



# Arizona Department of Administration Office of Grants and Federal Resources

## Partial Federal Government Shutdown: Helpful Hints and Reminders for Federal Grant Management

January 2019

The partial federal government shutdown impacts state agencies receiving federal funding that has not been appropriated for the current fiscal year (FY19). The non-appropriated services include **Financial Services/General Government; Interior and the Environment; Transportation/HUD; Commerce/Justice/Science; Homeland Security; Agriculture; and State/Foreign Operations.**

### HINTS FOR SURVIVING THE SHUTDOWN

We are now in the third week of the partial federal government shutdown; here are some helpful hints and reminders to assist with managing federal funds:

- Not all federal agencies are affected, so check individual funder(s) websites to confirm their current operational status (and what it will be in the upcoming days and weeks);
- Stay in contact with your funder to ensure you are aware of when their status will change (i.e., USDOJ/OJP is open now but will close if the shutdown extends beyond January 18, 2019);
- Regardless of the shutdown status of the federal agency, continue with all federally mandated compliance activities and regularly scheduled due dates, including but not limited to: submission of financial reports, progress reports, closeouts, monitoring activities, time and effort reporting, and other related activities;
  - ◇ **Do not miss a grant requirement that will trigger an automatic freeze of funds, such as not having a current financial status report on file.**
- Do not initiate activities that require human interaction, such as budget revisions or grant adjustment notices. There may not be staff available to process these types of requests and thus your grant may be frozen and/or tagged with special conditions, which could limit your access to drawdown funds;
- Check the operational status of the federal grant payment processing systems. Some may accept drawdown requests but are not staffed to process the requests; therefore, drawdowns may not be completed;
- Take advantage of the 10 percent budget flexibility among approved categories during this time to avoid triggering budget revisions or hitting funding caps;
- If allowable, utilize approved administrative funding or indirect costs for programmatic purposes until such a time as budgets can be revised;
- Review unrestricted state money and/or older federal grants to see if any funding is available and whether final drawdowns must occur that could provide resources during this shutdown.

**For assistance, please contact:**

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