

**From:** [Horn, Roger \(COM\)](#)  
**To:** [Schumacher, David \(OFM\)](#)  
**Cc:** [Balasbas, Jay \(OFM\)](#); [Cody, Kathy \(OFM\)](#); [Robins, Connie \(COM\)](#); [McConnon, Dan \(COM\)](#)  
**Subject:** Contingency Plan for Department of Commerce  
**Date:** Monday, June 17, 2013 5:48:07 PM  
**Attachments:** [Commerce Contingency Plan 6-17-13.xlsx](#)

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Attention David Schumacher:

Please find our lists of services that fall under each of the four categories described in your memo of June 12, 2013. We estimate a total of 13.8 divisional FTEs and 4.8 administrative FTEs would be covered under categories 2 and 4. Those numbers include 1.0 divisional FTE from category 4, which would require about .35 FTEs of administrative support. No funding fell into categories 1 or 3.

Please let us know if you have any questions. Thanks.

Roger

Roger Horn  
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## COMMERCE'S CONTINGENCY PLANNING FOR OPERATIONS ON JULY 1, 2013

June 17, 2013

Question #2: Services that do not require an appropriation, e.g, from non-appropriated funds

Fund Title	Fund Number	Approp Code	Program Title	Division	Essential Activities/Services Justification	FY14 FTEs
Energy Account	195	960	Energy - Oil Overcharge	IPPD	Nonappropriated/Budgeted - Administration of petroleum overcharge settlement funds received from US DOE	1.0
Mobile Home Park Relocation Account	205	967	Mobile Home Relocation	CSHD	Nonappropriated/Budgeted - The Mobile Home Relocation program provides relocation assistance to mobile home park tenants when a mobile home park is closed or converted to another use.	1.7
Child Care Facilities Revolving Acct	731	Z96	Child Care Facilities	CSHD	Nonappropriated/Non-Budgeted - To meet the child care needs of working families by providing technical and financial assistance to child care center projects throughout the state.	0.5
Child Care Facilities Revolving Acct	731	Z96	Child Care Facilities	CSHD	Nonappropriated/Non-Budgeted - Administrative expenditures are provided (after transfer) from Fund 263	0.5
Hanford Area Economic Investment	746	963	Hanford Area Economic Investment	LGID	Nonappropriated/Budgeted - Not expecting any expenditures in first part of FY14	0.0
Miscellaneous Program Acct	759	980	State Small Business Credit Initiative	BSD	Nonappropriated/Budgeted - Provides loans to small businesses.	1.0
Miscellaneous Program Acct	759	Z93	HOME	CSHD	Nonappropriated/Non-Budgeted - HOME - Inability to pay rent could result in low-income households losing housing and becoming homeless.	0.0
Miscellaneous Program Account	759	Z98	Brownfields Program Income	LGID	Nonappropriated/Non-Budgeted - Not expecting any admin expenditures in first part of FY14	0.0
Miscellaneous Program Account	759	Z98	Forest Service Timber Loans	BSD	Nonappropriated/Non-Budgeted - Not expecting any expenditures in first part of FY14	0.0
Miscellaneous Program Account	759	Z98	WA Families - Homeless Families	CSHD	Nonappropriated/Non-Budgeted - Not expecting any expenditures in first part of FY14	0.0
Miscellaneous Program Account	759	Z98	CDBG Program Income	LGID	Nonappropriated/Non-Budgeted - No funds currently available in account	0.0

Developmental Disabilities Endowment Trust Account	833	Z98	DD Endowment Trust	CSHD	Nonappropriated/Non-Budgeted - This program provides finances for lifetime services and supports for persons with developmental disabilities through the endowment trusts funded private contributions and dedicated matching funds. Any disruption to the ability to make contributions or pay for beneficiary expenses will impact these individuals and runs a legal liability.	0.0
Industrial Insurance Premium Refund	03K	978	Health and Safety Committee	ASD	Nonappropriated/Budgeted - Used for facilities safety issues, emergency pack supplies, and employee health incentives.	0.0
Individual Program Account Program Account	08E	973	Individual Development Account	CSHD	Nonappropriated/Budgeted - Helps low-income Washington State residents invest in home ownership, a small business, education, a computer, a car, home improvements, and assistive technology by creating matched savings accounts.	0.0
Transitional Housing Operating and Rent (THOR) Acct	15A	965	Transitional Housing Operating and Rent (THOR)	CSHD	Nonappropriated/Budgeted (RCW 43.185C.200) - We could temporarily fund the Consolidated Homeless Grants and Independent Youth Housing Program. This would be an accounting/coding nightmare; however, these would be eligible charges and we would not have to journal voucher them at a later time. This fund could only support these activities for approximately one month.	1.3
Broadband Mapping Account	15T	986	Broadband Mapping	LGID	Nonappropriated/Budgeted - Washington State Broadband Office (WSBO) maps, monitors and promotes broadband deployment and utilization to spur economic development in the state.	3.0
WA Global Health Technologies/Product Development	17H	969	WA Global Health Technologies	BSD	Nonappropriated/Budgeted - Don't expect expenditures in 2013-15 until GF-S funding to transfer to this account is provided in budget bill.	0.0
Foreclosure Fairness Account	17L	979	Foreclosure Fairness	CSHD	Nonappropriated/Budgeted - Foreclosure mediation-inability to pay homeowner counselors and process mediations in a timely fashion will result in eligible homeowners being unable to stop the foreclosure process, and may ultimately result in the loss of their home.	4.8
Shelter to Housing Project Account	18P	970	Shelter to Housing	CSHD	Nonappropriated/Budgeted - Two-year pilot project to enable young adults to move from temporary emergency shelter to transitional and permanent housing.	0.0

ASD - INDIRECT

Agency Administration related to Indirect collections for the following non-appropriated resources			Possible admin services: Information Services, Human Resources; Accounting; Office Services; and Manager (AD or MD level)	ASD-Indirect	Administrative FTEs = # of divisional FTEs (including 1.0 FTE from Question 4) * 35% (indirect rate)	4.8
Individual Development Acct Program Acct	08E	973	Individual Development Account (IDA)	ASD-Indirect		
Transitional Housing Operating & Rent Assistance	15A	965	Trans Housing Oper & Rental - THOR	ASD-Indirect		
Broadband Mapping Account	15T	986	Broadband Federal ARRA	ASD-Indirect		
WA Global Health Technologies/Product Development	17H	969	WA Global Health Technologies	ASD-Indirect		
Foreclosure Fairness Account	17L	979	Foreclosure Mediation	ASD-Indirect		
Shelter to Housing Project Account	18P	970	Shelter to Housing	ASD-Indirect		
Energy Account	195	960	Energy - Oil Overcharge	ASD-Indirect		
Mobile Home Park Relocation Account	205	967	Mobile Home Park Relocation	ASD-Indirect		
Child Care Facilities Revolving Acct	731	296	Child Care Facilities	ASD-Indirect		
Hanford Area Economic Investment	746	963	Hanford Area Economic Investment	ASD-Indirect		
Miscellaneous Program Account	759	980	State Small Business Credit Initiative	ASD-Indirect		
Miscellaneous Program Account	759	298	HOME Program Income	ASD-Indirect		
Miscellaneous Program Account	759	298	CDBG Program Income	ASD-Indirect		
Miscellaneous Program Account	759	298	Brownfields Program Income	ASD-Indirect		
Miscellaneous Program Account	759	298	Forest Service Timber Loans	ASD-Indirect		
Miscellaneous Program Account	759	298	WA Families - Homeless Families	ASD-Indirect		
DDC Contribution Account Fees	833	298	DDC Contribution Account Fees	ASD-Indirect		
					Total FTEs	18.6



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**COMMERCE'S CONTINGENCY PLANNING FOR OPERATIONS ON JULY 1, 2013**

**June 17, 2013**

Question #4: Many important programs and services will cease absent timely legislative appropriations. Therefore, in addition to the categories above, I am also asking that agencies identify services that are necessary for the immediate response to issues of public safety, or to avoid catastrophic loss of state property.

Fund Title	Fund Number	Approp. Code	Program Title	Division	Essential Activities/Services and Justification	FY14 FTEs
General Fund Federal	001	20	State Energy Program	IPPD	Energy Office Staff respond to the state Emergency Operations Center when there is a major power outage. The response includes working with affected utilities to determine when the power will be restored and if the utility needs any assistance that the state can provide or facilitate.	1.0