

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: June 6, 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. Management Concepts – Grant Training

- <https://www.managementconcepts.com/All-Courses/id/Grants%20-%20Assistance>
- This training will be on 2 consecutive days, approximately \$400 per student.
- So far 50 – 60 people expressed interest.
- Sara is currently working on procuring a sole source contract with the company, locating training facility and checking instructor availability.
- Sara asked group for suggestion of ideal training timeframe. Appeared that next January to June may be the most workable.
- Certification Program – DOH (Tom)
 - Shared experience from 3 DOH employees who previously attended training program.
 - Costs were approximately \$5000 plus travel and per diem.
 - General feedback:
 - gained a good deal of knowledge
 - received binder for each course with content materials – good source for reference
 - instructors are mostly good to very good – experienced and have practical knowledge of subject matters
 - Which instructors are teaching can provide a different experience.
 - If OFM brings in training, will be great for state agencies and better value for the money.
 - Sara: If there is enough interest for the certification program, OFM will look into making it available to agencies and go through the procurement process.
 - Sara's initial thoughts of offering 2- 3 classes per year within a 3-year period. Will send out link for more information and course descriptions to group.
 - If group feels that it is beneficial to pursue this, we need feedback on course selection, may be by the February 2020 meeting.
 - Sara will take a class (financial Administration) to get a feel first.
 - Tom (DOH): anyone interested in taking a look at the course binders, feel free to contact him.

3. Thompson Grants Webinar Training:

- 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.
- No new information added since last meeting.
- DOH: can we post the spreadsheet and comments on agency internal website. Answer: YES

4. NASACT Uniform Grant Guidance Call (April 2019)

- Pick 6 Initiative

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- OMB has instructed federal awarding agencies to determine only six types of compliance requirements applicable to the program/cluster. Auditor would determine which ones are direct and material to the major program.
- Potential Impact:
 - Reduction in testing required to support compliance opinion on a major program.
 - More complexity following up on prior year findings and considering the current year pick-six.
 - Less coverage provided by single audits of subrecipients, may need to increase its subrecipient monitoring activities to offset the reduction in single audit coverage.
 - Granting agencies may add more requirements to special tests and provisions if there are more than 6 requirements they want to look at.
- 2019 Compliance Supplement has not been issued.
- Student Financial Assistance
 - The requirement to audit every institution every year will not be in the final compliance supplement this year.
 - Work is going on to assess prior audit work, reviewing state audit reports and findings on Student Financial Assistance programs.
 - Still on-going discussions on sampling. US Dept of Ed sent out letters to States to gather information about their sampling techniques.

5. Update on Federal Grant Training:

- *SAO Federal Grant Requirements and Management training*
 - Training was deferred due to staff changes at SAO.
 - Hoping to do a trial run by September. Agencies will be invited to send some staff to attend the trial training.
 - DOH: took the SAO class before and thought it was a fantastic training, although it was geared towards local governments.
 - COM: would like a copy of the SAO training handbook. Sara will check with SAO.
- *Disclosure Forms*
 - Sara received some feedback and will work on modifying the training.
 - After the Disclosure Form application is open, Sara will provide the training to agency staff responsible for preparing the federal disclosure forms, and ask for feedback by October 2019. Sara will modify the training as needed based on the additional feedback received.
 - Sara asked group to continue review and send any comments to her.
 - Once the class is determined to be final, OFM will record the audio for an eLearning format. Planning to go live in Spring 2020.
- *Single Audit Overview*
 - Covers Single Audit Act requirements and the general single audit process in WA
 - Still in development to make this into an eLearning format.
 - Hoping to have training available the same time as the Disclosure Forms training, in the Spring of 2020.

6. CFDA ER Report:

- No update since last meeting.

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- Continue to let Sara know if there are any other changes to this report that need to be made.

7. 2018 Statewide Single Audit Results:

- Marina presented a summary of the FY18 Single Audit, which included:
 - Summary for FY16 and FY17 for comparison.
 - Findings by compliance areas
 - Findings by agencies
- Per request, Sara will out spreadsheet to federal group.

8. Round table

- No item was brought up for discussion.

9. Next meeting

- October 3, 2019
- Commerce Building 5
- Set FY20 meeting dates