


MEMORANDUM

TO: Business Partners

FROM: Adam Brueggemann, University Budget Director

SUBJECT: COVID-19 Costs

DATE: March 13, 2020



The University Budget Office is assisting the university in capturing information regarding anticipated impacts and costs associated with the COVID-19 outbreak. This data collection exercise includes the assumption that classes will be delivered in an online format and the potential of requiring nonessential employees to telecommute through the end of the fiscal year as a result of the COVID-19 state of emergency. This request applies to all funding sources.

At this time, we are not aware of additional resources available to the university for costs associated with COVID-19. Therefore, a reassessment of spending priorities for this fiscal year in each unit must be a part of developing a funding contingency plan for COVID-19.

We are expecting information requests from various state and federal agencies in the coming weeks. The data gathered in this exercise will be used to respond quickly to these requests.

Attached you will find a COVID-19 Tracking Template that includes the following:

- A tab titled "A. Total Estimated Impact" to provide your best estimate of any impacts and all associated costs.
- A second tab titled "B. Actual Impact to Date" is intended for you to track actual impacts and costs by month as they occur.
- Instructions for completing the template are included on a separate tab in the template.

Please update and submit the template to budgetoffice@ncsu.edu on a **biweekly basis beginning Friday, March 20**. If you have any questions, please contact me at atbruegg@ncsu.edu or Assistant Budget Directors Luke McHale lmchale@ncsu.edu or W. Patrick Flanary wpflanar@ncsu.edu.

We appreciate your attention to this important request as the information will help drive critical decisions in response to this rapidly developing situation. Your time is at a premium, and we understand that you are likely already responding to issues created by COVID-19. Thank you for your support and partnership as we work together to navigate this unprecedented event.

cc: Charles Maimone, Vice Chancellor, Finance and Administration
Barbara Moses, Associate Vice Chancellor, Budget and Resource Management