



Dear Expanded Clearinghouse Cohort 2 Piloteer,

Thank you for your willingness to participate in Cohort 2 of Phase 1 of the FDP Expanded Clearinghouse Pilot Project! We have an aggressive implementation schedule ahead for our participating institutions, and we are excited to launch. This email includes the timeline for initial implementation along with the necessary tools to get you started. These include the following attachments:

### Getting Started

- **Entity Profile.** This Excel workbook has several tabs containing general instructions (Tab 1), detailed instructions for completing your profile (Tab 2); and your blank ready-to-complete entity profile (Tab 3.) Instructions for providing future updates are also offered.

**PLEASE COMPLETE THIS PROFILE AND RETURN IT TO Co-Chair LYNETTE ARIAS AT [ariasl@uw.edu](mailto:ariasl@uw.edu) BY JULY 29, 2016.**

- **List of Phase 1 Pilot Institutions.** This list of Phase 1 Piloteers (including Cohorts 1 & 2) is intended to assist with your initial planning, with an amended list to follow just prior to our planned **8/15/16 “Go Live” date**. The revised document will incorporate all participating entities, as some system campuses will have multiple profiles associated with multiple sites/DUNS numbers.

Once available, the final list should be circulated among everyone involved with your institution’s subrecipient monitoring process, including our campus community. After the “Go Live” date, you will need to ensure that your institution’s alternate Pilot process is utilized instead of your traditional monitoring process for these entities.

- **Tracking Form.** This Excel workbook contains a standardized method and instructions for logging each Pilot transaction. This initial version is intended to assist with your planning, with an amended Tracking Form incorporating the final list of entity profiles to follow just prior to the 8/15/16 “Go Live” date.

Quantifying the estimated reduction of administrative burden is critical to our overall reporting and success. Therefore, please disseminate and train those responsible for subrecipient monitoring to accurately use this form. We will ask you to send this form, with data about your institutions use the Entities Profiles, approximately quarterly in order to assess our progress. The first reporting period for Cohort 2 will end 12/31 and you will receive an email request when it is time to submit it.

### Implementation Timetable

**7/6/16 –Entity Profiles**, along with planning and instructional materials are disseminated to the pilot institutions (this email).

**7/14/16 – Cohort 2 Welcome Call #1** at 2:00 p.m. eastern time, 1:00 central time, 11 a.m. pacific time. The call in number is 844-788-2836. The passcode is 365812. [Participation in this](#)

*call or Call #2 is optional.* The Expanded Clearinghouse Co-Chairs will host a one-hour call to walk pilot participants through the entity profile and to answer questions about the pilot process or the forms. Please prepare for this call by reviewing the Entity Profile and accompanying pilot materials and bring your questions to the call.

**7/22/16 – Cohort 2 Welcome Call #2** at 11:00 a.m. eastern time, 10:00 a.m. central time, 8:00 a.m. pacific time. The call in number is 844-788-2836. The passcode is 365812. *Participation in this call or Call #1 is optional.* The Expanded Clearinghouse Co-Chairs will host a repeat one-hour call for those unable to attend the first Welcome Call.

**7/29/16 – Completed Entity Profiles due via email to Co-Chair Lynette Arias at [ariasl@uw.edu](mailto:ariasl@uw.edu).**

**July-August 2016** – Piloteers ready their institutions to “Go-Live” with the Pilot. Pilot institutions must be prepared for a dual subrecipient monitoring process: 1) continuation of currently defined institutional monitoring practices for non-Pilot entities and 2) the new process for Pilot entities. This includes the ability for end users to discern whether an entity is part of the Pilot, an understanding of the appropriate method for gleaning entity information (FDP website vs. traditional forms), and utilization of the Pilot Tracking Form to record all instances of monitoring activities when passing funds through to other Piloteers. (Further information is provided below.)

**8/9/16** (*date subject to change*) – Final Cohort 2 Entities list, Final Tracking Form, and links to the FDP-hosted Entity Profiles will be disseminated.

**8/15/16 – Go Live!** All Cohort 2 Piloteers will stop requesting institutional subrecipient commitment forms or certifications from other Pilot entities and instead utilize the Entity Profile hosted on the FDP website. This includes annual audit certifications, COI certifications and any form or questions requesting entity based information/data.

**12/31/16** – For assessment purposes, the first period is complete and Piloteers should ensure that all Pilot monitoring activities are accurately recorded on the Tracking Form.

**1/15/17** – Approximate date first period Tracking Forms are due.

### **Rolling Out the Pilot at Your Institution**

A presentation has been prepared that can be readily adapted for use at your own institution, describing at a high level the purpose and goals of the pilot, the obligations of participants, the contents of the entity profile, and the main business process changes that your campus participants will need to undertake as a part of the pilot. See the updated [FDP Expanded Clearinghouse Webpage](#) for a link to this presentation. Feel free to use and adapt this presentation however you wish. If you create your own presentation, you are encouraged to share it on the pilot listserv (see below) for use by other participants as well.

### **Communicating During the Pilot**

In order to provide ongoing communication for the go-live process specifically for Cohort 2, the FDP created a new listserv for the Pilot Point of Contacts and FDP Administrative Representatives of the Pilot organizations. You can expect future correspondence through the listserv mechanism: [fdp-ec-pilot-12@lsw.nas.edu](mailto:fdp-ec-pilot-12@lsw.nas.edu). Once Cohort 2 institutions are up and running with the Pilot, we will merge the Cohort 2 email group into the Cohort 1 email group for an overall Pilot listserv.

We look forward to answering your questions during the Pilot Welcome Calls, but do let us know if you need any immediate assistance by emailing or calling Lynette Arias at [ariasl@uw.edu](mailto:ariasl@uw.edu); [206.685.7065](tel:206.685.7065)

Best regards,

**The FDP Expanded Clearinghouse Working Group**

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