

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: April 16, 2020
Location: Skype meeting
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet for participants

1. Introduction

2. Cash Management (CMIA) training – by Kennesy Cavanah (OFM)

3. Management Concepts Training Update

➤ FY20 training

- ***Subawarding for Pass-Through Entities.***

- Sara received feedback from class participants.
- Communicated concerns to Management Concepts and got assurance that instructors in future trainings will deliver better quality trainings.

- ***Internal Controls for the Federal Grants Community.***

- **POSTPONED**

➤ FY21 training:

- ***Internal Controls for the Federal Grants Community*** (2 days)
- ***Developing & Monitoring Indirect/F&A Cost Rate Proposals Under 2 CFR 200*** (2 days)
- ***Managing Federal Grants and Cooperative Agreements for Recipients*** (3 days)
- Sara asked for feedback from agencies about scheduling the Internal Controls class as virtual training due to the unknowns with the in-person training option. The cost would be the same. There was a mix of preferences. Sara will look into it.

4. Thompson training

- Current webinar list can be found at: <https://grants.thompson.com/webinars>
- Sara scheduled the following webinar viewing on May 19, 2020:
 - ***Top 10 Audit Findings and What to Do.***
 - ***How to Prepare for a Single Audit and Avoid Common Deficiencies.***
 - Classes are available in LMS, and will be held via Skype/Conference call.
- Please email Sara with suggestions of courses you would like after this.

5. Update on other federal grant trainings

SAO Federal Grant Training

- The next SAO training class was changed from April 21, 2020 to May 5, 2020.

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- SAO is willing to conduct class via Skype for the May session. Next class will be September 15, 2020 which remains scheduled as as-person training (tentative).
- Participants will have the option of keeping the May 5 registration or change to the next in-person session.
- Sara will send out email with more information.

Federal Disclosure Form eLearning class

- The eLearning class has been finalized.
- Will be available on OFM website in June 2020.
- This class will be revised in the near future to reflect the new disclosure form application.

Single Audit eLearning class

- Sara appreciated the feedback provided and has been making changes based on the feedback.
- Working on recording the audio to replace the robotic voice and finalizing the class.
- FINAL version will be available in June 2020.

6. Federal Grants Community of Practice SharePoint Site

- Sara is currently setting up a SharePoint site for the federal group to post trainings, Thompson webinars, and share information and resources.
- Will do a test with a small group of individuals first for features and capabilities.
- More to come.

7. Federal Contact lists

- Sara received a question from an agency interested in knowing who agencies assigned the responsibilities for reviewing audits and issuing Management Decision Letters.
- Sara asked participants to email her the contact information (name and email address) for individuals that are responsible in this area.
- There were suggestions of establishing additional contact lists for other specific federal areas of responsibilities, e.g. SEFA preparation, internal controls, internal audits, etc.
- Will look into establishing these lists and post to the Sharepoint's common resource site.

8. CFDA ER Report

- A kickoff meeting was held on 4/3/2020 to add CFDA number to the Federal Rev and Exp ER report.
- OFM IT resources have been assigned to work on this report.
- The goal is to have this ready by June 2020.

9. NASACTs response to the Uniform Guidance Changes

- NASACT submitted responses and comments to the proposed changes to UG. See the document below:
https://www.nasact.org/files/Federal_Relations/Congressional_Reg_Comments/2020_03_23_Guidance_for_Grants_and_Agreements.pdf
- Refer to the email from Sara (sent 1/29/2020) for more information about the proposed changes. A copy of the notice is available at:

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

- <https://www.federalregister.gov/documents/2020/01/22/2019-28524/guidance-for-grants-and-agreements>.

OMB has also provided a redlined version to help with the review and comment, which can be accessed at:

- <https://www.performance.gov/CAP/innovation-sessions/Grants-CAP-Goal-Proposed-2CFR-Revision1.pdf>

10. Round Table

- Agencies generally commented that operations continue during the stay-at-home order.
- There are some temporary changes in processes over disbursement review and approval that are necessary to put in place. These processes will be evaluated as soon as normal operations resume.
- SAO is continuing audit work in some agencies, but by phone/emails.

11. Next meeting

- June 4, 2020
2:00pm – 4:00pm
- Location to be decided