours)**

<b>Role/Position</b>	<b>FTE</b>	<b>Rationale/Functions</b>
All Employees	530	<p>Orderly suspension of non-essential operations during a temporary lapse in appropriations:</p> <ul style="list-style-type: none"> <li>• Cancel meetings and other previously arranged business.</li> <li>• Document the status of projects so that they can be resumed, transferred, or otherwise appropriately handled when the funding situation is determined.</li> <li>• Perform tasks necessary to protect confidential information, including listing all confidential records.</li> <li>• Take measures to secure files.</li> <li>• Leave out of office messages provided by management on voicemail and email.</li> <li>• Surrender government-issued smart phones and purchase cards (off-site staff should be instructed to discontinue use).</li> <li>• Submit timesheets for time during relevant pay period.</li> </ul>

<b>Excepted Employees (throughout the temporary funding lapse period)</b>		
<b>Functional Role</b>	<b>FTE</b>	<b>Rationale/Functions to Be Performed</b>
Office of the Chief Executive	3	Agency head; Presidential appointment and Senate confirmed position. Chief of Staff. General Counsel.
Budget Execution & Funds Control	2	Budget Director to initiate and approve payments financed by the National Service Trust Fund, and the VISTA Advance Payments Revolving Fund, and carry out related functions authorized by law. In addition, a budget analyst will monitor and approve activities for ARP and PHA.
Acquisition Management	5	Contract administration matters necessary to carry out authorized functions including emergency acquisitions and any contracts or purchasing supported by ARP and PHA funding.
Property Management	1	Protect physical property and space access.
Information Technology	6	Network infrastructure, security, applications support, and contract invoice payment is necessary to carry out authorized functions
Accounting & Accounting Systems	3	Process and account for payments financed by National Service Trust Fund, VISTA Advance Payments Revolving Fund and carry out related functions authorized by law.
VISTA Member Support	1	Support member needs including processing transactions such as travel, early member exits, service extensions offboarding, and emergencies.
Cost Share Billings, Payments, and Collections	4	Support issuance and processing of payments for authorized functions (an account not affected by a temporary funding lapse).

NCCC (To include the Disaster Services Unit. See below for NCCC FEMA Corps)	21	Maintain health, safety, and well-being of members in place at NCCC campuses and on project sites; provide oversight, order, logistics for housing and food, and maintain medical information of members. See NCCC Director for full and complete list of 21.
Human Capital	2	Process federal payroll for (up to 1 ½ days level of effort and timing depends on date of lapse).
<b>Total</b>	<b>48</b>	

<b>Excepted FEMA Corps Support Employees (throughout the temporary funding lapse period)</b>		
<b>Functional Role</b>	<b>FTE</b>	<b>Rationale/Functions to Be Performed</b>
NCCC-FEMA Corps	11	Continue operations of FEMA Corps program.

### **Program Operations during a Short-Term Lapse in Funding**

Program Grants and Cooperative Agreements – Previously awarded program grants and cooperative agreements will continue to operate. For example, AmeriCorps State and National and AmeriCorps Seniors grants already awarded would continue to operate. Grantees should be able to draw down funds from the HHS Payment Management Service (PMS). Normal CNCS monitoring and technical assistance (Monitoring Officers and Portfolio Managers) will not be available during a short-term lapse in funding. No new or continuation grants will be awarded during a temporary funding lapse.

NCCC – Members will remain on campuses or in sponsor-provided housing until CNCS determines that a long-term shutdown of operations should occur. Members will receive lodging and subsistence but will not be deployed to perform new service projects. Members on assignments will be allowed to perform service if the continued service does not require any government obligations which is the case for almost all missions. Members will be eligible for health care under the existing contract.

FEMA Corps – Members will continue to serve and a reduced staff level will remain on hand to support FEMA Corps members.

DSU – Staff will continue to coordinate with FEMA and administer no-year funds dedicated to active disaster response efforts for federally declared disasters.

VISTA – Members will continue to serve and will accrue living allowance during a temporary lapse of funding until CNCS determines that an orderly shutdown of operations should occur. The living allowances for cost share and program grant VISTAs will not be affected by a funding lapse. Members will be eligible for health care and childcare services under the existing contracts.

Shared Services – ARC has confirmed that they will continue to provide services per our agreement in the event of a funding lapse.

### Contracts and Purchase Card Acquisitions –

Overall, there will be delays in the acquisition process and support for procurement actions. Normal contract support (contracting staff, contracting officer representatives, etc.) will not be available during a short-term lapse of funding.

Contractors performing under a contract or contract option that was awarded prior to the funding lapse may continue to provide services, whether in support of excepted activities or not, up to the limit of the funds obligated on the contract prior to the lapse in funding. New contracts (including renewals, extensions, issuance of task orders, exercise of options, other modifications) may not be executed to include incrementally funding contracts or covering cost overruns unless the contractor is supporting an excepted activity. Invoices will not be paid during a short-term funding lapse and may be delayed after the lapse is over.

### **Program Operations during a Long-Term Lapse in Funding**

The CNCS plan for operations during a temporary funding lapse centers on maintaining those functions and operations which are authorized by law, and the orderly suspension of the remainder of CNCS operations. As the period of a funding lapse expands, CNCS may determine that it is necessary to terminate some operations.

For example, a temporary suspension of service by NCCC may eventually become untenable as the members can no longer complete their terms of service. Likewise, an extended period of not being able to disburse VISTA living allowances may make it impractical for VISTA members to meet their service availability requirements. Extended suspensions of Salaries and Expenses appropriations will require formal furloughs and eventually Reductions In Force of CNCS staff.

As determinations are made that programs and staff functions must be more formally terminated, CNCS will need to activate resources to carry out these shutdown functions. CNCS's Office of General Counsel has determined that the following functions would be authorized during a funding lapse in order to provide for the orderly termination of CNCS operations:

- Additional CNCS staff operations to protect CNCS property until such protection can be arranged by another agency.
- Staff to implement general government-wide requirements related to the disposition of property.
- Staff to carry out the planned expiration or termination of outstanding contracts.
- OHC staff to appropriately carry out phased furloughs and Reductions In Force of staff.
- Actions in compliance with statutes providing for the rights of employees and the protection of government information.
- Ending the terms of service for all current NCCC members and VISTA volunteers, and providing them transport to their permanent residences (consistent with current practices).
- Maintaining staff to, or transferring the functions of, overseeing existing CNCS grants and VISTA cost share arrangements until completion and close-out under normal procedures.
- Maintaining staff to, or transferring the functions of, the National Service Trust through the payment or expiration of all current Segal Education Awards, interest forbearance payments, summer of service awards, and silver scholar awards.

Staff resources not needed during a temporary suspension of operations will be subsequently needed to carry out these and any other functions necessary to terminate CNCS operations on a long-term or permanent basis. Accordingly, the plan will be re-evaluated as CNCS deems necessary.

## **Payroll**

Depending upon the actual day employees are placed on furlough, the Office of Human Capital will require one staff person to process payroll. This encompasses the review and certification of all time and attendance records, the transmission of those records to the payroll provider (the National Finance Center), and the review and correction of any error reports generated by the payroll provider. Limited VISTA and NCCC member payroll functions will also be maintained during a lapse in appropriations.

## **Communications**

A communication strategy will be developed and deployed in alignment with Federal guidance. Planned information materials will include a message to staff, grantees, and frequently asked questions (FAQs). Additionally, a message regarding temporary suspension instructions for managers and public messages (on agency public websites and call centers) will be developed and distributed by the Office of External Affairs.

All agency programs and units with external social media or digital assets (Facebook/Twitter) must provide pass codes and administrative materials to the Office of External Affairs to ensure uniform access to these channels should the need for streamlined communication arise. CNCS, under the leadership of the Office of External Affairs, will follow government-wide guidance on digital communication.

## **Instructions for Orderly Suspension of Operations**

If sufficient advance notice of an impending lapse of appropriations is available, orderly suspension activities will be completed by employees during their last regularly scheduled tour of duty prior to the lapse. It is expected that orderly suspension activities should be completed within four hours.

After the orderly suspension of activities, the only employees who will be permitted to continue in a duty status are those employees designated in or pursuant to CNCS plans to conduct activities and functions authorized during a temporary funding lapse. Voluntary services from employees may not be accepted.

Any employee on travel status will be contacted and told to return to his/her duty station immediately. Employees will be instructed that government issued charge cards can only be used by excepted employees for essential activities.

Orderly suspension procedures are as follows:

- Supervisors will inform staff either orally or in writing that the only activities that they may engage in are those associated with an orderly suspension of agency operations. Such functions may include, but are not limited to:
- Notify parties involved in agency matters of the suspension of normal business.
- Cancel meetings and other previously arranged business.
- Document the status of projects so that they can be resumed, transferred, or otherwise appropriately handled when the funding situation is determined.
- Perform those tasks necessary to protect confidential information, including listing all papers to be accorded confidential status.
- Take measures to secure files. Confirm contact information to supervisors.

The Office of Human Capital will generate notices to be provided to employees. Notices will be disseminated to all employees who have not been determined to be necessary for operations authorized during a temporary funding lapse.

As each employee's responsibilities for orderly suspension are completed, he/she will exit the government facility. Supervisors will ensure that appliances have been disconnected, equipment and lights have been turned off, government issued electronic devices and charge cards relinquished, and the physical area has been secured for those work sites which do not continue to carry out authorized activities.