

Meeting Details

Meeting Date	Tuesday, April 21, 2015	Meeting Time	9:00 am to 12:00 pm
Meeting Location	Betty Easley Center - Room 180		
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), Winifred Bishop (DOE), Kim Holland (A&A), Yvonne Woodard (DJJ), Sandra Lewis (DJJ), Karen Peyton (DEM), Toni Milazzo (DEM), Thomas Poucher (DACS), Jerry Segó (DACS)</p> <p>Florida PALM BPS Team: Angie Robertson, Mark Fairbank, Manpreet Singh, Tanner Collins, Janice Jackson, Stanton Beazley, Deana Metcalf, Julian Gotreaux, Gary Schneider, Robert Hicks</p>		
Attachments/ Related Documents	Revised DRAFT Level 2 Process Flow and Narrative (v 1.2) GAC Level 2 Workgroup Meeting #1 Notes (04/14/2015)		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome <ul style="list-style-type: none"> Overview of Agenda Participant Introductions (<i>If new participants</i>) Recap of Action Items 	Angie Robertson	15 min (9:00 am-9:15 am)
<p>Notes:</p> <p>All participants attended in person. After introductions and orientation by Julian and Angie, Angie gave an update regarding the action items. Mark asked if the team had any questions on the documents distributed following the prior meeting. There were no questions. Mark proceeded with a step-by-step walkthrough of the process flow alongside the process narrative.</p>		

Deeper Dive in Level 2 Flows and Narratives	Mark Fairbank	60 min (9:15 am - 10:15 am)
<p>Notes:</p> <p><u>Grants Applications Workflow:</u> Marvin from DEO brought up that most of the grants he deals with are formula or block grants and the agency does not compete for it. Q: How will non-competitive grants be initiated in the system? A: The application process depicted in the workflow can be used for competitive and non-competitive grants.</p> <p>Q: How will the Florida PALM application process steps fit with Grants.gov? A: The workflow map will include an integration point for upload of Florida PALM application to Grants.gov. Noted in Requirements section.</p> <p><u>Discussion on protocols :</u> The protocol functionality is the opportunity to ensure that the Federal Grantor minimum requirements are met and also to ensure that the agency requirements are met.</p> <p>Some of the group expressed concern about Program Staff becoming users of Florida PALM grants functionality. Mark explained that an ERP system is designed not only to support financial functions but also program functions. In this way the data is captured to support overall performance analysis rather than simply accounting.</p> <p>Q: The question was asked is it an explicit assumption that not all steps in this flow are mandatory for all agency? A: Yes, that is an assumption.</p> <p>Julie, expressed that her agency would view the “Agency grant administrator” role as more of a finance role than program management role. It was clarified that the roles as written on the flow are not as important as the functionality. It will be a configuration decision as to who will perform each function.</p> <p>Q: Is certifying certain actions (such as buying American made etc.) and/or ensuring certain statutes/rules are acknowledged covered under protocols? A: Yes, an applicant’s acknowledgement or attestation to comply with such a policy/rule/statute would be set up by the agency in protocols.</p> <p>Q: Will Florida procurement statutes/rules be contained in protocols?</p>		

A: To the extent that the procurement statute / rule is related to a requirement for applying for a grant application, the protocol would include an item on the checklist to ensure the requirement was met. However, in general if it's not part of the application process, it will not be included in the protocols.

Q: Will the grant application be able to attach scanned documents and other files?

A: The Florida PALM requirements will include the ability to attach documents.

Q: Can each agency define its own roles in Florida PALM?

A: There is no technical limitation on the number of roles, but the proliferation of roles by agencies will present administrative challenges by overloading the office responsible for creating and managing the ERP. As part of configuration, the Project will define needed roles and determine the method for allowing access.

Q: Jerry Segó said that many agencies have peak usage during the federal fiscal year transition September/October. How will Florida PALM ensure the capacity needed and not be overloaded?

A: Load testing will be done during the implementation to ensure good performance of technical resources. However, if a record is being accessed at the same time, there may be slow down due to the conflict in access, but those scenarios should be rare. With a new platform properly scaled, access should not have a major impact on the system performance.

In the workflow flow "Submit Application" step was added after "Agency Application".

Break		15 min (10:15 am - 10:30 am)
Icebreaker	Angie	15 min (10:30 am - 10:45 am)
Deeper Dive in Level 2 Flows and Narratives <i>(Continued)</i>	Angie, Mark	65 Min (10:45 am - 11:50 am)

Notes:

Subrecipients:

The group had a discussion on how subrecipient application information is captured in the flow. Many agencies have an application process for awarding to subrecipients. The process models are not being defined as having the application process within Florida PALM. It was discussed that subrecipients will be added to the grants module for tracking disbursements, etc. but the subrecipient will not be using Florida PALM. Some ERP systems offer the functionality to intake subrecipient applications as something akin to a proposal or a bid in the P2P process area. This may be functionality considered for a future enhancement for Florida PALM.

Budget:

Q: Julie asked how will we be able to correlate the state budget to the federal budget structure.

A: The grant budget structure and ledger can be used to ensure that grant budgets stay within your federal budget structure.

The workflow was updated to include a decision loop for Additional rules/ Special conditions before the submission.

The workflow was updated to reorder some of the application and set up steps to put the financial steps adjacent to each other.

Policy Issue - Level of consistency for agency to set-up FCO projects within the PJT module. Should the agencies be required to use PJT's project functionality for fixed capital outlay appropriated (FCO) projects?

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)
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Notes:

Action Items and the location and time of the next meeting were discussed. The meeting will be Thursday, May 14 from 9am-12pm at the Department of Revenue, Building 2.

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Send a link of an example Grants Protocol to the group	Manpreet	5/11/15
2	Ensure that flow edits match the process model narrative	Manpreet	5/14/15
3	Add a decision loop to the workflow to indicate subrecipient asset information can be captured	Manpreet	5/14/15
4	Ensure we have a Future Enhancement for the ability to have subrecipient application processes within Florida PALM	Manpreet	5/14/15
5	Change from "sub-grantee" to "subrecipient" throughout the workflow and narratives	Manpreet	5/14/15

Needs/Requirements Identified or Discussed During Meeting:

1. The ability to attach reporting documents to a grant.
2. Ability to integrate with Grants.gov ensuring that their version and format standards are considered in design.
3. Ability to establish multiple indirect cost rates for the same agency for the same grant and the same year should be established.
4. Ability to capture SWCAP rate separate from the agency's indirect cost rate.
5. Ability to control grant expenditure (budget) at a lower level of detail, i.e., object code, etc.