



Policy for the Orderly Shutdown of WESTAR GA-00-04

Adopted April 25, 2023

Policy brief & purpose

This policy provides a process for the orderly shutdown of WESTAR, should WESTAR's funding cease or a WESTAR award is delayed.

WESTAR is financially dependent on receiving grant funds from EPA for the majority of WESTAR activities. WESTAR's grant status enables WESTAR to apply for funding on a reimbursement basis after expending funds. Thus, WESTAR cannot draw grant funds until expenditures have been made. WESTAR aims to keep 5-6 months of salary and benefit costs in a savings account.

If the EPA award is inadvertently delayed or the federal government is unable to award grant funds (as would happen if the federal government breaches its debt ceiling), WESTAR would eventually run out of savings funds and need a process for the orderly shutdown of the organization.

Scope

This policy applies to all WESTAR employees, WESTAR members and contractors/subcontractors to WESTAR.

Policy elements

Prioritizing WESTAR activities

The WESTAR Executive Director will immediately notify the membership and WESTAR employees of as soon as possible in the case of a loss of grant fund access. The WESTAR Executive Director will communicate the length of time WESTAR can operate on savings and activities that can be completed. The WESTAR Executive Director will establish a communications plan with WESTAR employees should WESTAR operations be halted temporarily. The communications plan will include status updates on a frequent basis and an estimate of when WESTAR might resume operations.

Contracts and leases

As soon as WESTAR determines that there is a risk of loss of funding, WESTAR will notify all active contractors and landlords. As soon as WESTAR begins operations on savings, WESTAR will freeze any active contracting work to preserve funds for staff salaries and benefits. No leases will be renewed while WESTAR is operating on savings. Once WESTAR funding is restored, the WESTAR Executive Director will determine priorities for contracting activity to continue and leases to be re-established.

WESTAR Equipment

The WESTAR Executive Director will determine a plan for storage of WESTAR equipment during any period of time that WESTAR loses access to federal funds and doesn't have sufficient savings to continue operations.

Permanent Shutdown of WESTAR

WESTAR operates on an annual basis through the granting of an annual award from EPA. Should WESTAR permanently shutdown, the WESTAR Executive Director will dispose of all property in accordance with federal regulations for recipients of federal grants. The WESTAR Executive Director will ensure all staff are aware of the final date of WESTAR employment. The WESTAR Executive Director will direct the closure of all WESTAR banking and benefits accounts in accordance with applicable law.

Approval: 

Ali Mirzakhali
WESTAR President

Date: April 25, 2023