



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

Meeting Details

Process Area	Grant Application to Closeout (GAC) – R3
Meeting Date	Tuesday, January 6, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Deborah Furrow (FWC), Debra Schweinsberg (FWC) , Lori Morgan (DEM), Marvin Rumsey (DEO), Tisha Womack (DEO), Jason Adank (DOT), 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), Janice Jackson (FCR), Crista Hosmer (DFS). <i>Also attending: Glenn Elmer (DFS) as a delegate for Kim Holland, Julie Mayo (DCF) as a delegate for Mark Mahoney (DCF); Linda Brookshire (DOT).</i>
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – GAC – R2 GAC Standardization Level 1 (12-17-14) V 1.2 WG.pdf BPS Track Planning – Grants App 2 Closeout 121714 WG.pdf Handout from Mark Mahoney with suggested definitions of terms <i>Maintenance of Effort (MOE), State Plan, and Recipient</i>

#	Topic	Leader	Allotted Time
1	Welcome <ul style="list-style-type: none"> • Overview of Today's Agenda • Review of Meeting Notes and Action Items • Thoughts from Workgroup Members 	Angie	20 min (9:00am-9:20am)
Notes:			
<p>During the discussion on the review of the action items from GAC-R2, it was noted that all were completed except for Action Item #11 (Discussion of what GAC 1.9 Reconciliation includes) which will be discussed further in Level 2 and Action Items #1(Key Performance Indicators) and #2 (Technologies for Grant Management), which are standing action items which will continue to be discussed in Level 2. Previously identified examples of Technologies for Grant Management were reviewed, including the tagging of assets with a remote chip. It was also stressed that the technologies used by other states be considered for use in Florida. The meeting was then opened up to allow for general discussion.</p>			
2	Review of Process Flow and Narrative	Deana	60 min (9:20am-10:20am)
Notes:			
<p>More detailed discussion then ensued regarding the definitions that were revised and/or constructed following GAC-R2. Meeting attendees suggested additional revisions to the definitions. FCR staff then made the agreed-upon revisions to the <i>GAC Standardization Level 1 (12-17-14) V 1.2 WG.pdf document</i>. Specific definitions discussed include cognizant agency (which the group approved as –is), grant application (which the group approved as –is) and Maintenance of Effort (the group accepted the term's original definition instead of Mark's recommendation.) The original definition of the term recipient was modified to address federal and state programs and was then accepted by the group.</p>			



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	<p>A definition of the term Participant was added following discussion of the differences between recipients and participants. A participant was defined as an individual receiving benefits under a federal or state project or program.</p> <p>Revisions were then made to the provided State Plan definition, and a definition for the term grant was presented. It was then discussed whether it was necessary to distinguish the terms grant and grant award. It was agreed that adding a separate definition for the term grant would be beneficial. Following discussion, the provided definition of the term grant was accepted by the group.</p> <p>After discussion on the definitions section of the <i>GAC Standardization Level 1 (12-17-14)</i> document concluded, adjustments were then made to the remaining sections of the document and the process flow map. The following modifications were made:</p> <ul style="list-style-type: none"> • An adjustment to the description of GAC 1.7 P2P and A2D. • An adjustment to the flow that added an ARB box in the Process Flow. • An adjustment to the description for GAC 1.8, Grant Billing. • An adjustment to the description for GAC 1.9, Reconciliation/Reporting. • An adjustment to the control points C1 and C2 for GAC 1.7, 1.9, 1.5 in the Process Flow. • R1 for GAC 1.5 was added to the Process Flow. <p>After revisiting discussion on the definition of the term grant, the following modifications were made:</p> <ul style="list-style-type: none"> • An adjustment to GAC 1.1 and 1.4 • Statutes were modified for 1.1, 1.4 1.6, and 1.9, including the addition of 215.97 FS. <p>The Key Performance Measures section was discussed and modified, including the addition of the term, "Future Enhancement Considerations."</p> <p>Meeting concluded early at approximately 10:30 AM.</p>		
Break			10 min
A break was not taken during the meeting			(10:20am-10:30am)
Icebreaker			10 min
An Icebreaker was not held during the meeting		Angie	(10:30am-10:40am)
2	Review of Process Flow and Narrative (<i>Continued</i>)	Deana	70 min (10:40am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> • Action Items and / or Homework 	Angie	10 min (11:50am-12:00pm)
Notes:			

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	SME Workgroup Participants	For discussion in Level 2



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Action Items			
Action Item #	Description of Item	Assigned To	Due Date
	operations. Consider what metrics should be added to the KPI/Measures section.		
2	Consider new technologies for grant management operations that may be options for future use by the State.	SME Workgroup Participants	For discussion in Level 2
3	Adjust P2P Recipient definition	Deana	1/7/15
4	In Section 3, <i>Standardized Process Areas Details</i> , add “Uniform Guidance” and “Other Grantor-Specific Requirements” for each reference # in <i>Governing Laws or Policies</i> subsection	Deana	1/7/15