**Woodrow Wilson International Center for Scholars**

**Contingency Plans for Lapse in Appropriation**

**Revised September 2025**

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| **Woodrow Wilson International Center for Scholars** | |
| **Lapse Plan Summary Overview** | |
| Estimated time (to nearest half day) required to complete shutdown activities: | 1/2 day |
| Total number of agency employees expected to be on board before implementation of the plan | 0Federal &8 Trust |
| **Total number of employees to be retained under the plan for each of the following categories:** | |
| Compensation is financed by a resource other than annual appropriations: | 8 Trust FTEs |
| Necessary to perform activities expressly authorized by law: |  |
| Necessary to perform activities necessarily implied by law: | 0 Federal FTEs |
| Necessary to the discharge of the President's constitutional duties and powers: |  |
| Necessary to protect life and property: | 0Federal FTEs |
| **Brief summary of significant agency activities that will continue during a lapse:** | |
| 1. The Center will continue to carry out its legislative mission utilizing non-appropriated (Trust) funds, consistent with statutory authority. 2. Facilities will remain open; as the Center has no Federal employees, there will be no excepted Federal staff designated to oversee statutory functions. 3. The Center does not maintain personnel responsible for property protection or security under federal authority. 4. Statutory and administrative activities will continue only to the extent that they do not obligate current-year federal appropriations unavailable during a lapse in funding. 5. Carryover balances from Federal funds will be applied as apportioned and solely to excepted activities, including:  * Information Technology (IT) operations * Cybersecurity requirements * Shared services obligations * Planning and preparation of the Fiscal Year 2027 Budget.  1. All activities will be conducted in compliance with applicable federal statutes, regulations, and internal controls. | |
| **Brief summary of significant agency activities that will cease during a lapse:** | |
| Fellowship evaluation and award processing related to the lapse in funding; some financial management, human resources, and technology services. | |

# Overview and Open Status

The Woodrow Wilson International Center for Scholars (aka Woodrow Wilson Memorial and Wilson Center) is a trust instrumentality of the United States established by Congress in 1968 within the Smithsonian Institution (82 Stat. 1356).

The Wilson Center has facilities and personnel funded by non-appropriated (Trust) funds, and has prior year balances, available as apportioned, for legally-required and mandatory expenses. As such, the Woodrow Wilson Memorial expects to remain open during a lapse in appropriations. The Wilson Center will also continue certain lapsed activities deemed “excepted” (details below).

The Wilson Center’s facilities at the Ronald Reagan International Trade Center Building are under a GSA lease agreement that waives any payment of rent through August 2028, and the facility’s management office has advised that the Ronald Reagan Building will not close during a government shutdown, but instead will operate with reduced service levels.

Federal purchase orders (POs) and contracts which have commenced and are fully obligated will continue in effect provided supervision is not required by a furloughed employee. Delay in payment to contractors may occur depending on the length of a lapse in appropriation.

During a government shutdown this plan will be reviewed periodically and updated as needed.

Financial Management Office

Finance Staff will perform activities related to the furlough, service to non-furloughed staff, payroll validations and certifications for DRP staff, and the continuation of human resource services and financial services for the excepted activities which includes reporting and financial activities if any.