

Ohio

Department of
Job and Family Services

John R. Kasich, Governor

Michael B. Colbert, Director

Green Belt Six Sigma Project Report Out – Status Update

Erin Collins & Patricia Gorman

Ohio Department of Job & Family Services

June 17, 2013

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING PROCESS

INTRO TO FFATA

- The Federal Funding Accountability Transparency Act was designed to provide the public transparency as to how and where federal dollars are awarded via grants and contracts
- Federal requirement for prime awardees to report first-tier federally funded sub-awards of \$25,000 or more and top executive compensation under the Federal grants & contracts it receives as of October 1, 2010
- The Federal Sub-award Reporting System (FSRS) was designed with the goal of providing one centralized system for the public to obtain this information

WHY IS FFATA COMPLIANCE IMPORTANT?

- ODJFS programs are heavily supported by federal funds via sub awards
- Non-compliance with the FFATA program can jeopardize future funding of ODJFS
- Compliance with this program has been an area of concern during the past two years with audits

STAKEHOLDERS

- Director Colbert
- CFO Eric Mency
- Assistant Deputy Directors John Maynard & Janet Histed
- Bureau Chief Marvene Mitchell
- ODJFS (OFMS, OWD, OCA, OCS, OCF, OFS, OMA)
- Federal Government
- US Tax Payers

BACKGROUND

- **Problem/Opportunity Statement :**
 - The FFATA program has resulted in audit findings during SFY11 and 12 for non-compliance and significant deficiencies
- **Scope:**
 - Review the FFATA process from the first step of when the list of sub-awards to be reported is obtained to when the sub-awards are reported to FSRS

BACKGROUND: DEFECT DEFINITION

- FFATA reporting submissions containing incorrect, incomplete or missing required data fields
- Unreported sub-awards applicable to FFATA requirements

PROJECT GOALS & METRICS

- **Goal Statement**

- Increase participation of awarding areas from 50% to 100% and decrease number of defective submission to less than 3%

- **Metrics Reviewed**

- Less than 50% of awarding areas reported sub-awards during these audit periods
- Of about 1900 sub-awards to be reported 100% are defective, one or more defect, and 92% have 7 defects per sub-award submission, highest amount of defects possible.

DEFINE PHASE:

- TRAIL CHART
- CT Flowdown
- SIPOC
- Voice of the Customer – Survey
 - Conducted a survey among our awarding areas to determine baseline understanding of the FFATA program

TEAM MEMBERS: TRAIL CHART

TRAIL CHART					
Key Stakeholder	Project Phase				
	Define	Measure	Analyze	Improve/ Implement	Control
Patricia Gorman (ICC)	L = 30%	L = 30%	L = 70%	L = 30%	L = 20%
Erin Collins (ICC)	L = 30%	L = 30%	L = 70%	L = 30%	L = 20%
Ryan Washington (BGMFR)	T/R = 30%	T = 60%	T/R = 40%	T = 70%	T = 50%
Garth Mclean (BGMFR)	T = 30%	T = 60%	T/R = 40%	T = 70%	T = 50%
Lanine Durette-Hall (BGMFR)	T = 30%	T/R = 20%	T/R = 20%	T = 30%	T = 50%
Marvene Mitchell (BGMFR)	T/A = 50%	T/I = 20%	T/I = 20%	I/A = 20%	I/A = 20%
John Maynard (OFMS)	T/I = 50%	I = 5%	I = 5%	I = 5%	I = 5%
Eric Mency (OFMS)	T/I = 10%	I = 5%	I = 5%	I = 5%	I = 5%
Awarding Areas/ other JFS bureaus	T/R = 5%	R = 20%	R = 30%	T = 60%	T = 30%
Christina Helm (AR)	T/R = 30%	R = 10%	R = 10%	R = 10%	I = 10%
Freda Walker (OFMS)	R = 0%	R = 0%	R = 5%	R = 0%	R = 0%

T=Team Member

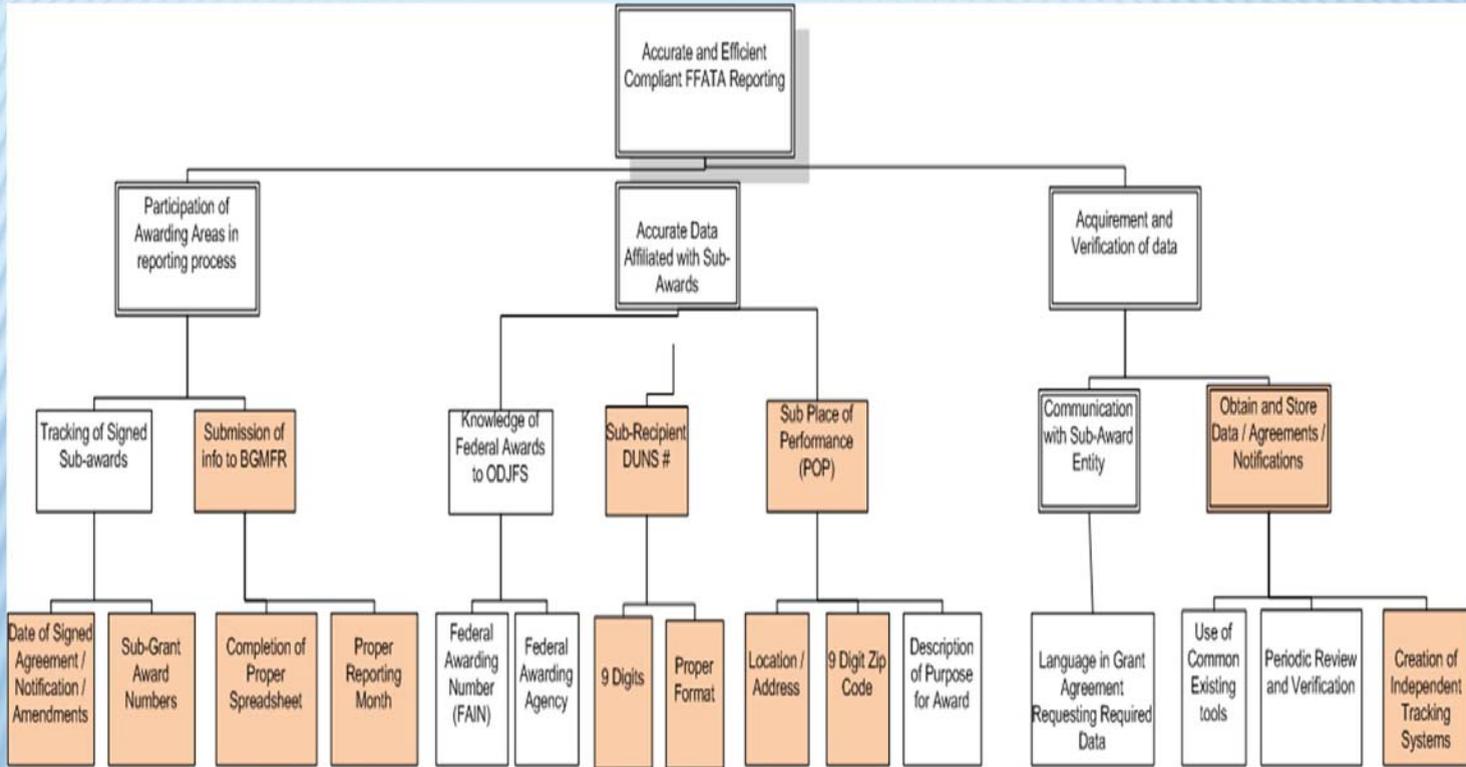
R=Resource

A=Approver

I=Informed

L=Leader

CT FLOW DOWN



S I P O C

<p>OCA CATs System JFS Offices/ Awarding Areas</p>	<p>Subrecipient Name Subaward Agreement # Subaward Amount PO Approval Date</p>	<p>Obtain list of available subaward agreements data that were issued during the prior month from the CATs System</p>	<p>CATs excel list of subaward agreement data</p>	<p>BGMFR</p>
<p>BGMFR FSRS System</p>	<p>CATs excel list FSRS Worklist of federal awards FSRS sample template</p>	<p>Gathering of worklist & Distribution of award listing, awards worklist & templates</p>	<p>Email requesting completion of the FSRS template of required subawards to be reported under FFATA</p>	<p>JFS Offices/Awarding Areas</p>
<p>JFS Offices/ Awarding Areas Subrecipients</p>	<p>FAIN # FSRS Template SubDuns# Sub POP city, state, country Sub POP zip+4 Project Description Compensation Responses Subaward Amt Subaward Obligation Date</p>	<p>Review lists & complete template with required FFATA Reporting data elements or confirm no subawards issued. Return within specified timeframe</p>	<p>Completed FSRS template</p>	<p>BGMFR</p>
<p>BGMFR FSRS System Dun & Bradstreet (DNB)</p>	<p>Completed template data FSRS Worklist FAIN # FSRS Template SubDuns# Sub POP city, state, country Sub POP zip+4 Project Description Compensation Responses Subaward Amt Subaward Obligation Date</p>	<p>Perform checks & balances on rec'd templates. Prepare final submission into the FSRS system via manual upload by the end of the month</p>	<p>Submitted monthly FFATA report</p>	<p>Federal Government USAspending.gov US Tax payers</p>

SURVEY:

FFATA Process Survey

1. What is your understanding as to why ODJFS reports under the Federal Funding Accountability & Transparency Act?

* 2. Which position/individual in your area manages awarding agreements and/or contracts?

3. Does your area amend agreements after the original has been signed? If yes, does that area amend awards and/or contracts to sub-recipients?

4. What criteria are utilized to determine which agreements/contracts are included in the FFATA reporting process?

5. Are agreements/contracts tracked with their corresponding agreement/contract number?

ODJFS reports under the Federal Funding Accountability & Transparency Act (FFATA) to ensure that federal dollars to sub recipients are properly accounted for and expenditures are tied to the correct program.

FFATA is intended to be more transparent. FFATA requires that the general public be able to see what the state is doing with federal dollars. In 2010, it was required for the state to hold the government accountable for federal dollars awarded to sub recipients. FFATA requires that the state report on federal dollars awarded to Ohio and sub-recipients. FFATA requires that the state report on public records requests for FFATA data. Government to be more transparent.

FFATA requires that the state report on awarding agreements and/or contracts to sub-recipients. FFATA requires that the state report on amendments to agreements and/or contracts. FFATA requires that the state report on a HS Dev. 2 that manage grants for a variety of programs including TANF, and Refugee.

FFATA requires that the state report on the means or the staff to perform such tasks. FFATA requires that the state report on Contract Managers and FFATA requires that the state report on FFATA reporting process.

FFATA requires that the state report on FFATA reporting process. FFATA requires that the state report on FFATA reporting process. FFATA requires that the state report on FFATA reporting process.

MEASURE PHASE:

- C&E Matrix – General Method
- FMEA
- Data collection
- Histogram

Y is a function of x

Cause and Effect Matrix

Rating of Importance to Customer		2	3	8	10					
		1	2	3	4	5	6	7		
Process Step	Process Inputs	CONTRACTING	FFATA REPORTS	COMPLETED FFATA	FFATA SUBMISSION					Total
1	Obtain List	Subrecipient Name	9	9	1	1				63
2	Obtain List	Subaward Agreement Number	9	9	9	9				207
3	Obtain List	Subaward Amt	9	9	9	9				207
4	Obtain List	PO Approval Dt	1	0	0	0				2
5	Distribution of Email	CATs list	0	9	1	1				45
6	Distribution of Email	FSRS Worklist	0	9	3	3				81
7	Distribution of Email	FSRS Template	0	9	9	9				189
8	Completion of Template	FAIN	0	3	9	9				171
9	Completion of Template	Sub DUNS #	0	0	9	9				162
10	Completion of Template	Place of Performance (POP)	0	0	9	9				162
11	Completion of Template	POP Zip+4	0	0	9	9				162
12	Completion of Template	Project Description	0	0	3	3				54
13	Completion of Template	Fed Subaward Amt	1	0	9	9				164
14	Completion of Template	Subaward Obligation/Action Date	0	3	9	9				171
15	Completion of Template	Compensation Questions	0	0	3	3				54
16	Submission of FFATA Report	Subaward Month/Yr	0	0	9	9				162
17	Submission of FFATA Report	Completed Data Template Info	0	0	9	9				162
										0
										0
Total			59	70	80	110	0	0	0	
		Lower Spec Target								
		Upper Spec								

FAILURE MODE AND EFFECT ANALYSIS (FMEA)

Failure Mode				
Problem	Severity	Likelihood	Detection	RPN Score
At least one missing required data element submitted to BGMFR	10	8	1	80
Incorrect required data element submitted to BGMFR	7	10	9	630
Incomplete required data element submitted to BGMFR	10	9	3	270
Incorrectly formatted template submitted to BGMFR	5	9	4	180

OPERATIONAL DEFINITIONS

- Count the number of times a defect occurs, by type, for each sub-award
- For each sub-award count as a defect if:
 - The required data elements (DUNS#, POP, POP zip+4, Sub-award Amount, Sub-award Agreement #, Obligation date) are incorrect, incomplete or missing per submission to BGMFR or
 - The sub-award was not submitted to BGMFR, which counts for 7 defects
- Mark sub-award submission as defective if it contains one or more defects

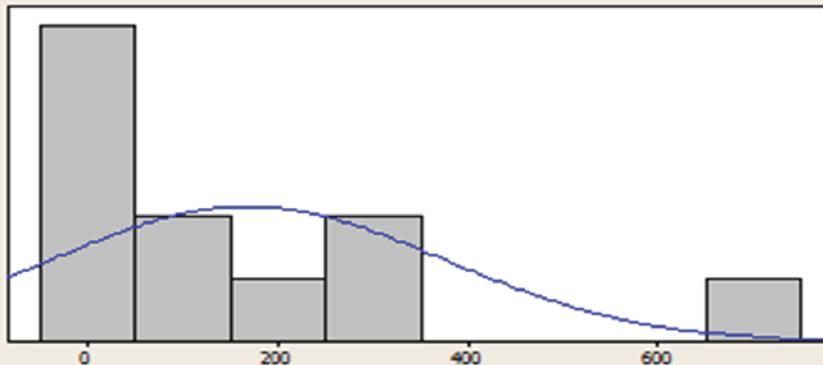
DATA COLLECTION:

of Defects by type of defect (required data elements) for each sub-award

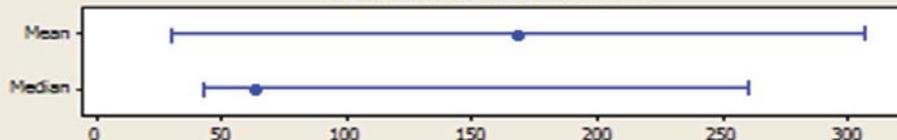
Sub-award Sample #	Awarding Office	Month/Yr rec'd by BGMFR	Sub DUNS#	POP City	POP State	POP Zip+4	Subaward Amt	Obligation Date	Subaward Agreement #	Not submitted	Defective Submission by awarding area
1	OWD	Nov-12					1	1	1		Yes
2	OWD	Nov-12	1				1	1	1		Yes
3	OWD	Nov-12	1				1	1	1		Yes
4	OWD	Nov-12					1	1	1		Yes
5	OWD	Nov-12					1	1	1		Yes
6	OWD	Nov-12	1				1	1	1		Yes
7	OWD	Nov-12	1				1	1	1		Yes
8	OWD	Nov-12	1				1	1	1		Yes
9	OWD	Nov-12					1	1	1		Yes
10	OWD	Nov-12					1	1	1		Yes
11	OWD	Nov-12					1	1	1		Yes
12	OWD	Nov-12	1				1	1	1		Yes
13	OWD	Nov-12	1				1	1	1		Yes
14	OWD	Nov-12	1				1	1	1		Yes
15	OWD	Nov-12	1				1	1	1		Yes
16	OWD	Nov-12					1	1	1		Yes
17	OWD	Nov-12					1	1	1		Yes

HISTOGRAM:

Summary for No. of Defect Submission per Observations



95% Confidence Intervals



Anderson-Darling Normality Test

A-Squared 1.35
P-Value < 0.005

Mean 168.36
StDev 205.67
Variance 42300.25
Skewness 2.06572
Kurtosis 4.45373
N 11

Minimum 39.00
1st Quartile 43.00
Median 64.00
3rd Quartile 252.00
Maximum 703.00

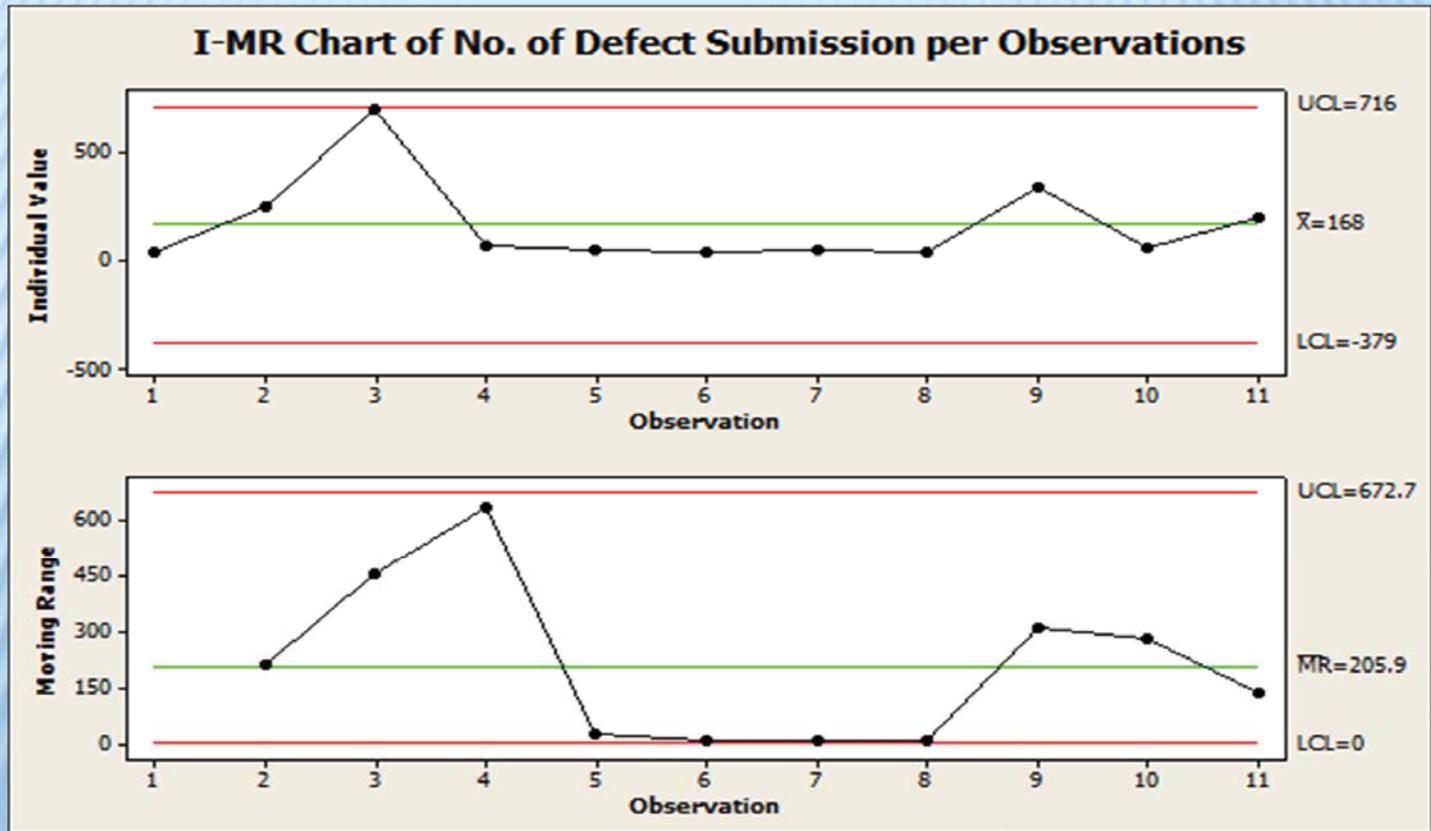
95% Confidence Interval for Mean
30.19 306.53
95% Confidence Interval for Median
42.75 259.56
95% Confidence Interval for StDev
143.71 360.94

ANALYZE PHASE:

- Control Chart
- Process Mapping
- Brainstorming

Variation is Evil

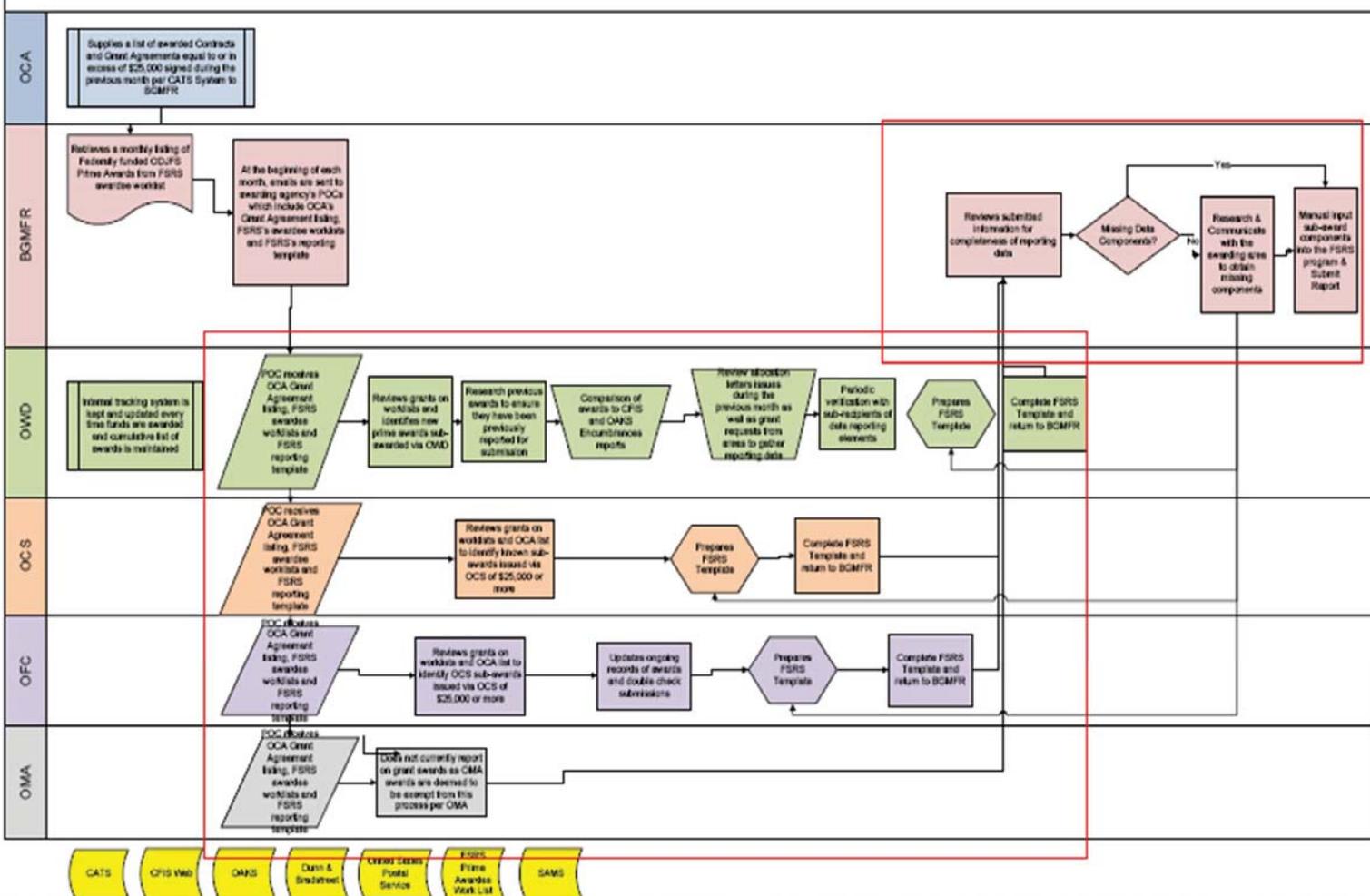
CONTROL CHART:



TEAM PICTURES:



Federal Funding Accountability Transparency Act – FFATA – Current State



TEAM BRAINSTORMING

- Centralized repository for signed grant agreements and award notifications
- Accessibility to Dunn & Bradstreet data for verification purposes
- Technical Assistance Training
- Expanded usage of existing systems such as CATS and OAKS including mandatory fields for data storage (i.e. obligation date/signature date, DUNS#, ZIP+4)

TIM WOOD: WASTES

- Defects
 - Quality of information received was 100% defective
- Waiting Time (Delays)
 - Time wasted when having to continuously follow-up on missing or incorrect information

IMPROVEMENTS

- A few simple improvements have been made so far:
 - Moved from manual entry to batch upload into the FSRS system
 - About a 75% reduction in time to complete this task in the process
 - A system utilized by several areas to store sub-award data, CATs, is now making certain fields mandatory before being able to move through or store data in the system.

IMPLEMENTATION PLAN

Task	Who	When	Status
Provide Technical Assistance	BGMFR	Last two weeks of June 2013	To begin 06/18/13
Revise SFY13 reporting	BGMFR	June 30, 2013	In Development
Methods to collect and store required data	OCA (CATS) and SGR (OAKS), DNB	SFY14	In Development
Meetings with awarding areas to determine future state	Awarding areas and FFATA Team	Late June / Early July 2013	

PROJECT BENEFITS - INTANGIBLE

- Increased participation of ODJFS awarding areas
- Coordinating efforts of bureaus and offices within ODJFS to work together in a common goal
- Transparency and accountability of federal awards to taxpayers

PROJECT BENEFITS - TANGIBLE

- Use of Common tools resulting in more efficient management of required reporting data
- No risk of reduced federal funding due to non-compliance
- Reduction of labor hours compiling and submitting data (redirected resources to other needs)
- Reduced time and cost of of auditors focusing on FFATA compliance
- Reduces variation and duplication of efforts across ODJFS

OVERALL BENEFITS OF THE PROJECT

- Standardization of processes for compiling data
- Accurate and timely submissions to BGMFR
- Reduction of risk to federal funding
- Redirection of labor hours to other areas of focus
- Keep the bacon at home!!!
 - Bring home the bacon!

SPECIAL THANKS TO...

Senior Leadership:

Marvene Mitchell

John Maynard

Eric Mency

Michael Colbert

Mentors:

Anna Karousis

Gloria Calcara

Key Team Members:

Lanine Durette-Hall

Ryan Washington

Garth McLean

Subject Matter Experts:

Christina Helm

Awarding Area Points of Contact

QUESTIONS/COMMENTS

