

NeighborWorks America
Contingency Plan for Lapse in Appropriations
Updated September 24, 2021

NeighborWorks America (“NeighborWorks”), formally known as the Neighborhood Reinvestment Corporation, is a congressionally-chartered, public nonprofit corporation operating pursuant to 42 USC §8101. Pursuant to its enabling act, NeighborWorks is not a department, agency, or instrumentality of the federal government and its officers and employees are not federal employees.

NeighborWorks creates opportunities for people to live in affordable homes, improve their lives, and strengthen their communities. For over forty years, NeighborWorks, a national, nonpartisan nonprofit, has strived to make every community a place of opportunity. Our network of excellence includes nearly 250 member NeighborWorks Organizations in every state, the District of Columbia and Puerto Rico.

NeighborWorks offers grant funding, peer-exchange, technical assistance, evaluation tools and access to training, as the nation's leading trainer of housing and community development professionals. NeighborWorks network organizations provide residents in their communities with affordable homes, owned and rented; financial counseling and coaching; community building through resident engagement; and collaboration in the areas of health, employment and education. NeighborWorks receives a federal appropriation and uses a combination of appropriated dollars, earned income, contributions, and grant funds to perform and execute on its mission.

In the event of a lapse in NeighborWorks’ federal appropriation, the CEO of NeighborWorks is authorized – in consultation with the Chair of the Board – to determine whether and how the Corporation will continue to operate using its reserve of unrestricted non-appropriated funds. Based on the foregoing, and consistent with its actions during previous lapses in appropriations, standard plans for NeighborWorks in the event of a future lapse in federal funding will be to continue its work and preserve its resources by continuing operations with appropriate staffing using unrestricted operating reserves. Special programs funded by multi-year funds would also continue.

These operating reserves traditionally have been sufficient to maintain basic operations during a lapse in appropriations. If a prolonged lapse in funding is foreseen, the Corporation will take steps to preserve corporate resources, including reducing discretionary spending. The CEO and Board Chair will reevaluate at regular intervals, and in the event of a prolonged lapse in funding, will develop plans to implement a full or partial shutdown of NeighborWorks. Special consideration will be given to program areas in which NeighborWorks is obligated by contracts or agreements with external nonfederal parties, and previously scheduled large external facing events.

NeighborWorks is **not** a federal agency, but offers the following information, analogous to what is required by Office of Management & Budget Circular No. A-11, Section 124:

Summary of significant agency activities that will continue during a lapse in appropriations:

- Continue to meet deliverables for initiatives and programs funded by outside grants and contracts;
- Continue activities/systems that are fully or partially customer-paid;
- Provide critical overhead and systems to enable non-furloughed staff to meet and manage outside or previously funded commitments;
- Continue to meet our IT Security needs;
- Maintain critical technology systems and external-facing systems, including but not limited to the external website, the training and events management platform, and the housing counseling client management systems;
- Provide critical technical assistance to the network of NeighborWorks Organizations;
- Address any issue that creates significant liability or risk for NeighborWorks;
- Retain the ability to respond to Congressional, Administration and/or media inquiries; and,
- Maintain a limited capacity for fundraising proposals, reporting and communications to outside funders.

NeighborWorks' shut down plan will be determined by various factors at the time of a lapse in appropriations. NeighborWorks will file an updated Lapse Plan with OMB prior to implementing a full or partial shut-down to include:

- Estimate of the time needed to complete shutdown activities.
- Total number of agency employees expected to be on-board before implementation of the plan.
- Total number of employees to be retained under the plan.
- Total number of employees to be furloughed under the plan.

Shutdown Procedures:

Staff will receive written notice of implementation of a full or partial shutdown of NeighborWorks as soon as such an occurrence is considered imminent by management. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period will be cancelled.

Recall of certain staff during the furlough period:

Some staff may be recalled to work on critical items for outside funds, including adjusted program deliverables, reports or audits, and Board or information management needs. Staff will be contacted by phone and email. Supervisors will endeavor to identify this category of staff in advance and inform staff that they may be recalled to work sooner. Staff that are recalled are expected to report to work on the next business day, unless otherwise specified by the supervisor.

Methods for notifying employees that the shutdown furlough has ended and that they are to return to work on a specified day:

- NeighborWorks will contact staff via automated telephone system to inform employees of a change in status of the shutdown. Staff will also be directed to follow Office of Personnel Management guidance regarding the status of furloughed employees.
- NeighborWorks will coordinate shutdown with partner agencies and participate in OMB small agency calls on government shutdown activities in order to stay abreast of issues and ensure they are identified and coordinated.