



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

Meeting Details

Process Area	Grant Application to Closeout (GAC) – R2
Meeting Date	Wednesday, December 17, 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), 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 Homer (DFS), Janice Jackson (FCR) , Lisa Wilkerson (DOT), Michael White (DOE) (sent as a delegate for Don Crumbliss)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – GAC – R1 BPS Track Planning – Grant App 2 Closeout 121714.pdf GAC Standardization Level 1 (12-17-14) V1.1.pdf

#	Topic	Leader	Allotted Time
1	Welcome <ul style="list-style-type: none"> • Introductions (<i>If new attendees</i>) • Overview of Today's Agenda • Review of Meeting Notes and Action Items • Thoughts from Workgroup Members 	Angie	20 min (9:00am-9:20am)
Notes: <ul style="list-style-type: none"> • The new member of the BPS Team, Janice Jackson, introduced herself. She will serve as the General Ledger Lead for the FCR Project. • The group reviewed the Action Items from the previous meeting. The “<i>Question for future consideration:</i>” is a topic / area to carry forward into Level 2 and requirements. 			
2	Deeper Dive into Process Flow	Deana	60 min (9:20am-10:20am)
Notes: <ul style="list-style-type: none"> • The group discussed public entities and their “exemption” from following 215.97 – Florida Single Audit Act for any funds appropriated as a “state project”. • The need to add a policy for CMIA was discussed. This is a federally “negotiated” activity, which may need to be addressed / adjusted as part of the new system. The group felt a review of the CMIA and the impact of the new system’s functionality would be a good idea. • The group modified several assumptions and added several definitions, drawing some from other Process Areas, including A2D and PJT. Mark Mahoney offered to define State Plan and Maintenance of Effort (MOE). • The group discussed the new DATA Act (Federal Digital Accountability and Transparency Act) (effective for 2016) and the potential impact on state reporting and interfacing requirements. The group felt that ideally, it would be great if the new system could interface with the federal system to pass required information. Currently, agencies manage the reporting requirement through a variety of means, including separate data bases, spreadsheets, and manual input. The FFATA (Federal Funding Accountability and Transparency Act) is the basis for the new DATA Act. Engaging the NASACT group was suggested as a possible venue to seek support of other State’s for uniform data and information exchange avenues. • The group discussed FACTS and that the assumption is that FACTS will continue and that there will be a requirement that the new system interface with FACTS. 			



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- The group discussed the need to track assets of subrecipients that were purchased with granted funds. The group agreed that it would be benefit to the state to provide a means for agencies to track this within the new system, instead of in disparate means as is done today.
- The group discussed several good KPIs. A requirement that was identified as part of the discussion was the need to capture reporting date due.
- The group also discussed a potential Future Enhancement Consideration for a non- GAC Process Area: The direct pay from smart devices. This would impact the P2P Process Area.
- The group completed their end-to-end review of the flow and narrative. For the next meeting, the group will go through the flows and narrative one more time to identify any modifications.

Break			10 min (10:20am-10:30am)
Icebreaker		Angie	5 min (10:30am-10:35am)
2	Deeper Dive into Process Flow <i>(Continued)</i>	Deana	75 min (10:35am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie	10 min (11:50am-12:00pm)

Notes:

- Homework was assigned for the next meeting, 1/6/2015: See action Items 1 and 2.

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 Members	1/6/2015
2	Consider new technologies for grant management operations that may be options for future use by the State.	SME Workgroup Members	1/6/2015
3	Check the Uniform Guidance for a definition of "cognizant agency"	Deana	1/6/2015
4	Check the SF424 for a definition of "grant application"	Deana	1/6/2015
5	Provide a definition of "MOE" (Maintenance of Effort)	Mark	1/6/2015
6	Provide a definition for "recipient"	Mark	1/6/2015
7	Provide definition of "state plan"	Mark	1/6/2015
8	Provide a definition for "grant disbursement agreement". Check the definition for the term provided in FACTS.	Deana	1/6/2015
9	Modify "system will" language in 1.7 process description	Deana	1/6/2015
10	Copy the assumption regarding asset tracking	Deana	1/6/2015



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Action Items

Action Item #	Description of Item	Assigned To	Due Date
11	Re-work a definition of Reconciliation for GAC 1.9. Specifically, what does Reconciliation include?	Mark	1/6/2015
12	Consider the differences in the definitions of the terms "grant award" vs. "grant". Consider adding a definition of the term grant.	Deana	1/6/2015
13	<i>Question for future consideration:</i> What will the required data elements be for establishing a grant record?	Deana / Angie	Level 2