



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

Meeting Details

Process Area	Grant Application to Closeout (GAC) – R1
Meeting Date	Tuesday, December 2, 2014
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Invitees	Deborah Furrow (FWC), Debra Schweinsberg (FWC), Lori Morgan (DEM) Marvin Rumsey (DEO), Tisha Womack (DEO), Mark Mahoney (DCF) (Francis Buckner attended on his absence), Mike Wolfe (DCF), Debra Evans (DOE), Don Crumbliss (DOE) , Pamela Coleman (DOE) , Christina Smith (DFS), Kim Holland (DFS), Stanton Beazley (DFS), Melissa Turner (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Crista Hosmer (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	<ol style="list-style-type: none"> 1) <i>SME Workgroup Guidelines-Standardization Level 1 Business Process Flows</i> 2) <i>FLAIR and CMS Replacement Project: FLAIR and CMS Replacement Project: Business Process Standardization Level 1, Grant Application to Closeout (GAC), December 2, 2014, Draft</i> 3) <i>Process Flow Map, BPS Track Planning- Grant App 2 Closeout</i> 4) PowerPoint on overview of the project and roles of SMEs (Angie Robertson) 5) PowerPoint on overview of Process Flow Map and Narrative (Deana Metcalf)

#	Topic	Leader	Allotted Time
1	Introduction <ul style="list-style-type: none"> • General Housekeeping • Name, Position/Role at Agency, Experience with Process Area 	Angie	15 min (9:00am-9:15am)
2	FCR Project Overview and Role of SME Workgroups	Angie	45 min (9:15am-10:00am)

Notes:

- During the introductions, the thirteen attendees (fourteen including note taker Crista Hosmer of DFS) discussed their grant management/administration background and experience.
- A PowerPoint was presented that provided an overview of the project and the roles of the SMEs.
- The group reviewed the recommendation of the FLAIR Study including the vision and goals set forth for the FCR project.
- The group discussed the importance of balancing standardization, flexibility and efficiency.
- Common themes noted in the FLAIR Study were standardization, governance and adoption.
- This first phase of the project (identified as “Pre-DDI”) will include efforts across multiple tracks with the Business Process Standardization (BPS) team focused on standardization and requirements.
- The BPS team has established a set of 10 financial processes that will document end-to-end processes. The goal of the BPS Track is to design the standards for future state processes that will part of the new core business system.
- Agencies are being asked to participate in these workgroups to review and update process flows developed by the BPS team. DFS is challenging agencies to help keep the decision making boxes to a minimum resulting in less complexity which supports the ability for standardization.
- SME Workgroup Guidelines were provided to the group for reference.



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> The BPS team is planning to bring in contract staff to support efforts in the BPS Track (target is to bring them onsite in February 2015). SME Workgroup Meetings (with small sets of agencies) are scheduled to occur October 2014 – February 2015 (for Level 1). Another round of SME Workgroup Meetings (with an expanded set of agencies) are scheduled to occur April 2015 – June 2015 (for Level 2). Workshops (to review Level 2s with all agencies) are scheduled to occur in June 2015. Some agency SMEs may be asked to support the requirements finalization. This Grant Application to Closeout (GAC) process area is scheduled to have three sessions. A question was asked about the number of cash balance management systems that exist in the state of Florida and how the systems will be affected by the project. It was noted that there are four systems for maintaining cash and budget: Departmental, Central, CMS, and the Bank. Cash is managed via spreadsheet. The plan is to have a standard entity to manage cash balance as the state needs to be able to forecast the cash balance. A follow-up question was posed about the number of cash balance systems that are planned as a result of the project. The plan is to have two cash balance systems: one cash balance system for Accounting and one cash system for the Bank. The new system will track cash in LABS/PBS and will be a cash ledger system. It was noted that the project will involve research regarding systems used in other states. NY, AL, and GA, for example, are states that may be met with in order to learn about their approaches to standardization processes. It was also noted that DFS leadership and the Legislature are in strong support of the project. It was confirmed that there are no plans for the project to replace or merge MFMP and/or People First. 		
Break			10 min (10:00am-10:10am)
Icebreaker		Angie	5 min (10:10am-10:15am)
3	Walkthrough of Process Flow <ul style="list-style-type: none"> Overview of Template Review of Flow and Narrative 	Deana	45 min (10:15am-11:00am)
<p>Notes:</p> <ul style="list-style-type: none"> The Icebreaker question was the following: If you could go back in time ten years, what work advice would you give yourself? The Aspire project and the lessons learned from it were discussed. One objective of the project is to get the system to operate so that agencies can run the system themselves. It is planned that DFS will serve the process managers while the agencies will operate the system with a high degree of independence. Concerns about clarifying grant identification processes were noted. The importance of integrating new technologies in the grant management was stressed. Grants that resulted from GAA Directives were discussed. These will not necessarily have CSFAs, but are grant funds that need to be tracked. It was noted that a definition of the term grant and grant application is needed for the work flow mapping process. It was asked how drawdown flow would be integrated into the system and how the draw downs affect cash balance. It was determined that discussion of this impact was more appropriate for Level 2 of the project. However, it was decided that a definition of the term “grant billing” was needed. A discussion on the distinction between cash and budget the grant process also resulted. 			



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> The importance of standardization vs. flexibility was stressed. A manageable level of flexibility is needed for the project. One of the roles of the SMEs is to help DFS identify a reasonable number of paths. Flexibility, however, is also needed. Allowing too many paths make the process unmanageable. The key is to identify the ideal number of paths. The SMEs were urged to pay close attention to and document the ways their grants are charged so that the processes can be addressed in the process mapping for this project so the process maps work for this project will best convey a standardized process. The SMEs were also urged to think similarly about their grant allocations. Changes to the process map were discussed. It was decided to use the term Uniform Guidance instead of OMB Circulars. Concerns regarding the close-out process and encumbering grants for multiple years were discussed. It was determined that multiple year encumbrances should be added as a high level component of Level 1 of the project and should be an assumption. It was discussed whether outcomes and outputs should be added to level 1 of the project. It was made an assumption that fiscal data will reside in the accounting system. The Grant area is one that will intersect with many other Process Areas. It will be important to understand the integration in order to fully understand how and where the allocation of costs may be affected (i.e., payroll vs. expense vs. asset purchase). 		
Break			10 min <i>(11:00am-11:10am)</i>
Icebreaker		Angie	5 min <i>(11:10am-11:15am)</i>
3	Walkthrough of Process Flow <i>(Continued)</i>	Deana	35 min <i>(11:15am-11:50am)</i>
4	Close Meeting <ul style="list-style-type: none"> Action Items Homework Next Meeting Date / Time / Location 	Angie	10 min <i>(11:50am-12:00pm)</i>
Notes:			
<ul style="list-style-type: none"> It was decided that a break was not needed. The next meetings will be December 17, 2014 and January 6, 2015, both from 9:00 AM to 12:00 PM. Notes, flow, and agenda will be sent out for the next meeting. 			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Consider performance metrics your agency currently has in place to measure the level of success of your agency's grant management operations. Consider what metrics should be added to the KPI/Measures section.	SME Workgroup Participants	For discussion at the next meeting on 12/17/14
2	Consider new technologies for grant management operations that may be options for future use by the State.	SME Workgroup Participants	For discussion at the next meeting on 12/17/14
3	Add a definition of a "grant" and "grant application."	Deana	12/17/14
4	Add a definition of "grant billing."	Deana	12/17/14



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
5	Add assumption that fiscal data will reside in the accounting system.	Deana	12/17/14
6	Change term "Governing Laws" to term "Uniform Guidance."	Deana	12/17/14
7	Change assumption regarding the CFSA # for colleges and universities.	Deana	12/17/14
8	Modify flow box GAC 1.8 to add draw downs.	Deana	12/17/14
9	For GAC1.7, add the need for multi-year obligations.	Deana	12/17/14
10	Fix the spelling of Ms. Womack's first name in future documents.	Angie	12/17/14
11	<i>Question for future consideration:</i> How will re-opening and adjusting closed grants be handled (i.e., refunds)?	Deana / Angie	1/6/15