

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: December 6, 2018
Location: Department of Commerce FA Bldg 5, Room 110
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet

1. Introduction and welcomed call-in participants.

2. Prior meeting follow-up:

- Sara confirmed details of Indirect Cost Training -
 - Full day on Jan 6, 2019 - Part I *Overview* and Part II *Practical Application*.
 - Training will be provided by the Cost Negotiator.
 - Sign up in LMS if interested.
 - Will send communication to group members to distribute as needed.
- New change to OMB A-123 relating to Data Integrity -
 - Stacey Shepard (DOT) suggested in last meeting to revisit the new revisions to this federal circular. After additional research, she felt that it is a more overarching guidance and has no further issue with it.
 - This topic will be removed from future agenda unless there are new changes that will have potential impact to the state.
- Update on New ER Report with CFDA number -
 - Kim Hurley (DFW) shared her agency's Webi report with CFDA numbers with Sara.
 - Since there is a field allowed in AFRS, we can create a new ER report to include CFDA number for federal reporting.
 - Maybe helpful to implement this ahead of time before the new ERP system is put in place.
 - Teri (DSHS): will need to see how the report will work with cost allocation.
 - Jean (COM): agency's revenue reports use CFDA number field, but use PROJ for everything else. Jean will send COM's reports to Sara to see if we can incorporate some of the elements into the new report.
 - Sara encouraged agencies to obtain feedback from staff and let her know what are the needs and wishes on the user level.

3. New Questions/topics:

- FFATA Subaward Reporting System:
 - DOH would like to find out if any agencies in the group use the upload feature in the system.
 - DSHS: currently enter the amounts directly in the report, and has no upload process in place.
 - No other agency is currently using upload feature.
- Thompson Grants Webinar Training:
 - Sara asked if the group has taken any of the training classes and any feedback to decide on whether OFM should review the annual subscription.

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- These are free on-demand training webinars with a variety of topics related to grants. New classes are continually added to the website.
- There were suggestions to send the training info and link to the FMAC group for distribution.
- Group generally feel it is beneficial to renew the training subscription.
- Jean (COM) suggested group to spend some time taking some classes that they feel are relevant, and share their insights and recommendations in future meetings.
- Sara will update list of training currently available on the website and send the link and PINs to federal group members.

4. Federal Grant Training plan

- After evaluating feedback from workgroup and the needs in the federal community, we reassessed the practicability of the initial training plan and made some adjustments. Our tentative plan is to divide the training curriculum into a series of more focused classes, initially:
 - General overview of Single Audit and the process in WA – online training
 - Disclosure Forms – online training (and more interactive)
 - Federal Grant Requirements and Management – SAO in-class training
- Sara will attend the upcoming SAO Federal Grant Requirements and Management training in Jan.
 - Since the current training is geared towards local governments, she will work with the SAO trainer to determine the materials relevant for developing a training for state agencies.
 - Stephanie (DOT) attended the training before so she can also provide feedback and suggestions.
 - Sara will share more information in next meeting.
- Kim (AGR) – Her agency has multiple programs and different types of contracts, so would like to see compliance training on a program level. Sara will teach out to agencies and get a feel of the needs. Maybe possibly, forming subgroups for specific areas?
- Sara is hoping to develop a Federal Accounting Basics class by OFM, and asked the group for comments.
 - Stacey (DCYF): can cover federal specific GL's. With the high staff turnover in agencies, group generally feel the class will be beneficial.
 - Sara noted that we will have a new ERP at some point and will definitely need to incorporate federal training with the new system.
 - Other training ideas: Federal Grant Life Cycle – Pre-award and post-award phases
- OFM has formed a committee to work on eLearning capabilities and requirements.
- Sara is hoping to be able to share the draft on-line classes in the next meeting.
- The in-class training has a scheduled trial-run on 5/30/2019. It is still the plan for agencies to send a staff person to attend and provide feedback to training afterwards. More information to come in next meeting.
- The federal training plan is evolving and Sara welcomes agencies' feedback and suggestions.

5. SAAM 20.15.30 – Risk assessment and internal control monitoring

- Sara discussed OFM resources available on the website. This part of the website is being revamped and more information will be available soon.
- The Federal checklist is a good starting point and agencies can provide feedback to improve it.

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- Sara will talk with Kenesey Cavanaugh, our team's Internal Control specialist, to see if there will be more information to share.
- The group shared their agency's specific or unique needs for risk assessment, including meeting sub-recipient monitoring requirements.
- Amy (OSPI) mentioned about setting up an internal audit program in their agency. Sara will send some contact information to her to reach out for resources.
- OST is also in the process of developing an internal audit program
- Sara: work is being done to modify the Internal Control form, and will provide more resources as soon as available.

6. Round table

- The group did have any additional topic to discuss/share.
- Sara told group members to feel free to provide feedback and share ideas any time.

7. Next meeting

- February 7, 2019
- Commerce Building 5