

Federal Grants Community of Practice

Meeting Minutes

June 6, 2025

Date: June 6, 2025
Location: Teams meeting
Facilitator: Evelyn Kover, OFM
Present: Participation via Teams

1. **Single Audit updates - Stacie Boyd**

- OFM filed the [FY24 Single Audit Report](#) with the Federal Audit Clearinghouse on April 30, 2025.
- See April 11 meeting minutes for summary of audit results.
- Reach out to OFM if you receive emails from federal grantors on the delay in the FY24 single audit and if you are unsure how to respond.
- SAO has begun the planning procedures for the FY25 audit, and 25 major programs were selected (see slide deck for details).
- Final program selection will be completed after OFM submits the SEFA to SAO; target date is September 23, 2025.
- FY25 audit report is expected to be filed by 4/23/2026, if not earlier.

2. **Federal Disclosure Form Reminders – Marina Yee**

- Quick overview of all federal disclosure forms with special emphasis on the Federal Assistance Received from Nonfederal Sources (Pass-Through) form.
- Explained what Note F and Note G are – supplementary notes to the SEFA.
- Common SEFA errors and Best Practices for completing federal disclosure forms (see slide deck for details).
- Some general reminders and specific reporting requirements for selected programs (see slide deck for details).
- eLearning of how to complete federal forms can be found on OFM website:
<https://ofm.wa.gov/sites/default/files/public/articulate/accounting/FederalDisclosureFormsFY24/story.html>

3. **Sub-recipient Monitoring Workgroup Survey – Toni Smith**

- Went over survey results – received 35 responses from 20 agencies (see attached file for list of interested participants).
- Majority of respondents preferred quarterly meetings.
- Various topics on subrecipient monitoring were suggested to be included in discussions.
- The first meeting is tentatively planned for October. More details will come.

4. **FFATA Reporting – sharing new experience on SAM.gov – Evelyn Kover**

- Agencies responded to survey questions and generally reported no issues with the transition.
- Agencies did not have interest in pursuing the subaward bulk upload API (Application Programming Interface).
- Provided additional resources about reporting FFATA in SAM.gov (see slide deck for details and links).

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- Group discussions about issues, specifically the inability to capture historical changes in the system for documentation purpose. Also, there is no way to document secondary review and approval prior to submission without a report.
- Send questions or ideas to Evelyn and we can continue discussions in future meetings.

5. Next Meeting

- In consideration of agencies' year-end closing workload and staff availability in August, next meeting will be held in Oct, date TBD, 2pm – 3pm
- via Teams