

Meeting Details

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| Meeting Date | Tuesday, April 14, 2015 | Meeting Time | 9:00 am to 12:00 pm |
| Meeting Location | Department of Revenue Building 2 - Room 1220/1221 2450 Shumard Oak Boulevard | | |
| Meeting Objective | Grant Acquisition to Closeout (GAC) - Review and Discuss Draft Level 2 Flows and Process Models | | |
| Attendees | <p>Level 2 SMEs: Deborah Furrow (FWC), Debra Schweinsberg (FWC), Marvin Rumsey (DEO), Tisha Womack (DEO), Julie Mayo (DCF), Mike Wolfe (DCF), Debbie Evans (DOE), Tiffany Herrin (DOE), David Beebe (DOE), Pamela Coleman (DOE), Kim Holland (A&A), Yvonne Woodard (DJJ), Sandra Lewis (DJJ), Karen Peyton (DEM), Toni Milazzo (DEM), Thomas Poucher (DACS), Peggy Brown (DACS), Jerry Sego (DACS), Winifred Bishop (DOE)</p> <p>Florida PALM BPS Team: Angie Robertson, Mark Fairbank, Manpreet Singh, Tanner Collins, Robert Hicks, Janice Jackson, Deb Gries, Stanton Beazley, Deana Metcalf, Gary Schneider</p> | | |
| Attachments/ Related Documents | DRAFT Level 1 Process Flow and Narrative DRAFT Level 2 Process Flow and Narrative GAC Process Area Definitions | | |

Meeting Topics

| Topic | Presenter | Allotted Time |
|---|----------------------|---------------------------------------|
| Introduction and Welcome <ul style="list-style-type: none"> General Housekeeping Participant Introductions | Angie Robertson | 15 min (9:00 am-9:15 am) |
| Review of Draft Level 1 Flows | Angie, Mark Fairbank | 20 min (9:15 am - 9:35 am) |
| <p>Notes: All participants attended in person. After introductions and orientation by Julian and Angie, Angie presented a review of Level1 documents and then turned over the meeting to Mark for a Level 2 walkthrough. The agenda was slightly modified to combine the summary overview with a more detailed walkthrough.</p> | | |
| Overview of Level 2 Flows and Narratives | Angie, Mark | 55 min (9:35 am - 10:30 am) |
| <p>Notes: Overview of the Level 2 with the group.</p> <p>GRANT APPLICATION: Mark asked how many of the people in the group prepare Grant applications using an internal system. Most indicated they do not use an agency system to</p> | | |

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| <p>prepare applications – some stated they use only the grantor’s system when available to input applications.</p> | | |
| <p>GRANT PROTOCOLS: The group wanted clarification on protocols. Questions such as “how are protocols configured?” and “can they can be set up by the agency?” were asked. Mark explained grant protocol functionality to the group. Protocols are the criteria or conditions that the grantor or the agency itself requires to consider the grant application complete and ready for submission. The functionality can be used to produce a checklist and can be configured to serve as an internal control mechanism. Protocols can be defined using agency internal control criteria or and/or can be defined using grantor criteria.</p> | | |
| <p>A question around the capability of ERPs to scan documents was raised which led to the discussion for the potential need to consider OCR (optical character recognition) technology (capability to read scanned documents and extract data) with the ERP. The group members stated the value of OCR to import, accumulate data from the fringe sources (to capture recipient data, tracking equipment etc.).</p> | | |
| <p>Mark also explained how we have set up the grantor in the accounts receivable / billing (ARB) area as a customer in the Level 2 draft process flow since we are getting receipts from the grantor. Within ERPs, any receipt or receivable would need to be attached to a “customer” record.</p> | | |
| <p>The need to set up statuses was also discussed amongst the group. Mark explained how status codes and dates would be used in the ERP to define available activities with regard to capturing costs, conducting planning activities, affecting budgetary action, etc. It was suggested to make “budget” as a status for the early planning stages of the grant lifecycle, which would allow budget activities but no actual transactions.</p> | | |
| Break | | 10 min (10:30 am - 10:40 am) |
| Icebreaker | Angie | 10 min (10:40 am - 10:50 am) |
| Overview of Level 2 Flows and Narratives (Continued) | Angie, Mark | 60 Min (10:50 am - 11:50 am) |
| <p>Notes:</p> | | |
| <p>The group discussed reports for monitoring program progress. The group stated that a lot of agencies have created systems (e.g. IDS at DCF) to get data from FLAIR to generate the reports and that getting the data directly from the new system would be beneficial.</p> | | |
| <p>The group briefly discussed that there are different methods agencies use to create and capture grant numbers. There is tremendous meaning built into the numbering assigned to the grant. The</p> | | |

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| group identified the need to have multiple fields to capture information (i.e., attributes) about a grant for management and reporting. | | |
| Close Meeting <ul style="list-style-type: none"> Action Items Homework Next Meeting Date / Time / Location | Angie, Mark, Manpreet Singh | 10 min (11:50 am-12:00 pm) |
| Note: Action Items and the location and time of the next meeting were discussed. The meeting will be Tuesday, April 21 from 9am-12pm in the same location. | | |

| Action Items | | | |
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| Action Item # | Description of Item | Assigned To | Due Date |
| 1 | Post production allocation to be added to the process flow for payroll costs (add a loop in GAC - Capture Costs/ Revenue) | Manpreet | 04/21/2015 |
| 2 | Document the requirements coming from the meeting (<i>See table below</i>) | Manpreet | 04/21/2015 |
| 3 | Add FFATA (Federal Funding Accountability and Transparency Act) as a report | Manpreet | 04/21/2015 |
| 4 | Revise the enterprise swim lane on the Maintain Grants subprocess to provide further explanation | Manpreet | 04/21/2015 |
| 5 | Add a Policy Issue for the naming and coding of Grants. What level of enterprise coding is needed? | Manpreet | 04/21/2015 |

Needs/Requirements Identified or Discussed During Meeting:

1. Grants may have pre-award expenditures, i.e. incurred prior to the availability of funding; system needs to be configured to support this
2. Ability to capture a list of important grant statuses (e.g. Budget as a status)
3. Need the ability to connect a manual invoice to a grant
4. Need requirements regarding control states, e.g. dates, milestones, level of expenditures, matching, and interaction with financial integration/execution of transactions

5. Need ability to copy grant setup (parameters) to another grant (budget structure, allocations, funding strings, activities, etc.)
6. Transaction data from grants need to feed the State transparency site
7. Some agencies draw their pay prior to payroll; some agencies generate payments then do a draw; timing of funds for draw is different depending on the federal agency
8. DOE is on a monthly payroll cycle; have to forecast payroll expenditures, i.e. payroll runs in advance of the federal draw
9. Agencies expressed a need for post-production payroll cost allocations
10. Some federal systems generate grant numbers that must be used and associated with the State grant number; some federal grant numbers are very long >20 characters
11. Need parent-child relationship (multiple sub recipients linked to award)
12. Need to capture sub-recipient information and store it in Florida PALM with the grant
13. Need ability to generate federal grant expenditures reports (by sub-recipient)
14. Need to track match and project over/under matching requirements
15. Need the ability to establish a state entity or non-state entity as grant recipient or sub-recipient and capture activity for both types in SEFA reporting