

Meeting Summary
Functional Area: Financial Management Services – Grants

Meeting: #4 – “Write Scenarios and Gather Requirements”
Date: December 19, 2007

Location: 133



Meeting called by: Martha Freeland

Attendees:

Martha Freeland, Greg Hopper, Kathy Aebischer, Carroll Ernest, Gary Adams, Cherie McCoy, Karen Colgin, Alonzo Aldridge, Angelisa Jennings, Darlene Kelley, Elroy Bentick, John Saunders, Shuron Booker, Jeff Ryan, Kathryn Pegram, David Mosley

Preparation for meeting:

Read the minutes and the scenarios.

Session Goals and Objectives:

1. Review and validate future state use cases from last week
2. Write future state scenarios and gather requirements
3. Discuss any new processes
4. Open discussion

Summary:

Martha opened the session with a brief description of the progress the group has made so far and that this is the last formal work session for grants. She indicated that if needed, we will conduct sub-team meetings and maybe a formal session after January. We will revisit the grants section after the Contract and Procurement section is complete.

Future state scenarios were written and requirements gathered for:

- Process Reimbursement for DMV Grants (the name was revised to “Process...” from “Receive...” to better reflect the purpose of the process.
- Close Grant Year/Cycle in GTS
- Drawdown Funds from Other Sources

The group discussed and revised the following use cases for the future state and gathered requirements:

- Process Subgrantee Independent Audit Report
- Monitor Subgrantee Compliance – Renamed from Submit Progress Report
- Create Highway Safety Plan and Annual Report – This process was determined to be an activity using reports and information obtained from the system and did not really have a flow. The use case will be retained due to the need to create the HSP Plan and to associate the data required to plan for the grant area responsibilities.

The group decided that a new use case needed to be created to capture the process of making changes to a grant after the award. This process was named Amend Grant Contract and a future state scenario was written and requirements

were gathered.

The group discussed that a significant issue in the grants area is the ability to locate, gather and analyze various sources of data to fulfill the program planning and performance monitoring functions of the HSO.

A parking lot issue, to be discussed along with the procurement group, was to require the grants to be done through a purchase order to help match the paid invoices to the appropriate grant. The question of whether an expenditure authorization is required when a reimbursement voucher is processed was answered. The expenditure authorization is required.

Potential Process Improvements and Discussion:

- A high level process improvement was to determine what levels of authorization are truly needed throughout the grants process to streamline the review and signatures without compromising program oversight.
- Discussion was held regarding the opportunity for DMV Executive Management to take a look, organizationally, at how DMV approaches its responsibilities for Highway Safety and other DMV grants. This would include how grants are solicited, obtained, administered, accounted for, passed through to subgrantees, evaluation techniques, performance standards, and information and document flows. Any decisions made as a result of this effort will be incorporated into the CSI future state model
- Solicit input from the Transportation Safety Board to determine their stated goals, objectives and analytical needs to ensure data and presentation formats are tailored to maximize information sharing and make more efficient use of Board meeting time.
- Discussion was held and a suggestion was made to evaluate the effectiveness and necessity of the Allocation Review Committee.

The session ended at 3:00

Plans for Next Workshop:

This was the final scheduled session for Grants. The process will be revisited later; after the Contract and Procurement sessions and after the Grants POC work is finalized. The Grants area will need to be re-addressed to incorporate the information gathered in these activities.

Homework for Next Workshop:

- Define terms.
- Read over the minutes and scenarios and requirements and provide feedback.
- John Saunders will contact the Governors Highway Safety Association to help the group determine how other states approach highway safety grants.