

**Morris K. Udall and Stewart L. Udall Foundation**  
**Plan for Agency Operations in the Absence of Appropriations**

**FY 2026**

<b>Lapse Plan Summary Overview</b>	
Estimated time (to nearest half day) required to complete shutdown activities:	<i>NA-see below</i>
Total number of agency employees expected to be on board before implementation of the plan:	<i>24 FTEs</i>
Total number of agency employees expected to be furloughed under the plan (unduplicated count):	<i>23 FTEs</i>
<b>Total number of employees to be retained under the plan for each of the following categories:</b>	
Compensation is financed by a resource other than annual appropriations:	<i>0 FTEs</i>
Necessary to perform activities expressly authorized by law:	<i>0 FTEs</i>
Necessary to perform activities necessarily implied by law:	<i>0 FTEs</i>
Necessary to the discharge of the President's constitutional duties and powers:	<i>0 FTEs</i>
Necessary to protect life and property:	<i>1 FTEs</i>
<b>Brief summary of significant agency activities that will continue during a lapse:</b>	
Activities that will continue during a lapse relate to the payment of necessary expenses, continued operation of IT functions, and the preparation and formulation of the budget. Activities funded by mandatory appropriations will continue.	
<b>Brief summary of significant agency activities that will cease during a lapse:</b>	
Almost all Udall Foundation activities will cease during a lapse. Only activities necessary to ensure the payment of necessary expenses, continued operation of IT functions, and activities funded by mandatory appropriations will continue.	

**Plan Details**

As required by OMB Circular, A-11, Sec. 124 the Udall Foundation hereby provides the following information:

1. Time to complete the shutdown estimated to the nearest half-day: The Udall Foundations estimates 4 hours. Number of employees on board before the shutdown: As of September 30, 2025, there are 24 FTE.
2. Number of employees retained to protect life and/or property: The Udall Foundation will retain one (1) employee: the Executive Director.
3. The Udall Foundation will prepare and submit policy statements and legal opinions supporting future estimates provided to OMB if the Udall Foundation estimates:

- a. That more than one-half day would be needed to complete a shutdown, or
  - b. That the number of employees to be retained to protect life and property would exceed five percent of the number of employees on-board at the beginning of a hiatus less those exempted above.
4. Agency employees will be given the earliest possible notice of a shutdown due to the absence of an appropriation or continuing resolution. In accordance with U.S. Office of Personnel Management (OPM) guidance, the Udall Foundation need not issue advance written notice of decision to furlough employees when the shutdown is based on the unavailability of an appropriation or a continuing resolution to fund agency operations.<sup>1</sup> The Udall Foundation will provide, however, all employees with a written notice (either individually or via e-mail) that the agency is shutting down due to absence of an available appropriation or a continuing resolution against which to make further obligations.
5. The Udall Foundations' priorities during a shutdown are to limit the creation of obligations to exempt and excepted functions. The Udall Foundation will reserve funding only for necessary expenses such as utilities, critical agency functions, and the preparation and formulation of the budget. The Udall Foundations mandatory programs will continue to function.
6. When responsible Udall Foundation officials are notified by OMB to commence a shutdown, the following will occur:
  - a. On the first regular workday following the absence of an available appropriation or continuing resolution, all agency employees scheduled to report to work will, unless informed otherwise by their supervisors, report to work at their normal start time(s). Agency employees not scheduled to report to the Udall Foundations' physical workplace may be asked to report at their supervisor's discretion.
  - b. Agency employees reporting to work will begin the orderly shutdown of agency operations. Normally, this will involve securing the workplace and making sure that critical agency infrastructure and/or working material (e.g., case files, important documents, office equipment, etc.) are secured during the shutdown. Normally, unless directed and approved by a supervisor, all shutdown activities should be completed as quickly as possible, in a period not to exceed four (4) hours (one half-day). Agency employees will record the time spent on

- shutdown activities to the nearest fifteen (15) minutes. When employees have finished their assigned shut down activities, they shall notify their supervisors.
- c. As a practical matter, the Udall Foundation has no employees who provide direct health care or lifesaving activities. Therefore, employees excepted from the furlough will be responsible for either maintenance of critical infrastructure, such as the agency's information technology or communications systems, or maintenance of such services as are essential to the functioning of the agency after an appropriation or continuing resolution is enacted.
  - d. Unless a Udall Foundation employee is designated as exempt or excepted, the employee shall not conduct any further agency business, whether on a “voluntary basis” or otherwise, either at home or in the office.
  - e. Contractor personnel: All contractor personnel serving the agency under either a cost-reimbursement or time-and-material/labor hour contract shall be notified that they shall cease work until further notice.
  - f. Udall Foundation employees in travel status when an appropriation or continuing resolution is due to expire shall contact their supervisor. The supervisor will advise the traveler to return to the duty location immediately in accordance with the Federal Travel Regulation, unless the employee volunteers to be furloughed at the travel site, without pay or per diem and the Udall Foundation agrees that such arrangement is in the best interest of the Federal Government. The cost of his or her return trip will be paid.
7. Use of agency IT systems, communications systems, or other resources during a period of a shutdown: No agency employee shall use Udall Foundation IT, communications systems or other resources during the period of a shutdown unless they are designated as an excepted employee or work in a program activity funded under mandatory appropriations. This includes employees checking the Udall Foundation’s web-based e-mail server from their personal computers to ascertain the status of the agency's operations. Employees should provide the Human Resources Specialist with a personal phone number or e-mail that can be used to notify employees when agency operations commence following the enactment of an appropriation or continuing resolution. Non-essential IT usage is prohibited.

## **Designated Contacts Regarding this Plan**

Executive Director

General Counsel

Chief Financial Officer