



SOUTHEAST CRESCENT
REGIONAL COMMISSION

Southeast Crescent Regional Commission

Plan for Operating in the Event of
Lapse in Appropriations

AUGUST 2023

Southeast Crescent Regional Commission (SCRC) Lapse Plan Summary Overview

Estimated time (to the nearest half day required to complete shutdown activities:	1 day
Total number of agency employees expected to be on board before implementation of the plan:	5
Total Numbers of Employees to be Retained Under the Plan for Each of the Following Categories	
Compensation is financed by a resource other than annual appropriations	5
Necessary to perform activities expressly authorized by law	1
Necessary to perform activities necessarily implied by law	1
Necessary to protect life and property	2
Brief Summary of Significant Agency Activities That Will Continue During a Lapse	
<ul style="list-style-type: none"> • Activities necessary for the protection of life or property • Excepted Activities • Necessary Implied Activities 	
Brief Summary of Significant Agency Activities That Will Cease During a Lapse	
<ul style="list-style-type: none"> • Curtailing travel • Delaying, suspending or eliminating non-essential administrative contracts <p><i>After exhausting the aforementioned measures, SCRC will begin to take the following measures:</i></p> <ul style="list-style-type: none"> • Shortening work weeks • Furlough of non-exempt and non-excepted employees • Delay any new SCRC programmatic activities until an appropriation is enacted. 	



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The Southeast Crescent Regional Commission (SCRC), a federal entity under the executive branch, is funded on a “no-year” basis. Specifically, its appropriations “remain available until expended,” which means that SCRC can incur obligations against such budget authority indefinitely, per OMB Circular A-11, Section 20. As such, SCRC would be able to maintain operations using any such “no-year” funds remaining from the previous fiscal year. The current balance of prior “no-year” appropriations is at a sufficient level to maintain operations for an extended period. All SCRC employees will continue to report to work during the period for which their salaries may be paid through prior “no-year” appropriations.

Shutdown of Operations

In the event that available prior “no-year” appropriations are exhausted, the SCRC will begin to take measures to shutdown activities as required by OMB Circular A-11, Section 124.3 that minimizes disruption in services to existing SCRC grantees. The exempt and excepted employees would include the Federal Co-Chair and Director of Finance. The Federal Co-Chair, as Agency Head, will notify the Executive Director when shutdown activities shall commence. At that point, the Executive Director will be responsible for notifying employees regarding SCRC shutdown of operations, their furlough status and providing instructions to engage only in shutdown activities, which include items such as:

- Securing the SCRC work area and locking up materials and files, including at remote or telework locations;
- Canceling travel plans and scheduled training;
- Canceling internal and external meetings and informing attendees;
- Canceling SCRC sponsored or co-sponsored events and notifying participants; and
- Placing out-of-office messages on email and voicemail.

Exempt and Excepted SCRC Employees

As the position of Federal Co-Chair is classified as PAS, the position is exempt from furlough. The Federal Co-Chair will remain throughout the duration of the shutdown. The Director of Finance will remain available to perform excepted activities, interpret such statutes as the Antideficiency Act and other “necessarily implied” activities for which obligations can continue to be incurred despite a funding lapse, to include the liquidation of payroll obligations incurred prior to the lapse or, for payroll obligations incurred by “no-year” appropriations, during a lapse.

Employees otherwise in furlough status may be called upon to work as necessary during the furlough due to the nature of their responsibilities to perform excepted work on an as needed basis.

Resumption of Orderly Operations

Prior to the shutdown, employees will be instructed to listen to public broadcasts or news that the Continuing Resolution (CR) or appropriations law has been enacted. Upon confirmation from the Office of Management and Budget, the Federal Co-Chair will notify the Executive Director that the CR or appropriation has been signed. The Executive Director will inform employees that the furlough has ended and when they are expected to report to work.

Approved by:



Dr. Jennifer Clyburn Reed
SCRC Federal Co-Chair

8/16/2023

Date