

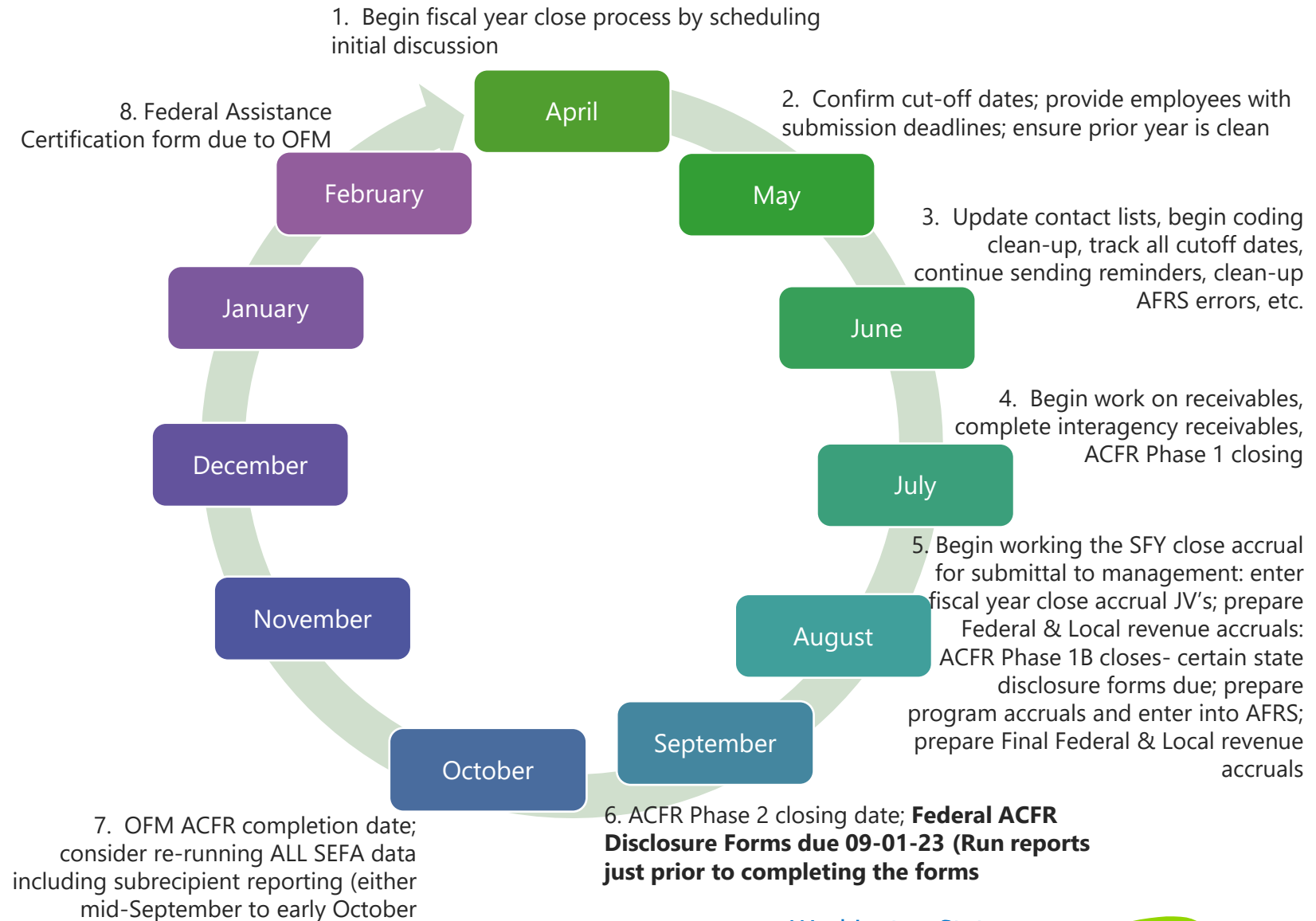
# Overview of HCA's SEFA Process

## *Examples, Tips & Lessons Learned*

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Presentation for Federal Grants Community  
of Practice June 2023 Meeting

# Brief, High-Level Overview of Year-End Close Cycle



# Getting Started: Preparing for the SEFA

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- ▶ Communication and planning are key to success
  - ▶ Work with all staff to develop a calendar that details tasks and specifies due dates
  - ▶ Be an active participant in the planning process
  - ▶ Keep an eye out for instances where Accounting activity coincides with SEFA reporting activity
  - ▶ Review internal processes and procedures, update if needed
  - ▶ Send subrecipient data gathering instructions to impacted staff

# Compiling the SEFA – An Overview

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- ▶ Review and follow OFM instructions
  - ▶ Pull data based on OFM instructions using Enterprise Reporting (ER) or Webi
  - ▶ Run accounting reports weekly during August
    - ▶ Done to see where the agency is currently
    - ▶ Allows a couple “dry runs” to familiarize staff with process
    - ▶ Run reports daily last week of August
  - ▶ Final reports should be run on the SEFA due date
  - ▶ Maintain copies of all work
- ▶ Review reports for variances to ensure all accruals have been completed
  - ▶ Communicate all variances to Accounting for potential corrections

# Compiling the SEFA – An Overview

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- ▶ ER reports should include only cash and accruals
- ▶ Distinguish ALNs by type, if needed
  - ▶ SEFA amounts should separate COVID funding from non-COVID funding, if applicable
  - ▶ Ensure proper designation is noted on Disclosure Form
- ▶ Reconciling items
  - ▶ Review prior SEFA submittals to see if there are historical items
  - ▶ Communicate with Accounting for any new reconciling items

# Gathering SEFA Data

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- ▶ Run Revenue Accrual Calculation by Program/Account/Major Source/Source/Sub-Source
  - ▶ See 1-Example – Federal Rev vs Expend 2022 Current TD
- ▶ Run Expenditure Summary Flexible and Revenue Summary Flexible ER reports
  - ▶ See 2-Example – Federal Rev vs Expend 2022 Working Detail
- ▶ Reconcile to identify variances
  - ▶ See 3-Example – SFY 2022 Reconciliation Form

# Adding Subrecipients to the SEFA

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- ▶ Receive subrecipient data
  - ▶ Ensure reports are based on correct criteria (i.e., cash and accruals)
- ▶ Ensure no government agencies are included
  - ▶ Do not include other state agencies or state universities
- ▶ Maintains all working documents
  - ▶ Used for certification review
  - ▶ Can be reviewed by State Auditor's
- ▶ Reminder – the subrecipient data is already included in the cash and accrual totals, not an addition to those amounts

# Gathering Subrecipient Data

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## ▶ Prepare in advance

- ▶ Review instructions, ask questions, modify if needed
- ▶ Keep communication open between staff pulling data and staff preparing the SEFA
- ▶ Review agency's year-end close calendar in order to set due dates to meet agency timeline
- ▶ Ensure all ALNs for all awards within the state fiscal year are captured
- ▶ Review staff workbook template(s); updated as needed



# Gathering Subrecipient Data

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## ▶ Assign workload

- ▶ Determine how best to distribute workload based on staff size, number of awards, experience level, etc.
- ▶ Ensure staff use appropriate template (if applicable) based on ALNs assigned
- ▶ Ensure staff understand instructions and process

# Gathering Subrecipient Data

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## ▶ Documentation

- ▶ See 93.150 (PATH) SEFA SFY22\_Workbook Example
  - ▶ Run an ER “Expenditure Flexible, Cost Allocation Expenditure Activity Flexible” report for current BN for the previous fiscal year to include the 12A-Adj FY1 or 24A-Adj FY2. Per Allocation or PI, per each grant applicable
  - ▶ Upload expenditure data into the All Exp Data Tab
  - ▶ Refresh Pivot Tables on the Pivot Table Tab
  - ▶ Review table information for information that isn’t reportable (de-select, ex. state agencies)
  - ▶ Copy and paste data into the subrecipient tab

# Review of Subrecipient Data

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- ▶ A careful review of all subrecipient data is critical
  - ▶ Review instructions to ensure understanding of requirements
  - ▶ Supervisor, or designated staff, should review all subrecipient workbooks and data prior to submission for SEFA reporting
  - ▶ SEFA preparer should review all data received
    - ▶ Check report criteria
    - ▶ Check subrecipient inclusion
    - ▶ Check amounts

# Tips & Lessons Learned

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- ▶ Be active and involved in all steps of the process
  - ▶ Voice concerns and ask questions
- ▶ Communicate is key and it's two-way
  - ▶ Think about needs both internal and external
  - ▶ Get information to your partners quickly and respond quickly
  - ▶ Seek guidance from OFM and Statewide Accounting
  - ▶ Respond quickly to OFM requests
- ▶ Remember the criteria
  - ▶ Consider providing SEFA report criteria to OFM
  - ▶ Plan – it is possible SAO will ask for the same information

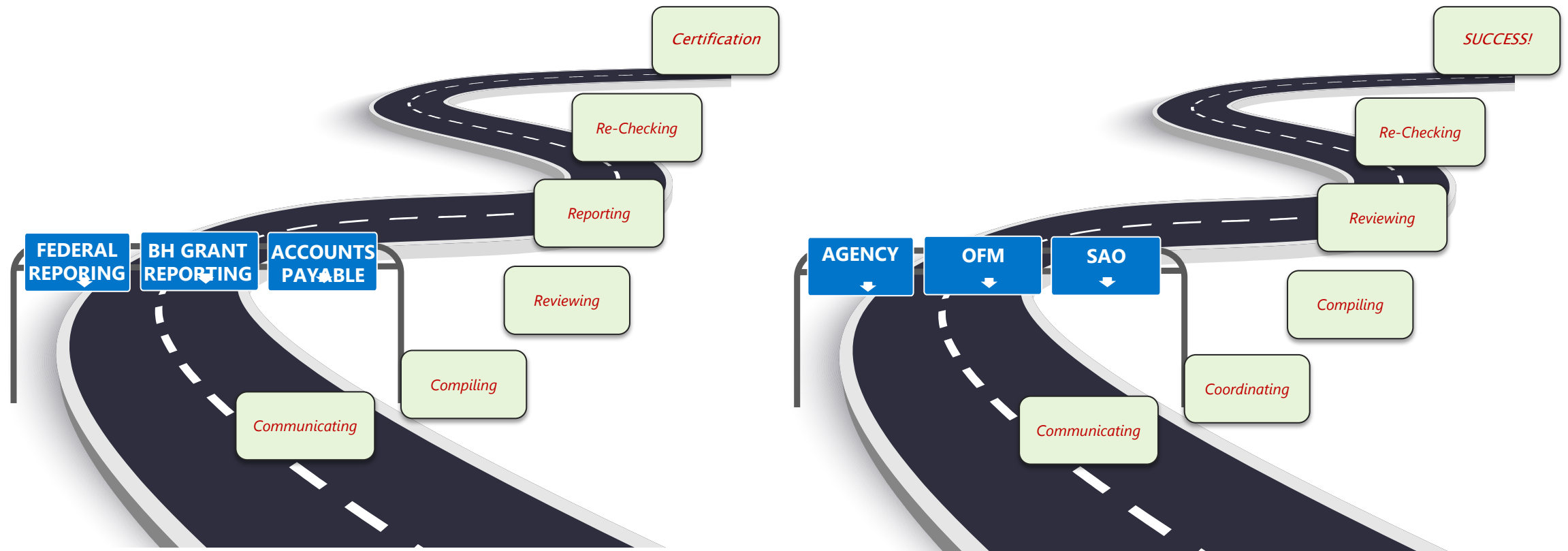
# Tips & Lessons Learned

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- ▶ Check, double check, repeat
  - ▶ Do it early
  - ▶ Do it often
  - ▶ Do it post submission
- ▶ Maintain complete documentation
  - ▶ Save ALL worksheets
  - ▶ Prepare clear notes as needed
- ▶ Consider establishing a single, shared folder for documentation
- ▶ Think like an auditor
  - ▶ Can you tie the information reported back to the source documents
  - ▶ Remember SAO will test your work

# Multiple Teams – One Objective

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**QUESTIONS?**

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