




STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

OFFICE of MANAGEMENT & BUDGET
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TO: State Agency Directors
State Agency Chief Financial Officers

FROM: Peter Marino, Director 
Office of Management and Budget

DATE: October 7, 2013

SUBJECT: Agency Actions in Response to Government Shutdown

The Executive Office of the President issued M-13-24 ordering federal agencies to execute contingency plans for an orderly federal government shutdown given the absence of a Continuing Resolution on September 30. The RI Office of Management and Budget, in collaboration with state agencies, is actively monitoring the progress and impacts of the federal government shutdown.

Fortunately, there is little to no immediate impact on state government programs. However, indications from Washington are that the shutdown may go into a second week and possibly longer. Given the uncertainty, the RI Office of Management and Budget is implementing several measures to mitigate the impact on the state.

Immediate Actions to be taken by Agencies:

State FTE Positions and Contract Employees:

- Requests to establish or refill positions funded in whole or in part with federal funds will be reviewed on a case-by-case basis by the Budget Office, but generally will not be approved in cases where the federal funding source is or may be affected by the federal government shutdown.
- Positions that have previously been approved but have not been filled shall remain vacant unless the federal funding source is unaffected by the federal government shutdown as evidenced by written communication from the federal funding agency and/or program.
- Positions for which an offer has been extended and a start date provided may continue to move forward.
- For State FTE personnel requests, agencies will be required to attest that the federal funding source for the position is not affected by the government shutdown by adding a standard note in the Personnel Action Request system. Documentation from the federal funding agency substantiating this attestation must be sent to the agency budget analyst.

- For new Adil contract positions, agencies will be required to attest that the federal funding source for the position is not affected by the government shutdown by sending the FY 2014 Temporary Services Request Form. Highlight the position title that the agency is requesting to fill and include documentation from the federal funding agency. Send to the agency budget analyst.

Contracts:

- Agencies should not enter into new federally-funded contracts for goods or services or amend existing contracts to expend federal funds unless the federal funding source is unaffected by the federal government shutdown as evidenced by written communication from the federal funding agency and/or program.
- A Critical Expense Request Form (CERF) will be required for all federally-funded contract purchase orders and/or contract change orders. Under the Reason/Justification of Critical Need Section of the CERF, agencies will be required to attest that the federal funding source for the contract is not affected by the government shutdown and attach the documentation from the federal funding agency substantiating this attestation.
- RI General Law 37-2-54(c) and State Purchasing Regulations require that purchase orders and change orders be issued by the Division of Purchases prior to authorizing any vendor to proceed with work.

Travel:

- Out-of-state travel using federal funds shall be limited to those meetings where participation is required by the funding entity and the federal funding is unaffected by the federal government shutdown as evidenced by written communication from the federal funding agency and/or program.
- Departments should review previously approved travel requests to determine that the request meets the criteria outlined above. Departments should cancel previously approved travel plans not meeting these criteria.
- All travel requests must be approved in advance by the Director's Office.

Discretionary Spending:

- Federally-funded discretionary purchases such as office supplies, furniture and other equipment, information technology purchases, media buys, print materials, etc. should be suspended during the shutdown.

Federal Funded Employees and Contractors:

State employees and contractors that are partially or fully paid with federal funds should continue to come to work. In the event of an extended shutdown, the state will need to evaluate its options with regard to personnel paid with federal funds and its obligations under the collective bargaining contracts.

PM/lp

cc: Lincoln D. Chafee, Governor
George Zainyeh, Chief of Staff, Office of the Governor