

**WOODROW WILSON INTERNATIONAL
CENTER FOR SCHOLARS**

Living memorial to the 28th President created by Congress in 1968



*FY 2019 FEDERAL BUDGET SCENARIO
WITH
CONSIDERATION FOR TRANSITION PLANNING
TO ELIMINATE THE ANNUAL DIRECT FEDERAL APPROPRIATION
AS PROPOSED BY THE ADMINISTRATION*

Submitted to the United States Congress

February 2018

Please visit the Wilson Center's website at <http://www.wilsoncenter.org>

FY 2019 PRESIDENT’S BUDGET PRIORITIES

The President’s FY 2019 budget request sets forth a plan to phase-out the annual appropriated funding received by the Wilson Center and the activities aligned with this funding. The tables below provide a summary of costs under this proposed phase-out plan.

Authorizing Legislation

The Wilson Center has received direct appropriations for nearly 50 years. The Center’s annual budget request for its one account – Salaries and Expenses – has been guided by the Center’s initial authorizing public law (P.L. 90-637), which was signed on October 24, 1968 and is known as *The Woodrow Wilson Memorial Act of 1968*. The Act formally established the “living” presidential memorial, recognizing President Wilson’s storied academic career, which focused on how government works and how academia can and should assist policymakers. By establishing a non-partisan policy institute attracting some of the world’s most distinguished scholars, the Center is a unique resource that helps advance America’s interests and serves as one of only two living presidential memorials ever created by Congress.

This institution has embraced the mission and maintained great balance since its inception – in 30 of the 49 years, Republicans have served as chairmen, and public and private appointees to our Board have been 75 Republicans, 70 Democrats, and 2 Independents. Today, the Wilson Center is recognized around the country and the world as deeply knowledgeable about the history, culture and political trend lines affecting America and the world.

The Center remains committed to serving the public through non-partisan research and the development of actionable ideas on major policy issues. The Center also remains steadfast in its duty as custodian of its Federal appropriation and continues to be vigilant in its efforts to identify and attain greater efficiencies while achieving excellence in our mission and outreach.

Fiscal Year 2019 Appropriation Request for Phase-out of Wilson Center Annual Federal Appropriated Funding

The Administration has proposed a transition plan for the Wilson Center beginning in FY 2019 with a corresponding budget request of \$7.474 million. The tables and narrative below provide the breakdown in the format used by the Appropriations Committees of United States Congress to detail the transition plan and proposed budget.

FY 2019 - 2019 Budget Phase-out Scenario (Dollars in Thousands)

		FTE	FY 2017 APPROPRIATION	FTE	FY 2018 President's PROPOSED	FTE	FY 2019 President's PROPOSED	<i>Difference between FY2018 and FY2019</i>
SCHOLAR ADMINISTRATION & ACADEMIC RELATIONS	SALARIES & BENEFITS	9	\$ 972	7	\$ 804	6.5	\$ 797	\$ (7)
	OPERATING EXPENSES	-	197	-	180	-	145	(35)
	SUB-TOTAL	9	\$ 1,169	7	\$ 984	6.5	\$ 942	\$ (42)
PUBLIC SERVICE AND FELLOWSHIP PROGRAM	SALARIES & BENEFITS	19	\$ 2,916	16	\$ 2,237	13	\$ 2,157	\$ (80)
	OPERATING EXPENSES	-	1,504	-	5	-	145	140
	SUB-TOTAL	19	\$ 4,420	16	\$ 2,242	13	\$ 2,302	\$ 60
GENERAL ADMINISTRATION	SALARIES & BENEFITS	16	\$ 2,083	16	\$ 1,887	18	\$ 2,104	\$ 217
	OPERATING EXPENSES	-	1,099	-	1,091	-	987	(104)
	SUB-TOTAL	16	\$ 3,182	16	\$ 2,978	18	\$ 3,091	\$ 113
SMITHSONIAN INSTITUTION SERVICES FEE	SALARIES & BENEFITS	-	-	-	-	-	-	\$ -
	OPERATING EXPENSES	-	\$ 338	-	\$ 433	-	\$ 333	(100)
	SUB-TOTAL	-	\$ 338	-	\$ 433	-	\$ 333	\$ (100)
OUTREACH/ COMMUNICATIONS/ EXTERNAL RELATIONS	SALARIES & BENEFITS	8	\$ 979	6	\$ 652	4.5	\$ 567	\$ (85)
	OPERATING EXPENSES	-	302	-	90	-	189	99
	SUB-TOTAL	8	\$ 1,281	6	\$ 742	4.5	\$ 756	\$ 14
BUILDING REQUIREMENTS	SALARIES & BENEFITS	-	-	-	-	-	-	\$ -
	OPERATING EXPENSES	-	\$ 110	-	\$ 95	-	\$ 50	(45)
	SUB-TOTAL	-	\$ 110	-	\$ 95	-	\$ 50	\$ (45)
TOTAL WOODROW WILSON INTERNATIONAL CENTER FOR SCHOLARS	SALARIES & BENEFITS	52	\$ 6,950	45	\$ 5,580	42	\$ 5,625	\$ 45
	OPERATING EXPENSES	-	3,550	-	1,894	-	1,849	(45)
	TOTAL	52	\$ 10,500	45	\$ 7,474	42	\$ 7,474	\$ (0)

The appropriation funding necessary to phase-out Federal funded activities at the Wilson Center totals \$7.474 million in FY 2019 plus \$1.5 million in FY 2020 (Note: The FY 2020 \$1.5

million funding is not reflected in tables here within this document). In this scenario, Federal positions will be eliminated in groups. The majority of the Public Service employees, Scholar and Academic Relations (SAR) employees, and the Outreach employees will be terminated ending PP11 2019 following the culmination of the 2018-2019 Residential Fellowship Class. The next group of Federal employees will be terminated ending PP 19 2019, with the final group being terminated ending PP 25 2019 upon conclusion of the FY 2019 Federal audit. The operating expense budget line for General and Administrative expenses will remain nearly the same as in prior years; likewise, the Smithsonian Institution Fee and Building budget lines will not see a steep decline during the FY 2019 transition period, as they will continue to provide for the required administrative services throughout the phase-out period.

Woodrow Wilson International Center for Scholars
Consolidated Budget
(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	\$ 6,950	\$ 5,580	\$ 5,625
OPERATING (non-compensation)	3,550	1,874	1,849
TOTAL	\$ 10,500	\$ 7,454	\$ 7,474
<i>FTE</i>	52	45	42

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
SALARIES	\$ 5,187	\$ 4,223	\$ 4,245
BENEFITS	1,763	1,357	1,380
TRAVEL AND TRANSPORTATION OF PERSONS	138	74	90
COMMUNICATION/UTILITIES/POSTAGE	58	76	77
RENTAL OF EQUIPMENT, SOFTWARE & FURNITURE	-	24	24
PRINTING AND REPRODUCTION (including electronic)	76	7	48
GRANTS/STIPENDS	1,279	-	-
TRAINING - AGENCY MISSION RELATED	21	55	84
IT SUPPORT SERVICES, MAINTENANCE, & REPAIR	433	449	364
NON-IT MAINTENANCE & REPAIR	40	10	10
INTER AGENCY AGREEMENTS	400	463	348
OPERATION & MAINTENANCE OF FACILITIES	110	75	50
OTHER CONTRACTURAL SERVICES (tech./prof., honoraria, temp., exhibit)	611	293	443
SUPPLIES AND MATERIALS	72	75	62
PUBLICATIONS & FORMS	170	175	130
RECRUITING/ADVERTISING/PUBLIC ANNOUNCEMENTS	12	-	4
EQUIPMENT/SOFTWARE/FURNITURE/FIXTURES	130	98	115
TOTAL	\$ 10,500	\$ 7,454	\$ 7,474

SCHOLAR ADMINISTRATION AND ACADEMIC RELATIONS

(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	\$ 972	\$ 804	\$ 797
OPERATING (non-compensation)	197	180	145
TOTAL	\$ 1,169	\$ 984	\$ 942
FTE (FY 2019 - 5 FTEs 70% of year + 3 FTEs 100% of the year)	9	7	6.5

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
SALARIES	\$ 725	\$ 610	\$ 606
BENEFITS	247	194	191
TRAVEL AND TRANSPORTATION OF PERSONS	3		
COMMUNICATION/UTILITIES/POSTAGE	1	1	1
PRINTING AND REPRODUCTION (including electronic)	2	2	1
TRAINING - AGENCY MISSION RELATED	1	-	3
IT SUPPORT SERVICES, MAINTENANCE, & REPAIR		2	5
OTHER CONTRACTURAL SERVICES (tech./prof., honoraria, temp., exhibit)	10		3
PUBLICATIONS (including library databases subscriptions)	170	175	130
RECRUITING/ADVERTISING/PUBLIC ANNOUNCEMENTS	8		
EQUIPMENT/SOFTWARE/FURNITURE/FIXTURES	2		2
TOTAL	\$ 1,169	\$ 984	\$ 942

The phase-out scenario has zero operating dollars in the FY 2019 Scholar and Academic Relations (SAR) area for the external reviewed of grant applications nor any funding for grantee applicant recruitment. The budget does show FY 2019 funds requested for the Library at a reduced level; these funds are necessary to provide support to the grant awardees through the first week of June 2019. All SAR staff will remain through June 7, 2019 to support the Wilson Center Residential Fellows Class of 2018-2019 funded with FY 2018 appropriated funds. Five of the SAR FTEs should receive annual leave payouts in FY 2019, while two SAR employees are expected to remain in pay status through PP25 2019 (FY 2020) to assist with the Federal audit and other closing/transiting activities. Their annual leave payout will need to be paid in FY 2020.

PUBLIC SERVICE & FELLOWSHIP PROGRAM

(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	\$ 2,916	\$ 2,237	\$ 2,157
CONFERENCE & RESEARCH SUPPORT	25	5	25
EMERGING FOREIGN POLICY ISSUES	200		120
FELLOWSHIP PROGRAM	1,000		
PUBLIC POLICY FELLOWS	164		
DISTINGUISHED FELLOWS	115		
TOTAL	\$ 4,420	\$ 2,242	\$ 2,302
FTE (FY 2019 - 13 FTEs 70% of year + 4 FTEs 100% of the year)	19	16	13

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
SALARIES	\$ 2,176	\$ 1,717	\$ 1,649
BENEFITS	740	520	508
TRAVEL AND TRANSPORTATION OF PERSONS	59		27
PRINTING AND REPRODUCTION (including electronic)	56		30
GRANTS/STIPENDS	1,279		-
TRAINING - AGENCY MISSION RELATED	2	5	4
OTHER CONTRACTURAL SERVICES (tech./prof., honoraria, temp., exhibit)	108		84
TOTAL	\$ 4,420	\$ 2,242	\$ 2,302

The Public Service budget would typically include a funds request for the Wilson Center Fellows Program. In this phase-out scenario there is no request to continue the Fellowship Program. The Public Service staff will remain through PP11 2019 to assist with the 2018/2019 Residential Fellows Class. This phase-out scenario does not request funding for Wilson Center Public Service staff beyond June 7, 2019 with the exception of 4 staff members. These staff members include the V.P. of programs as well as three program directors that will need to provide assistance during the audit(s) and transition activities.

GENERAL ADMINISTRATION

(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	\$ 2,083	\$ 1,887	\$ 2,104
OPERATING (non-compensation)	1,099	1,091	987
TOTAL	\$ 3,182	\$ 2,978	\$ 3,091
FTE (FY 2019 - 18 FTEs 100% of the year)	16	16	18

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
SALARIES	\$ 1,555	\$ 1,400	\$ 1,580
BENEFITS	528	487	524
TRAVEL AND TRANSPORTATION OF PERSONS	75	74	62
COMMUNICATIONS/UTILITIES/POSTAGE	54	73	73
RENTAL OF EQUIPMENT, SOFTWARE & FURNITURE	-	24	24
PRINTING AND REPRODUCTION (including electronic)	-	5	2
TRAINING - AGENCY MISSION RELATED	16	50	75
IT SUPPORT SERVICES, MAINTENANCE, & REPAIR	340	398	299
NON-IT MAINTENANCE & REPAIR	40	10	10
INTER AGENCY AGREEMENTS	62	30	15
OTHER CONTRACTUAL SERVICES (tech./prof., honoraria, temp., exhibit)	320	254	272
SUPPLIES AND MATERIALS	72	75	62
PUBLICATIONS & FORMS			
EQUIPMENT/SOFTWARE/FURNITURE/FIXTURES	120	98	93
TOTAL	\$ 3,182	\$ 2,978	\$ 3,091

The FY 2019 General and Administrative (G&A) table presented above for the Wilson Center phase-out scenario is not significantly reduced from the annual budget request. Primary reductions were in furniture & equipment replacement and contract services. The majority of the G&A budget request for FY 2019 should stay in place to serve the on-site Fellows as well as the Center's administrative staff, who must stay through the completion of the Federal FY 2019 audit and transition activities. There will be an atypical contract cost for transitioning the Wilson Center Federal workforce, which will be absorbed by the G&A budget under this transition scenario both in FY 2019 as well as in FY 2020. The Center operates a relatively lean administrative infrastructure and will need to retain the majority of its G&A staff, including

Human Resources, Information Technology, Support Operations, Executive Office, and the Financial Management Office through PP25 2019. The budget cost associated with the salary and benefit expenses are included in the \$1.5 million FY 2020 projection mentioned earlier, but is not reflected here within. Annual leave payouts that will take place in both FY 2019 and FY 2020.

SMITHSONIAN INSTITUTION SERVICE FEE

(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	-	-	-
OPERATING (non-compensation)	\$ 338	\$ 433	\$ 333
TOTAL	\$ 338	\$ 433	\$ 333
<i>FTE</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
Purchases – Goods & Services from Government Agencies	\$ 338	\$ 433	\$ 333
TOTAL	\$ 338	\$ 433	\$ 333

The Wilson Center has not received the FY 2019 Smithsonian Institution (SI) fee. The servicing costs for transition activities may exceed the estimated service fee budget, however Wilson Center will work to absorb any costs over the existing budget amounts.

OUTREACH/ COMMUNICATIONS/ EXTERNAL RELATIONS

(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	\$ 979	\$ 652	\$ 567
OPERATING (non-compensation)	302	90	189
TOTAL	\$ 1,281	\$ 742	\$ 756
FTE (FY 2019 - 5 FTEs 70% of year + 1 FTEs 100% of the year)	8	6	4.5

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
SALARIES	\$ 731	\$ 496	\$ 410
BENEFITS	248	156	157
TRAVEL AND TRANSPORTATION OF PERSONS	1		1
COMMUNICATION/UTILITIES/POSTAGE	3	2	3
PRINTING AND REPRODUCTION (including electronic)	18		15
TRAINING - AGENCY MISSION RELATED	2		2
IT SUPPORT SERVICES, MAINTENANCE, & REPAIR	93	49	60
OTHER CONTRACTURAL SERVICES (tech./prof., honoraria, temp., exhibit)	173	39	84
RECRUITING/ADVERTISING/PUBLIC ANNOUNCEMENTS	4		4
EQUIPMENT/SOFTWARE/FURNITURE/FIXTURES	8		20
TOTAL	\$ 1,281	\$ 742	\$ 756

Five of the Wilson Center positions within the Outreach/External Relations function will remain filled through PP11 2019 and one staff member will remain through PP25 2019 for preparation of audit work papers and transition activities. The Center's website and A/V services are supported by significant Federal funds in this category. The 'non-salary and benefit' costs were significantly reduced for this FY 2019 phase-out scenario.

BUILDING REQUIREMENTS
(Dollars in Thousands)

SUMMARY	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
PERSONNEL (compensation & benefits)	-	-	-
OPERATING (non-compensation)	\$ 110	\$ 95	\$ 50
TOTAL	\$ 110	\$ 95	\$ 50
<i>FTE</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

OBJECT CLASS	FY 2017 APPROPRIATION	FY 2018 President's PROPOSED	FY 2019 President's PROPOSED
OPERATION & MAINTENANCE OF FACILITIES	\$ 110	\$ 75	\$ 50
TOTAL	\$ 110	\$ 75	\$ 50

The Wilson Center will continue to occupy space in the Ronald Reagan Building through 2028, the end of the lease period. Certain Federal employees are expected to remain through PP25 2019 (FY 2020). The usual building facilities maintenance and repairs will need to continue throughout FY 2019. In the phase-out scenario, a reduction was included in this line to eliminate replacement/upkeep for aged and soiled facilities.

SUMMARY

This \$7.474 million phase-out budget scenario detailed above is part of the President's consolidated FY 2019 budget proposal to Congress. The Wilson Center respects and understands the budget climate, and knows that we are accountable to Congress, the administration, and the general public for our work. We work each day to continue earning that trust and to improve the depth and breadth of dialogue on major policy issues. Our goal is to ensure that our country can be better positioned to deal with issues affecting our interests, and we believe the results achieved to-date by this institution are a testament to the commitment that we here at the Wilson Center embrace towards this end. Our institution has increased its relevance and extended its reach, and is confident we will further increase our impact with sufficient resources.