

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: February 7, 2019
Location: Department of Commerce FA Bldg 5, Room 110
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet

1. Round of introduction and welcome of new participants.

2. Feedback on Indirect Cost Training (1/16/2019):

Feedback from those who attended:

- Fonts are too small on the handouts.
- Part I *Overview* is relevant, but Part II *Practical Application* not so much.
- Would like to see time allowed for one-on-one questions with the Cost Negotiator.
- Materials are posted on OFM website:
<https://www.ofm.wa.gov/accounting/administrative-accounting-resources/federal>

3. Thompson Grants Webinar Training:

- Sara sent out a current list of available webinars on the website including links and PINs to access the training. Added 2 columns on the spreadsheet for learning objectives and recommendations.
- Sara and Marina reviewed some selected training classes and noted feedback. Classes that were helpful to agencies were noted as recommended.
- These are free on-demand training webinars with a variety of topics related to grants. New classes are continually added to the website.
- Encouraged agencies to take some classes and share their insights and feedback. If classes are relevant to agencies, recommendations can be sent to Sara so she can share the updates before each meeting.

4. Federal Grant Training plan update:

- Sara went over the current Federal Grants Training Development Plan and timeline.
- *SAO Federal Grant Requirements and Management training* (through WFOA)
 - Sara attended the training. It is geared towards local governments and focus on compliance requirements, internal controls and best practices from the auditor's perspective.
 - Sara is working with the SAO trainer to modify or amend training materials to be more relevant to state agency operations.
 - Currently waiting for cost data from SAO to determine the feasibility of OFM sponsoring the training to the state.
 - Hoping for June/July time frame to offer the training
 - May consider inviting the SAO trainer to our group meeting to seek feedback from agencies. Details at work.
- *Single Audit Overview*
 - Cover Single Audit Act requirements and the general single audit process in WA
 - OFM is still exploring eLearning capabilities and requirements. Will determine if we can offer as an elearning class or posted on our resource section on OFM website by June 2019.
- *Disclosure Forms*

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- Hoping to have this online training ready for year-end closing.
- Will not change a lot from the previous year-end federal update training but will be more interactive to show how the forms should be completed.
- Other training:
 - *Federal Accounting Basics*
 - Sara is still planning to develop a class by next fiscal year end. This class will cover SAAM chapters related to federal grants accounting, general ledgers and account coding specific to federal funds.
 - Currently have a preliminary outline and ideas for materials to be included.
 - *Federal Grant Life Cycle*
 - Maybe a high-level overview of the pre-award and post-award phases of federal grants, but will need help and ideas from agencies to determine specific areas to include.
 - Possibility of forming a workgroup for these classes.
 - Dan (HCA) offered to look at training drafts and provide feedback and ideas.
- Sara welcomes agencies' feedback and suggestions on other training classes to be added.
- Tom (DOH) asked about how communication among the group is being handled for sharing resources and soliciting for feedback. Sara maintains an email distribution list and is planning on developing a place for common resources to be posted and accessible by group participants.
- Also ideas on adding intended audience for each class, and developing training checklist to be made available for new employees.

5. FFATA upload process

- FFATA is a federal reporting requirement for grant recipients who make subawards of over \$25,000.
- Julie Avery and Jennifer Sparks (DOH) gave a presentation on their FFATA upload process and shared the resources available on the federal website.
- The user guide has detailed instructions and Julie provided a general overview of the batch upload template. Process is user-friendly and can help agencies who are currently doing manual input save time in their monthly reporting.
- Sara will share materials in federal group emails.

6. CFDA ER Report:

- There is a CFDA field in AFRS which most agencies were not aware of, and accessed through the Project Control screen.
- We currently have a report in ER for Federal Revenues and Expenditures. Sara mocked up the expenditure report to include "CFDA Number" and "Account", and changed the way the subtotals work.
- Asked group if the report will work for their needs and any additional parameters/fields they want to add.
- Appeared that most agencies use the report for completing disclosure forms.
- ECY currently uses WEBi for disclosure forms and as proofing tools. Also uses a specific SSO to track subrecipient expenditures.
- Suggestions from group to consider:
 - Reports drilled down to the SSO level.
 - Ability to filter report by CFDA number, or "*" to include all.

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- DSHS wants to include Appropriation Index but will also talk to agency users for any additional needs.
- DOT may already have the capability of running reports by CFDA number.
- Sara encouraged agencies to obtain feedback from staff and let her know what other needs and wishes on the user level before she send the request to report developer.

7. Round table

- The group did not have any additional topic to discuss/share.

8. Next meeting

- April 4, 2019
- Commerce Building 5