

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: February 6, 2020
Location: Department of Commerce FA Bldg 5, Room 110
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet

1. Round of introduction (including Skype participants) and welcome

2. Management Concepts Training Update

➤ FY20 training

I. Subawarding for Pass-Through Entities.

- Feb 18-21, 2020 (two 2-day classes).
- Both classes are full.
- Agencies will be charged for no shows. Or agencies can send someone in place.
- Sara will send reminder to the individuals enrolled.

II. Internal Controls for the Federal Grants Community.

- May 4-8, 2020 (two 2-day classes).
- Sole source notification will be posted this week.
- Will be posted in LMS for agencies to register

➤ FY21 training:

- *Developing & Monitoring Indirect/F&A Cost Rate Proposals Under 2 CFR 200 (2 days)*
- *Managing Federal Grants and Cooperative Agreements for Recipients (3 days)*
- Sara wants feedback agencies first before starting the procurement process.

3. Update on other federal grant trainings

SAO Federal Grant Training

- The next SAO training class is scheduled for April 21, 2020.
- There are still some seats available, so register in LMS if interested.
- Next class will be held in fall 2020. Date to be decided.

Federal Disclosure Form Training

- Sara is working on the audio and finalizing the training.
- FINAL version will be available in the spring of 2020.

Single Audit Training

- First draft was sent out for agency feedback in Feb 2020.
- Would like to receive feedback from group by April 16, 2020.
- FINAL version will be available in the spring of 2020.

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4. Thompson Training

- Held our first webinar viewing session on February 5th for 2 Thompson training
- Sara would like feedback to see if we should continue to do this, frequency, number of webinars per viewing session and viewing location.
- We can also add Skype option so more people can attend.
- Will contact Thompson to see if we can receive list of live webinars earlier in advance, so we can schedule sessions for agencies to participate.
- Will look into requirements for granting CPEs for participants.
- Sara will select two more back-to-back webinar training for next viewing session. She can also download training and share with agencies.

5. DUNS number/Unique Identifying Numbers

- No new information about the change in 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>
- Last update on this was posted on 12/9/2019, and included information regarding interfacing with the system.
- Sounds like it may be just a flip over process and no need for agencies to do anything.
- If agencies want to find out more, can reach out the contacts listed on the website.

6. CFDA ER Report

- Statewide Accounting has submitted a ticket to add CFDA number to the Federal Rev and Exp ER report.
- Modifying existing report will not be an option.
- Sara presented a mockup of proposed Federal Expenditures by CFDA reports.
- Need additional information for Federal Expenditures passed through to subrecipient by CFDA report.
 - DCYF has check box in the contract system for PT amounts.
 - Subobj “NZ” is not always the norm.
- Agencies expressed preference to keep account number, sub-objects and EAI code.
- Asked agencies to provide feedback about the new ER report by 2/18/20.
- DSHS, DCYF and HCA are the 3 agencies that use Cost Objectives to track grants, so will have unique needs that are different than other agencies. Sara will work with them to see if other options will be available.

7. Proposed Changes to the Uniform Guidance

- Refer to the email from Sara (sent 1/29/2020) for more information about the proposed changes.
- A listening session was held by OMB on 2/4/2020, mainly to provide more guidance on how to access the draft document and input feedback onto the document.
- Sara asking for feedback and comments from the group, so OFM can review and provide comments to NASACT on 2/26/2020.

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- Agencies can focus first on the changes that have potential impact to the states, which were highlighted in the 1/29/2020 email.

A copy of the notice is available at:

<https://www.federalregister.gov/documents/2020/01/22/2019-28524/guidance-for-grants-and-agreements>.

OMB has also provided a redlined version to help with your review that version can be accessed at:

<https://www.performance.gov/CAP/innovation-sessions/Grants-CAP-Goal-Proposed-2CFR-Revision1.pdf>

8. Cash Management – CMIA

- OFM will provide a short 30 minute overview of the CMIA process for the state.
- DOH had a question they will bring up at this meeting.
- ***REMINDER: Send the appropriate personnel for this mini training.***

9. Round Table

- AGO: question on where DES's database of debarred entities can be found. Webpage not seem to link to any location. Group suggested to reach out to the contact listed on the DES website.
- DSHS: had some comments on the Single Audit eLearning.
- DOT and DCYF: shared their SAO audit experiences, and receiving agency findings so late.

10. Next meeting

- April 16, 2020
2:00pm – 4:00pm
- Commerce Building 5