

# OFM Federal Agency Workgroup - Executive Meeting

## Meeting Minutes

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**Date:** December 3, 2020  
**Location:** Skype meeting  
**Facilitator:** Sara Rupe, OFM  
**Present:** see Meeting Sign-in Sheet for participants

### 1. Introduction

- Welcomed participants.

### 2. General Updates

- Coronavirus Relief Funds – Reporting Update
  - For agencies who received CRF funds, OFM has developed a template that will be used to collect the information necessary for reporting. The next quarterly report is required to be submitted on January 11, 2021. The request will be sent to agencies that received an allocation from OFM as soon as the template is finalized (hopefully in the next couple weeks).
- One WA Update
  - Stacy Crawford, OneWA Cost Allocation Lead, provided a brief update.

### 3. Training updates

#### Management Concepts

- Bringing in training is on hold now until we can resume contracting process.

#### Thompson training

- OFM renewed subscription through 12/2021.
- There are currently 6 webinars posted on the Federal Group SharePoint site. Agencies are welcomed to download the webinars or share the links with others in the organization.
- Current webinar list can be found at: <https://grants.thompson.com/webinars>

#### SAO Federal Grant Requirements Training

- The next class is scheduled for 6/1/2021.

#### Single Audit eLearning class

- Just a reminder that the following OFM eLearning classes are available on OFM website: <https://ofm.wa.gov/accounting/training-accounting-and-budget-staff>
  - Single Audit Overview eLearning
  - Federal Disclosure Form eLearning
  - Federal Stimulus Overview eLearning

### 4. Federal Grants Community of Practice SharePoint Site

- Marina posted an updated agency contact list. The list includes SEFA preparation personnel and agency liaison for audit findings that we currently know of. Please review and let OFM know if there are errors or changes needed.

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- Sara suggested participants to look over the list of training on the Thomson grant website, and let her know if there are any that they would like to be added to SharePoint.
- There are also other resources posted on the site. For now, the available documents are organized by the nature of the topics that fall into different compliance areas (e.g. Subrecipient Monitoring, Cash Management and Procurements). The organization may be adjusted as more resources are available to share among agencies.
- If you need access to the site, please let Sara know.

### 5. CFDA ER Report

- OFM developed an expenditure report and revenue report by CFDA number, which was available for use before disclosure form opened. Sara asked for feedback from agencies who have used the reports.
- CFDA report will not work for agencies that use cost objectives, which will include DSHS, DCYF and HCA. There is no CFDA field on the COSTOBJ screen.
- Sara recommended agencies to use this report as a tool for day-to-day operations. It would be a addition to current process before the new system implementation.

### 6. 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>

- New Unique Entity Identifiers transition date has been moved from Dec 2020 to April 2022.
- Users are not required to take any action at this time.

### 7. 2021 Meeting Schedule (via Teams)

- February 4, 2021
- April 15, 2021
- June 3, 2021
- October 7, 2021
- December 2, 2021

### 8. Round Table

- Cherie Norris (ATG): asked if others heard of the new Uniform Guidance revisions - 2 CFR 200.216 Prohibition on certain telecommunication and video surveillance services or equipment, and 2 CFR 200.340, Termination.
  - This relates to acquisition and procurement using federal funds. Some background info here: <https://www.cricpa.com/omb-revisions-uniform-guidance-august-2020/>
  - Simon Tee (WSP): shared some information and document, which have been posted to SharePoint under “Procurement”.
- DOJ grant questions: DOJ recent changed their grant management system and payment system, and some participants are having problems in access.
  - Julie (UW) provided some information and training materials for the ASAP system. These materials have been posted on SharePointe under “Cash Management”.

### 9. Next Meeting

- February 4, 2021
- via Teams

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