

State of Florida

Florida Department of Financial Services

Division of Accounting & Auditing

Florida Grant Consortium

Project Charter



September 2015

BACKGROUND AND GOALS

The Florida Grant Consortium is a group consisting of grant managers, financial specialists, administrators and associated employees of the State of Florida who are responsible for the proper use of State, Federal, and/or private grant funding administered by the State of Florida. Its mission is to provide a forum that promotes the accountability of state funds by increasing awareness of statutory requirements and encouraging best practices in grants and grant management.

The goals of the Grant Consortium are:

- Promote accountability over the use of grant funds
- Improve understanding of statutory requirements
- Encourage best practices in grants and grant management
- Promote consistency across all agencies
- Develop and maintain a Consortium website with updated information and resources geared toward the needs of grant managers and other grant professionals
- Establish and provide an advisory panel to drive the direction of the Consortium

PROJECT SCOPE

As a result of the Consortium, grant managers and other grant professionals throughout the State agencies will be better informed regarding statutory requirements and grant and grant management topics (e.g. writing agreements, cost analyses, monitoring, etc.).

The Consortium will hold quarterly workshops, allowing for open discussion of chosen topics relating to grants and grant management. The quarterly workshops will last two to three hours and will be open to state employees who work with grants. Correspondence with the agencies regarding workshop registration, agency questions or comments, and other logistical matters will be handled by the Department of Financial Services (DFS) work group.

The Consortium will develop and maintain a webpage containing information and guidance material for grant managers and other grant professionals. Online content will include grant guidebooks, links to relevant statutory requirements, training materials, and other resources.

An advisory panel will be selected by the DFS work group to manage the Consortium. The advisory panel's duties will include: selecting workshop topics, contributing written guidance to the Grant Consortium website, serving as and selecting guest speakers for workshops, working with the work group to gather and release surveys and information, and other activities as guided by DFS. The panel will consist of seven members, including a DFS chairperson. The composition of the other six panel members will include an equal representation from different state agencies. The advisory panel will have the authority to make formal recommendations directly relating to the Consortium, such as selection of discussion topics and guest speakers, the development of website content, and the ability to make any other recommendations to DFS regarding the overall direction of the Consortium.

All advisory panel decisions will be made based on a majority vote. If a panel member is unable to attend a meeting where a vote is being held, they shall have the ability to defer or submit a written vote. The DFS Chairperson will only vote in the case of a tie. The Florida Grant Consortium Advisory Panel will seek a two-year commitment from each panel member. After two years of service, the panel will begin to incrementally roll members, allowing them to recommit for another term or find someone else to replace them. In the event of a panel member departing early, the remaining panel members will be responsible for soliciting applications from potential new members. The applications will be reviewed by the panel and members will take a majority vote to designate a new panel member. All scheduling for meetings and workshops is subject to the approval of DFS.

PROJECT STAKEHOLDERS

The Grant Consortium has several key stakeholders. These stakeholders are:

Clients:	State Agencies
Sponsor:	Christina Smith, Director, Division of Accounting and Auditing, Department of Financial Services
Project Manager:	DFS Grant Consortium Workgroup: Glenn Elmer, Crista Hosmer, Michelle Proctor, Leonard Young, Ashley Miller
Project Team:	Grant Consortium Advisory Board: Lisa Wilkerson, Laura McKinley, Sherri Martin, Angela Knecht, Ronald McLane, Juliet Westmoreland, Glenn Elmer (Chairperson)

PROJECT DELIVERABLES

The Grant Consortium will work to produce and deliver several key deliverables. The Consortium will gather quarterly for agency workshops. Prior to each workshop, the Advisory Panel will meet to organize, plan, and discuss the upcoming event. Also, development of the Consortium webpage will be divided into three phases. The Consortium will continue to hold workshops as long as there continues to be an agency need; however, tentative dates for advisory panel meetings, workshops, and website development are as follows:

Advisory Panel Meetings

- Wednesday, September 16, 2015
- Friday, November 13, 2015*
- Friday, February 12, 2016*
- Friday, April 8, 2016*
- Friday, July 8, 2016*

Grant Consortium Workshops

- o Thursday, October 15, 2015*
- o Thursday, December 17, 2015*
- o Thursday, March 24, 2016*
- o Thursday, August 11, 2016*


*Dates are subject to change

Website Development


- Phase 1: Inclusion of basic information on the Consortium and broad resourceful materials, such as statutory requirements pertaining to grants.
 - o Completed no later than 8/14/15.
- Phase 2: Inclusion of online workshop registration tool and detailed grant-specific resource material.
 - o Completed prior to the registration of the second workshop, no later than 12/1/15.
- Phase 3: Inclusion of additional grant resource materials, including training content and guidance material from workshops.
 - o Additional relevant resources will be added following the completion of quarterly workshops in September 2015, December 2015, March 2016, and August 2016.


PROJECT CHARTER APPROVAL


Approval of the Project Charter is given through the signature of each member of the Advisory Board, as well as the Project Sponsor.

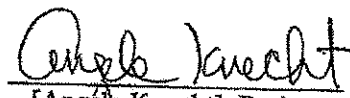

[Christina Smith], Sponsor


[Glenn Elmer], Project
Manager & DFS
Chairperson


[Lisa Wilkerson], Project
Team Member


[Laura McKinley], Project
Team Member


[Sherri Martin], Project
Team Member


[Angela Knecht], Project
Team Member


[Ronald McLane], Project
Team Member


[Juliet Westmoreland],
Project Team Member