

Date	10/29/2015	Time	9:00 a.m. – 12:00 p.m.
Location	Dept. of Children and Families – Bldg. 4		
Objective	Requirements Review Workgroup – Grant Application to Closeout (GAC)		
Attendees	<p>Alison Crozier (FSDB), Amber Burns (FWC), Chris Lee (DEO), Christina Smith (DFS A&A), Dawn McWilliams (APD), DeborahFurrow (FWC), Debra Schweinsberg (FWC), Dianne Screws (FDOC), Dornecia Allen (DEO), Eric Thiele (DBPR), Evelyn Jacobs (DJJ), Jennel Johnson (DOH), Jason Adank (FDOT), Jerry Todd (DACS), Joanne Lane (DOH), Joe Wright (DOH), Julie Mayo (DCF), Kayla Hanak (DOR), Kedra Lewis (DJJ), Kenol Saint-Fort (DOH), Linda Brookshire (FDOT), Lucy Swain (DJJ), Marsha Lynn Griffin (DOEA), Marvin Rumsey (DEO), Mike Wolfe (DCF), Nona McCall (AHCA), Peggy Brown (DACS), Petrina Herring (FDLE), Robert Herron (DOH), Sandra Wells (FDVA), Sandra Lewis (DJJ), Teresa Abernethy-Ballard (DOR), Terri Mulkey (DOE), Thomas Poucher (DACS), Tim Colletti (FDLE), Tisha Womack (DEO), and Yvonne Woodard (DJJ)</p> <p>Florida PALM Project Team: Allyson Adolphson (DFS), Angie Robertson (DFS), Brenda Lovett (DFS), Deana Metcalf (DFS), Deb Gries (DFS), Eric Adair (DFS), Janice Jackson (DFS), Julian Gotreaux (DFS), Manpreet Singh (DFS), Mark Fairbank (DFS), Robert Hicks (DFS), Sean Cooley (DFS), and Stanton Beazley (DFS)</p>		
Attachments/ Related Documents	Requirements Review Workgroup – Grant Application to Closeout Presentation		

Topic	Facilitator
Welcome and Introductions	Julian Gotreaux
Notes: <ul style="list-style-type: none"> Julian welcomed the group, shared the ground rules, and provided an overview of the facility. Angie introduced the Project Team members and asked each participant to introduce themselves including their agency, their role in the requirements review activities, and past participation in a Florida PALM Project Workgroup or Workshop. 	
Background and Purpose Overview of Requirements	Angie Robertson
Notes: <ul style="list-style-type: none"> Angie provided a background purpose for the Project. She then provided an overview of the requirements and requirements review process. 	
Process Area Requirements	Brenda Lovett
Notes: <ul style="list-style-type: none"> Brenda provided an overview of the GAC requirements, describing the key “areas of focus”. 	

Topic	Facilitator
Break	
Requirements Questions & Discussion	Brenda Lovett
<p>Notes: No questions were submitted in advance of the Workgroup.</p> <p>Requirements questions, listed by subcategory, presented during the Workgroup:</p> <p>Cost Allocation</p> <p>Q. Dawn McWilliams (APD): GM044 – this doesn't mean that Florida PALM has to calculate Statewide Cost Allocation Plan (SWCAP) does it?</p> <p>A. Florida PALM Project: No, this is just providing the capacity to do so.</p> <p>A. Christina Smith (DFS A&A): I might want the Florida PALM Project Team to separate out specific SWCAP requirements. I also want to make sure we can automate the quarterly move of your indirect costs into General Revenue.</p> <p>A. Dawn McWilliams (APD): We would not want the system to automate this as we have a cost allocation system.</p> <p>A. Marvin Rumsey (DEO) and Kenol Saint-Fort (DOH): We also would have concerns as you must have specific budget authority to move SWCAP.</p> <p>Grants Accounting</p> <p>Q. Nona McCall (AHCA): GM033 – For the recoupment of medical payments that reduces our draw, are you envisioning flexibility to allow agencies to calculate their draw?</p> <p>A. Florida PALM Project: If this is a financial activity, the ERP solution should allow you the flexibility to automate the calculation of your draw including your recovery.</p> <p>A. Christina Smith (DFS A&A): Requests the Florida PALM Project Team to clearly define “net expenditure” in the requirement.</p> <p>Q. Petrina Herring (FDLE): GM040/GM041 – Are these requirement stating the draw can be automated but not by the agency?</p> <p>A. Florida PALM Project: This is simply to state we are providing flexibility to the agency by including a requirement that would allow the automation of the draw. However, the agency will be the one to request the draw.</p> <p>Q. Nona McCall (AHCA): GM113 – What is a specified grant match?</p> <p>A. Christina Smith (DFS A&A): To track match that is financial or non-financial.</p> <p>A. Florida PALM Project: We did not qualify all the different ways you can specify the match as we did not want to limit ourselves. However, please review the requirements to ensure they meet your needs. If not, please identify any additional needs in DecisionDirector (DD).</p> <p>Grants Management</p> <p>Q. Nona McCall (AHCA): GM057 – Will you please ensure we have alphanumeric stated in the requirement?</p> <p>A. Christina Smith (DFS A&A): All fields that require alphanumeric will have a requirement stating such.</p>	

Topic	Facilitator
<p>Q. Yvonne Woodard (DJJ): GM089 – Our allocation is based on subgrants which may cross over fiscal years. Does Florida PALM prohibit that?</p> <p>A. Florida PALM Project: There are many requirements to allow us to cross over fiscal years. This requirement identifies when your grant ends and provides you with information for planning purposes, etc.</p>	
<p>Inquiry and Reporting</p> <p>Q. Nona McCall (AHCA): GM 292 – Daily cash balance by grant. Agencies draw down funds at the lower level based on subaccounts. Are there requirements for cash balance by activity? Administrative costs? Salaries?</p> <p>A. Florida PALM Project: GM 320, GM321, and GM332 are additional requirements that detail cash. ERP solutions will use the General Ledger with user defined criteria from you, the agency, in conjunction with the Grants module to get that type of detail in an integrated fashion.</p> <p>A. Marvin Rumsey (DEO): We need to report on a specific subrecipient by activity in order to draw. Parent/child relationship will work here.</p> <p>A. Florida PALM Project: Unique budget structures and subledgers will allow management without affecting the General Ledger. If you do things at the General Ledger it does affect this lower level.</p>	
<p>General Questions:</p> <p>Q. Robert Herron (DOH): Is there a thought process in the areas identified as F1 – F3? Will this assist the vendor?</p> <p>A. Florida PALM Project: The Florida PALM Project Team has identified requirements that are of particular interest to agencies based on the Project’s internal review and our previous agency collaboration activities, such as the Process Evaluation Questionnaire, Workshops, and Workgroups.. We believe this identification will help you make the best use of your time during your review.</p> <p>Q. Kenol Saint-Fort (DOH): What are the Florida PALM requirements as it relates to transparency?</p> <p>A. Florida PALM Project: Please refer to GM165.</p> <p>A. Christina Smith (DFS A&A): The requirements will assist in meeting Florida’s needs as it relates to transparency and in complying with the Federal Funding Accountability and Transparency Act. (FFATA) and the State’s requirements. Please make sure you identify any reporting needs you believe may be missing.</p> <p>Q. Marvin Rumsey (DEO): In regards to standardizing federal reporting elements, are the requirements for what we do today or what we believe the federal changes will be? Also, we need to ask for additional characters to be available for the grant field.</p> <p>A. Florida PALM Project: The Software and System Integrator (SSI) will be asked of their knowledge and their relationship with the federal government to incorporate Data Act information/ requirements into the proposed ERP solution.</p> <p>A. Christina Smith (DFS A&A): The federal government wants to standardize their codes. We need to have requirements to allow this flexibility. Also, we have requirements on recording and monitoring to report the outcome of our grants.</p>	

Topic	Facilitator
<p>Q. Robert Herron (DOH): Will the SSI update the system to maintain with federal requirements?</p> <p>A. Florida PALM Project: The SSI vendor should be able to get the update of our needs to meet revised federal requirements in the system in a relatively short period of time. GM1008 should address some of these concerns.</p>	
<p>Q. Marvin Rumsey (DEO): Can we specifically mention the DATA Act in the requirements?</p> <p>A. Florida PALM Project: Where appropriate, we will include reference to specific federal systems or requirements; however, requirements are intentionally being written broadly in some areas to ensure that as requirements change at the federal level, we are able to be flexible and adjust.</p>	
<p>Q. Dawn McWilliams (APD): How will the Grants module and People First (PF) integrate?</p> <p>A. Florida PALM Project: Please review the Level 2 process flows and narrative that discusses the code to use in PF for grants.</p> <p>A. Christina Smith (DFS A&A): The timesheet will always reside in PF. When you need to know the actual gross pay amount you must use the FLAIR Payroll component. The Grants module will have allocation methodology but cannot automatically allocate the payroll amounts. You will continue to do your distributions externally.</p>	
<p>Q. Robert Herron (DOH): Will we be able to do Journal Transfers?</p> <p>A. Florida PALM Project: Yes, we have those requirements (e.g., GM045 and GM050).</p>	
<p>Q. Robert Herron (DOH): Are you establishing separate subaccounts to do your cash draw?</p> <p>A. Christina Smith (DFS A&A): I think we have the requirement for both the subgrant and the activity to do draws. I agree that the grant is the award and activity. To Florida PALM Project Team: Please ensure this terminology is defined.</p>	
<p>Q. Florida Palm Project: Do we need requirements for cash as these are not currently identified in the Cash module?</p> <p>A. Robert Herron (DOH): We need to identify Department of Financial Services (DFS) standardized and agency needs.</p> <p>A. Christina Smith (DFS A&A): I think we have requirements for both but the DFS Division of Accounting and Auditing (DFS A&A) need to sit with the DFS Division of Treasury to make sure we have what we need in both areas. Be careful what you are asking for. What you are asking for is an accounting activity: accounting of cash at a lower level. This is what drives your draw.</p> <p>A. Florida PALM Project: Please look at the requirements in the Cash Management Improvement Act (CMIA) subcategory in the Cash category. Please also look at requirements for activities in the Projects and Cash categories. If we do not have what you need, please include a requirement in DecisionDirector (DD).</p>	
<p>Q. Petrina Herring (FDLE): The term "user-defined", is that by the agency or DFS?</p>	

Topic	Facilitator
<p>A. Florida PALM Project: Absence of user-defined means DFS. However, this is an implementation decision where DFS will determine what is delegated to the agencies.</p> <p>Q. Deb Schweinsberg (FWC): Will there be the ability to track program income?</p> <p>A. Florida PALM Project: Yes, requirement GM246 is to track “grant program income”.</p> <p>Q. Marvin Rumsey (DEO): Can we have all fields that do not calculate have the ability to be alphanumeric?</p> <p>A. Florida PALM Project: We do not suggest this as it is too broad of a statement.</p> <p>Q. Petrina Herring (FDLE): Will we have a public interface?</p> <p>A. Christina Smith (DFS A&A): Yes, we have many requirements to meet existing transparency laws and rules.</p> <p>Q. Petrina Herring (FDLE): Can we exempt on a line item field or data field?</p> <p>A. Florida PALM Project: Not at this time, but we will take this as an action item.</p> <p>Q. Kenol Saint-Fort (DOH): Can we track direct assistance? Example: the federal government directly pays for vaccines for children (the funds do not come through the agency).</p> <p>A. Christina Smith (DFS A&A): This would be the definition of non-financial reporting, and we have requirements for those.</p> <p>Q. Amber Burns (FWC): Can Florida PALM calculate financial and non-financial for the same grant?</p> <p>A. Florida PALM Project: Yes, you can set your grant to consider other needs (e.g., what the grant awardee is actually doing).</p> <p>A. Christina Smith (DFS A&A): The ERP solution can combine State and other funds, financial and non-financial. The Auditor General (AG) requires us to adjust our entry in FLAIR for a non-financial and consider it as an asset.</p> <p>The audience was asked to submit any questions to FloridaPALM@myfloridacfo.com.</p>	
Meeting Closeout	
<p>Notes:</p> <ul style="list-style-type: none"> Julian thanked the group and asked that they complete the survey they would receive through Survey Monkey in the next day or so. 	