

Dear CNCS Grantee,

As you are likely aware, the Continuing Resolution funding the Corporation for National and Community Service and other government agencies expires at midnight December 16th. Though we hope for the best possible outcome, and the parties are working towards a solution, we have to be prepared in the event our funding expires.

If a funding agreement is not reached and the government shuts down, nearly all CNCS employees would be on furlough status as of 12:01AM on December 17th, including all Program Specialists, Program Officers, Grants Management Specialists, Grants Officers and their supervisors. During the furlough period, these employees are not permitted to work in any capacity, including responding to email and phone messages. We are sending this letter to you because we understand that periods of furlough raise many questions that we can answer in advance, and because we know that a government shutdown means that we will be unable to provide you with customer service and support during that time.

First, about your existing grant funds:

- If you have an active, awarded grant, your program continues to operate.
- U.S. Department of Health and Human Services (HHS) has assured us that the Payment Management System will be available for drawing down funds and reporting on expenditures. As a federal agency, HHS will have limited staff available to respond to inquiries. Please be advised that the rules and procedures regarding effective cash management will be in effect (e.g limitations of amount and frequency of draw downs).
- eGrants will remain available, though the National Service Hotline support will be limited.

Next, if your grant's budget period ends while the government is shut down:

- CNCS cannot issue a no-cost extension, review or award a new or continuation grant.
- You may continue operating your program **after the budget period**, BUT:
 - You cannot spend any CNCS funds, even if they are "left over" from the grant that ended.
 - We cannot promise reimbursement for any expenses you incur, even if a future new or continuing grant would be likely to cover them, because we have no way of knowing what funding will be available to award/continue grants when government reopens. You will be operating your program without federal financial support.

We understand that you have agreements in place directly related to your CNCS grant such as awards to sub-grantees and/or agreements with volunteer/member placement sites. Since these agreements are not executed by CNCS, they are not affected by the shutdown. Volunteers/participants covered by such agreements can continue serving at those locations. You can renew those agreements as needed, and provided your budget period does not end during the shutdown - you can support them as usual.

Please track questions that come up during the furlough period. When the government reopens, please send those unanswered questions to your Program Specialist, Program Officer or Grants Management Specialist as appropriate and she or he will respond as quickly as possible.

Thank you in advance for your understanding.

William Anderson
Chief Financial Officer

Idara Nickelson
Acting Chief of Program Operations