

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: Oct 3, 2019
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 – Grant Training

FY20 training:

- The first training, *Subawarding for Pass-Through Entities*, has been scheduled on Feb 18-21 (two, 2-day classes).
- Sara emailed the individuals who initially expressed interest. If the class is not filled by next week, Sara will send information out to the Federal Workgroup and may be the Fiscal Officers distribution list.
- Please sign up in LMS. Course description will be sent out next week.
- OFM will send billing to agencies upon completion of the training.

Proposed FY21 training plan:

- See proposed training plan for the Management Concept certification program (attached to meeting agenda), which shows the outline of classes and suggested schedule.
- For FY21, Sara is suggesting the following:
 - *Developing & Monitoring Indirect/F&A Cost Rate Proposals Under 2 CFR 200 (2 days)* – Course outline attached in meeting agenda.
 - *Managing Federal Grants and Cooperative Agreements for Recipients (3 days)* - Course outline attached in meeting agenda.
- Sara is thinking of bring in 2 or 3 classes each fiscal year, rotating the core classes every few years and with a mix of electives (must have 6 for the certification).
- Suggestions from group: move Internal Control class and Indirect Costs class to an earlier timeframe due to current needs.
- Sara will look into the option of adding another class in FY20 if timing works out for all the administrative details involved.
- There is always an option for agencies to take the classes on-line, but will have to pay the full price charged by Management Concept.
- Sara asked the group to review the proposed training plan and also make suggestions about training location and timing of training.
- It sounds like July to September is not a good training timeframe. November or April would be the most workable.

3. Update on federal grant trainings

SAO Federal Grant Training

- Received generally good feedback on the federal training held on September 20, 2019.

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- Would be helpful if the relevant materials in the Grant Management Handbook were included in the training slides during the presentation.
- The next SAO training class is scheduled for April 21, 2020.
- Encouraged group to send any suggestions or feedback to Sara, so she can work with SAO to improve the content of the next class.

Federal Disclosure Form Training

- Sara has not received additional feedback from agencies. She will finalize the class materials and add audio starting in November/December.
- FINAL version will be available in the spring of 2020.

Single Audit Training

- Planning on having the first draft available in Jan/Feb of 2020.
- FINAL version will be available in the spring of 2020.

4. Federal Do Not Pay website (<https://fiscal.treasury.gov/DNP/>)

- Sara showed the group a video from this website on a brief introduction of what this website is about.
- According to the website, this is a free analytics tool to help federal agencies detect and prevent improper payments made to vendors, grantees, loan recipients, and beneficiaries. Agencies can check multiple data sources before making payment eligibility decisions.
- None from the group knows about it or used it before.
- Sounds like it is more useful for federal agencies, but Sara just wanted to let the group know it is out there.

5. Cash Management – CMIA

- SAO is taking exceptions on DOH's timing of federal draws due to different interpretation of the CMIA agreement between the federal government and the State.
- DOH was not present at today's meeting but will discuss more about this at the December meeting.
- Group shared about timing of their federal draws under the CMIA agreement.

6. CFDA ER Report

- No work done since last meeting

7. 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 to the training list since last meeting.
- Decided it was relatively inexpensive to have this resource available for agencies so Sara will renew the training for year 2020.

8. Round Table

- The group shared potential audit exceptions currently being reviewed by SAO.

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- The meeting provided a good platform for agencies to ask for suggestions and keep updated about current audit areas and issues.
- Group expressed appreciation for Sara to bring federal training to agencies.

9. PROPOSED 2020 meeting dates:

- February 6, 2020
- April 16, 2020(Moved to the 3rd week due to spring break)
- June 4, 2020
- October 1, 2020
- December 3, 2020

10. Next meeting

- December 6, 2019
2:00pm – 4:00pm
- Commerce Building 5