



FEDERAL DEMONSTRATION PARTNERSHIP

Redefining the Government & University Research Partnership

FDP MEETING REPORT/SUMMARY

Online Web Form Section Name	Session Info
Session Name	FDP Expanded Clearinghouse
Date	January 24, 2019
Point of Contact	Lynette Arias and Pamela Webb
Working Group Activities/Outcomes/Progress to Date	<p><u>Long-Range Planning</u> Reviewed the following decisions made by the Executive Committee (Sept 2018):</p> <ul style="list-style-type: none"> FDP will maintain ownership and management of Clearinghouse in order to “stay in the driver’s seat” and maintain standards around the profile data but will work on increasing awareness with FDP federal agency members and evaluating data interfaces with fed systems/data. Participation in the Clearinghouse will be mandatory for Phase VII members. A limited number of non-FDP members (28 organizations total) as “Cohort 5” will be piloted, requiring some systems enhancements. Cost will be \$500. Continue to leverage data for FDP use. <p><u>System</u></p> <ul style="list-style-type: none"> Reviewed 2018 progress that included enhanced printing, addressing validation issues, updating and adding notifications, sending automated email notifications for expired certification dates to all profile users (inc. Profile Editor and Authorized Profile Certifier), API Prioritized all outstanding enhancements in order to prepare for Cohort 5 <p><u>Education and Outreach</u></p> <ul style="list-style-type: none"> Survey conducted in Nov 2018 that focused on fields to reduce administrative burden by removing non-essential items from profile. Analysis revealed several underutilized and “not applicable” fields. Surveyed members to ensure no harm. Non-response constituted approval with removal plan. Received 99 responses (48% response rate). <p><u>Financial Questionnaire (FQ)</u></p> <ul style="list-style-type: none"> Completed smaller round of review and revision from internal FDP stakeholders Revised FQ and guidance into easier to digest formats for: 1) the subrecipient and 2) Pass Through Entities incorporating cover letters with context on the FQ’s purpose and use Created new email address for working group - fq@thefdp.org
Agenda/Discussion Points for this Meeting	<p><u>2018 progress review</u></p> <ul style="list-style-type: none"> Reviewed 2018 including getting all FDP members into the Clearinghouse <p><u>Long-Range Planning</u></p> <ul style="list-style-type: none"> Reviewed Cohort 5 organizations, proposed plan, and target dates.



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System Enhancements

- Preparing system enhancements in preparation of Cohort 5, removing certain fields based on survey results, and adding notifications
- Focus will be on enhancements that reduce administrative burden and that assist in data integrity
- Plans to interface with Sam.gov have been discussed, mapping has been completed, and conversations still ongoing.

Survey Results:

- Shared survey results and proposed fields to maintain versus “hide”

Data Analysis & Profile Review

- Reviewed ways the data can support overall FDP activities: internal reviews to ensure data integrity and external reviews utilizing Google Analytics.
- The most challenging data elements to update and maintain are those associated with audit results. Most organizations have their single audits post in the same month every year, but about 20% of FDP organizations do not. An automated reminder, similar to expiring certifications, is not likely feasible. Therefore, members are asked to update their profiles when your audit posts this year, which is anticipated for most members in the coming months.
- Discussed how FDP audit results might inform our approach to subrecipient risk assessment; e.g., there are very few coherent groups of 200 or more organizations with a rate of material weaknesses lower than FDP member organizations; clarification made that institutions who were part of state audits were not included in the data analysis

Financial Questionnaire

- Presented revised document packet; will circulate after the meeting and will request feedback from internal FDP stakeholders after the FDP meeting concludes
- Survey under development to determine interest in using the FQ
- Anticipate conducting a limited pilot of the FQ
- In designing questionnaire, international subrecipient organizations and their terminology was considered. Additionally, risk assessment questions were considered (e.g., how old is the organization,...), so evaluation to ensure we’re not adding burden will be done in the future.

Audit Discussion

- Northwestern HHS OIG audit report was reviewed
- Reminder to FDP members that a risk assessment must still be performed for all organizations, including FDP members; audit report results are not the only part of subrecipient risk assessment, since assessment should include a project-specific assessment

Key Decisions Pending

- Planning to request feedback from the wider FDP community on the reformatted financial questionnaires; anticipate conducting a limited pilot of the FQ at a small group of institutions in the future



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	<ul style="list-style-type: none">• Seek federal input on adding data elements common in federal JIT processes• Pursue development of federal interfaces to sync with federal repositories to remove redundant data input• Seek suggestions from FDP Working Groups for additional elements and possible data leveraging (must articulate material benefit to participating members)
Moving Forward Key Risks/Issues Identified	<ul style="list-style-type: none">• Data fields to be deleted based on late 2018 survey results• Enhancement requests to implement• Cohort 5 non-FDP member implementation
Meeting Summary	<ul style="list-style-type: none">• Refresher on 2018 activities• Update on recommendations to Executive Committee• Planning for non-member cohort pilot• Review of all things relating to Expanded Clearinghouse data• System update• Education, Outreach and Evaluation update• Financial Questionnaire Pilot update• Audit discussion
Volunteer Opportunities	<ul style="list-style-type: none">• Send system enhancement suggestions to fdpechelp@gmail.com• All FDP member profiles are completed in the Clearinghouse. Everyone is encouraged to use the Clearinghouse, but organizations are still asking for their forms to be completed. If you receive this request, use the sample pushback language or provide a copy of the Business Agreement. If this doesn't work, please contact fdpechelp@gmail.com.