

Emergency Plan Template for States

The following are recommended action items and guiding questions for Designated State Agencies to consider when drafting an emergency plan in preparation for potential disruptions in federal funding.

Stay Informed

- Identify who monitors and gathers information on federal grant status.
- With whom is this information shared and how frequently?

State Advisory Group Plan

- Will the SAG continue operations if there is a freeze, delay, or lack of funding?
- If funding is disrupted, will the DSA continue to manage and facilitate the SAG (review establishment orders and bylaws)?
- Who will staff or support it?
- If necessary, plan for how you will transfer information between existing and new leadership or staff.

Partnerships

- What partnerships exist at the local, state, & national level that you can leverage?
- How can you help each other in the event of a funding cut?

Operational Planning

- Determine whether and when subgrant funding might be frozen by the Designated State Agency.
- List all positions funded by federal grants or specific grants you are emergency planning for.
- Establish a communication plan with staff, subgrantees, contractors, & other relevant parties.
- Identify alternative funding sources that could supplement funding losses within your organization and for your subgrantees.
- Identify grant funded programs that may be in conflict with federal priorities. If necessary, how can you pivot?
- Evaluate financial statements to identify what currently is/isn't federally funded, and therefore, what may be at risk of being defunded or impacted.

Resources to Review

- Assess current Term & Conditions of grants and subawards. Do subawards need to be revised?
- Are there any relevant state level Executive Orders, policies, or regulations/laws that you can leverage?
- Review existing grants management policies and procedures? Do they need to be revised?

Communication with Representatives

- Identify who communicates with your state representatives, senators, governors, attorneys generals.
- What does that communication entail?
- What message are you trying to get across?
- Is there data to support your position/request? How readily available and accessible is it?
- Prepare a concise and compelling elevator pitch for potential funders and collaborators.

For any inquires or additional information, please contact:

Melissa Milchman, CJJ Executive Director
milchman@juvjustice.org

or

Monica Celli, CJJ Government Relations Committee Chair
monica.celli@delaware.gov