

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: December 5, 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 Training

- FY20 Training:
 - *Subawarding for Pass-Through Entities* on Feb 18-21 (2 days classes).
 - Still some seats available. Please sign up in LMS if interested.
 - OFM will bill agencies at the end of the training, including no-shows.
 - Added *Internal Controls for the Federal Grants Community* training on May 4-8, 2020. Also two 2-day classes.
 - Sara just started the contracting process and submitted all contract documents.
 - Will add class to LMS as soon as the contract is approved.
- Went through the revised Management Concepts Training Plan.
- Planned FY21 training:
 - *Developing & Monitoring Indirect/F&A Cost Rate Proposals* (2 days)
 - *Managing Federal Grants and Cooperative Agreements for Recipients* (3 days)
 - One in November, one in April.
- Please let Sara know if you have comments/feedback on the training.
- Comments raised from group:
 - DSHS: cost is too high and prohibit staff from attending. DSHS has a policy that any training over \$400 needs Director's approval.
 - MIL: requested training budget according to the higher end of the estimated training costs, so did not have issue.
 - OFM needs to work with the best estimates and on a more conservation side when charging agencies. Due to the risk of bearing the costs if classes are not filled up. Sara will keep this threshold in mind when pricing training in the future.

3. Update on federal grant trainings

SAO Federal Grant Training

- The next SAO training class is scheduled for April 21, 2020.
- There are still 30 seats available, so register in LMS if interested.

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- Sara encouraged agencies to send staff.

Federal Disclosure Form Training

- Sara has not received additional feedback from agencies.
- Working on the audio and finalizing the training.
- FINAL version will be available in the spring of 2020.

Single Audit Training

- Planning to send the first draft out for agency feedback in Jan/Feb of 2020.
- FINAL version will be available in the spring of 2020.

4. DUNS number/Unique Identifying Numbers

- Website (<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>) has updated information about this change.
- In December 2020 - Entities request new unique Entity IDs through SAM.gov before starting their entity registration.
- Sounds like agencies need to go in and verify that their information is accurate, then assign a number.
- DSHS: may impact FFATA reporting since currently reported under DUNS number. Would need more information.
- MIL: forwarded email to the contract department so it is on their radar.
- Sara may reach out to SAO and find out the impact this change may have on their audit on subrecipient monitoring.
- Keep on next meeting's agenda.

5. Identifying pass through expenditures

- COM: use vendor type "3" to identify pass-through expenditures to other state agencies. However, the coding did not differentiate between WA state agencies or other states' agencies.
- How do agencies identify expenditures specifically to other WA state agencies as subrecipients?
- DCYF: agency implemented new coding this year to capture this type of expenditures.
- Vendor type is managed by OFM. Sara will look into possible options in AFRS.
- Keep on next meeting's agenda.

6. Cash Management – CMIA

- OFM will provide a short 30 minute overview of the CMIA process for the state.
- DOH had a question they will bring up at this meeting.
- ~ *moved to April meeting* ~

7. CFDA ER Report

- Background: add CFDA number to the Federal Rev and Exp ER report.
- Due to other work priorities, no additional work has been done since last meeting.

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8. Thompson Grants Webinar Training

- The vendor changed the way the annual subscription works. Now only Sara can log in with her ID and password to access trainings. No longer feasible to send links with training pass code to agencies.
- Discussed the possibility of OFM hosting quarterly webinar viewing at HS building for free to state agencies.
- Current list of webinars is available for the group. Please review and provide your top 3 choices of webinars to Sara by 12/11.
- Possible webinar viewing starting the week of February 3rd

8. Round Table

- DSHS: clarified the audit requirements for subrecipients vs vendors. Gathered additional information to share with program staff.
- DCYF: busy with responding to several auditors and may audit questions.

9. Next meeting

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