



# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

To: Agency Heads and Fiscal Officers

From: Benjamin Barnes, Secretary

Date: October 1, 2013

Subject: Federal Shutdown Guidance – Positions, Federal Grants, and Contracts

---

The following guidance applies during the period of the federal government shutdown and until a federal budget (either continuing resolution or appropriations law) is in place:

### Positions

- Modification of accounting string (Position General Change): Requests to shift payroll responsibility wholly or partly from federal funding sources to state appropriated funding sources will be reviewed on a case-by-case basis but will generally not be approved unless part of an approved plan for dealing with the federal government shutdown.
- Establish or refill (EST, PRF, PRC where action is reclass/refill): Requests to establish or refill positions that are funded in whole or in part with federal funds will be reviewed on a case-by-case basis but generally will not be approved in cases where the federal funding source is or may be affected by the federal government shutdown.
- Current positions: Extending filled positions that are fully or partially federally funded or increasing hours for such positions will be reviewed on a case-by-case basis. Positions that have previously been approved but have not been filled or which become vacant should remain vacant unless the federal funding source is unaffected by the federal government shutdown.

### Federal grants

- Requests to establish new or adjust existing receivables: These will be handled on a case-by-case basis, but will generally not be approved unless the federal funding source is unaffected by the federal government shutdown.
- Notices of intent to apply for federal grants: These will be held pending resolution of the shutdown.
- Allotments (B-107s): These will be handled on a case-by-case basis, but will generally not be approved unless the federal funding source is unaffected by the federal government shutdown.

### Contracts

- Requests to approve or amend contracts (Purchase of Service or Personal Services Agreements): These will not be approved unless the federal funding source is unaffected by the federal government shutdown. Agencies should enter comments into the POS/PSA system regarding whether the federal funding source is affected by the shutdown.

Communications, resources, and state agency assessments are available at the following webpage, which will be updated as information becomes available:

<http://www.ct.gov/opm/cwp/view.asp?a=3011&Q=532710&PM=1>.

If you have any questions, please contact your assigned OPM analyst.