

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: June 7, 2018
Location: Department of Commerce FA Bldg 5, Room 110
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet

1. 2017 SWSA recap

- Marina Yee provided a summary of audit results for 2017 Single Audit.

2. Questions from the Group

- SAM.gov – suspension and debarment. Do agencies require vendors to register with SAM.gov?
 - Agriculture – Brought up a question about whether other agencies are requiring contractor to register with SAM. They had a contractor that was not on SAM.gov. When reviewing requirements for suspension and debarment they could not find anything stating that they must be registered. The compliance supplement allows a few different options for verifying the contractor is not suspended or debarred (item within contract, separate signed certification, verifying with SAM.gov).
 - DOT – requires contractors to register. They do allow the primary contractor to certify for the subs, but they check all primary contractors on the SAM website.
 - DEL – requires contractors to register.

3. New introduction to Federal Grants Class

- Sara provided a little background information about OFM's plan to develop a new Introduction of Federal Grant class. The training will build on the high-level information covered in the Federal Year-end Update class, and provide more in-depth information about different federal regulations and compliance requirements.
- Sara presented the tentative outline of the class and asked for feedback and suggestions from the group. Sara asked for input and discussion for several specific areas, including:
 - Training on cost allocation plans and indirect rate cost proposals
 - Matching, Level of Effort, Earmarking
 - Period of Performance
 - Procurement and Suspension and Debarment
 - FFATA
- Other suggestions:
 - Teri (DSHS) - Split up the training to areas that only need high-level overview, and some topics that need more focused training. Maybe half of the class is for fiscal aspects of grant management, and the other half on program compliance areas.
 - Julie (UW) – UW has a lot of in-house training, with some that dived into specifics and giving examples. She can send class materials to us for references when we develop details of the training class.
- Roundtable sharing: Are there areas that you feel people struggle with and that we should focus on?

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- DSHS Tamika – subrecipient monitoring and risk assessments. How often monitoring should be performed, etc. Also, need help with justifications when risk assessments seem not necessary.
- AGR Kim –
 - Monitoring of cost allocation being performed by program people, but not necessarily qualified in this area. Need guidance and maybe some tools or resources to maneuver between state and federal requirements.
 - Terminology – Maybe go over some key terms so everyone know what we are talking about
 - Try to push direct contractors to ensure adequate controls on subrecipients monitoring, and so want to provide some tools and resources for them to share with their subrecipients.
 - Best practices for equipment and inventory – different requirements for each. Want to find out if there are any best practices for tracking those.
- COM Jean –
 - Make sure we cover both the program and fiscal side. Would like her staff to do the overview class on both fiscal and program sides. Program management should receive more in-depth training on various aspects of grant management including fiscal and compliance/audit requirements.
 - Need tools on doing risk assessments.
 - It was brought up that there is a risk assessment tool on SAO's website, but with an emphasis on fraud management.
- DOT Jesse – shared that DOT has an overarching strategy on risk assessments, and then on specific areas such as disbursements. Accounts receivables, cash, etc.
- Sara stated that OFM added a new Internal Control Questionnaire on our disclosure forms this year.
- OSPI Jamey –
 - Compliance supplement areas are all good.
 - Since 95% of federal grants are pass through, they got a lot of questions on subrecipient monitoring, as well as activities allowed, period of performance, and procurement.
- DEL Holly – Maybe we can develop a checklist of everything that is needed for meeting federal compliance requirements, from start to finish so everything is covered.

4. Next meeting October 4, 2018

- OFM will continue to work on the New Introduction to Federal Grant class.
- Further discussion on SAAM 20.15.30 Risk assessment and internal control monitoring
- Future workgroup meeting
 - Roundtable:
 - Do you feel there will be an ongoing need for this group once the training is developed?
 - OFM vision: Meeting quarterly to discuss questions that come up or have a topic each meeting for discussion.
 - Location –
 - OFM recommends we hold it in the new building so OFM can have a Skype meeting for each of the meeting, which will allow people to Skype in. This

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may make it easier in case we are showing things on the screen. This also allows for unlimited lines so I will not have to coordinate who is calling in.

- Frequency – First Thursday every other month except August.
 - February 7, 2019
 - April 4, 2019
 - June 6, 2019
 - October 3, 2019
 - December 5, 2019
- Length: 1-2 Hours? OFM recommends 2 hours for February and April meetings to finalize the training materials then 1 hour for the rest of the meetings.