OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes_June 4, 2020

Date: June 4, 2020

Location: Skype meeting

Facilitator: Sara Rupe, OFM

Present: see Meeting Sign-in Sheet for participants

1. **Introduction**
   - Welcomed participants. Sara added that a Q&A tab was added for participants to ask questions during the meeting. Participants can toggle between the Q&A tab and the main presentation. Questions can also be asked via instant messaging.

2. **Training updates**

   Management Concepts
   - The contract for *Internal Controls for the Federal Grants Community* training is on hold now. Will revisit at a later time.

   Thompson training
   - Posted a few webinars on the Federal Group SharePoint site (discussed below). Agencies are welcomed to download the webinars or share the links with others in the organization. OFM will rotate these webinars as new ones become available.
   - Current webinar list can be found at: https://grants.thompson.com/webinars

   SAO Federal Grant Requirements Training
   - Sara Just reviewed class evaluations and noted very positive feedback. The virtual class went really well.
   - The next class is scheduled for 9/15/2020 and tentatively as an in-person class. OFM will decide as it gets closer.

   Single Audit eLearning class
   - Will be available on OFM website towards end of June 2020.
   - The next issue of OFM Connections newsletter will include instructions for getting access to these eLearning classes.
   - *Tirzah (MIL):* would like to be included on the distribution list for the Connections.

   Federal Disclosure Form eLearning class
   - Will be available on OFM website towards end of June 2020.
   - This class will be revised in the near future to reflect the new disclosure form application.

   ***NEW* - Federal Stimulus Training eLearning**
   - Will describe what is considered federal stimulus funding.
   - Added a question on the disclosure form for each CFDA that agencies have to answer if it is stimulus or not.
   - Plan on having the training available before disclosure form application opens

6. **Federal Grants Community of Practice SharePoint Site Demo**
   - Sara did a demo of the SharePoint site she set up for the federal group to post trainings, Thompson webinars, and share information and resources.
   - Will send URL to participants after the meeting. If interested, please follow directions to request access to the site.
   - Sara suggested participants to look over the list of training on the Thomson grant website, and let her know if there are any that they would like to be added to SharePoint.
   - The SharePoint also enables sharing of resources between agencies.
   - *DSHS (Meenu)* asking for training on FFATA reporting. Since the previous trainer from DOH is no longer there, Evelyn (DOH) will ask the current incumbent to see if he will be able to do this training.
   - Agencies who involved in testing out the SharePoint expressed appreciation for having this site as a resource.
   - There was a suggestion to post agency contact lists on Sharepoint. OFM is working on building an updated list for sharing. This may include other specific federal areas of responsibilities, e.g. SEFA preparation, internal controls, internal audits, etc.

7. **CFDA ER Report**
   - OFM developed an expenditure report by CFDA number, which is currently being tested by a couple of agencies. Sara will incorporate feedback received when finalizing the report.
   - Next step is to recreate same report for revenues.
   - Sara showed the Summary Report: a master CFDA field was created to show if there is a discrepancy on the CFDA number between the AI and Project screens. Agencies can then run a Detailed Report to research issues and make corrections.
   - On the Detailed report, this master CFDA field will be blank if no CFDA was recorded.
      - ➢ Suggestion from group: maybe not to show expenditures when no CFDA was entered?
   - *DSHS (Meenu):*Was the CFDA report compared to the activity report to make sure everything was captured?
      - *Sara:* for the agencies selected for testing, she did compare CFDA report to the disclosure forms and noted some variances.
   - CFDA report will not work for agencies that use cost objectives, which will include DSHS, DCYF and HCA. There is no CFDA field on the COSTOBJ screen, and OFM unlikely will pursue any changes in AFRS due to new system implementation in the near future.
   - Sara asked agencies whether they will have concerns if OFM makes CFDA a required field. If so, what are those concerns? Also, what is the preferred method agencies want? Please let Sara know what your thoughts.

8. **DUNS number/Unique identifying numbers**
   https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update
   - New Unique Entity Identifiers will be automatically assigned to entities registered in SAM by June 2020.
   - Users are not required to take any action at this time.
   - *DSHS (Cathy):* commented that should make sure the changes are captured on contracts.
      - *Sara:* DUNS should be linked to UIN so should be updated automatically.

9. **Questions for the Group**
   - Sara asked if anyone has subrecipient monitoring resources that can be shared with the group on the SharePoint site, including:
     - Manuals
     - Closeout Letters
     - Management Decision Letters
     - Risk assessments
   - *MIL (Tirzah)*: currently has 115 subrecipients and risk assessments are performed once a year at beginning when site visit schedule is set. These are completed within the sections but all linked to a big tracking spreadsheet. Not many management letters written, but would be willing to share their current processes and the management letters they have.
   - *OSPI (Amy):* Agency creates management letters quite a bit. Will check to see if they can share their risk management tools and the management letter. Will get back to Sara.
   - *COM (Jean):* can pool together some resources from programs to share. Currently some documents are in draft form and maybe a good chance to get feedback from the group.
   - Sara suggested agencies to feel free to share what they have, and other agencies just pick and choose what would work for them.
   - *DOH (Evelyn):* has a lot of resources, and would be willing to share.
   - Group commented that it would be preferable to see documents that are editable.

10. **Round Table**
    - No round table item brought up from participants.

11. **Next Meeting**
    - October 1, 2020
      2:00pm – 4:00pm
    - Location to be decided