Doris: Welcome all. This is Doris Smith.

Beth: This is Beth.

Doris: Hey Beth. We have quite a few people on the line but some are still joining so I'm going to give it a few more minutes, to see how many more get on then we will announce ourselves and go through a rollcall.

Doris: Hi this is Doris Smith with Finance and Administration. It is officially 10o'clock by my clock. Let's go ahead and get the meeting started. My name is Doris Smith. I'm with the Department of Finance and Administration, Administrator. We will go through a roll call here, but first I want to announce why we are on the call. For most of you who are on the call, if not all of you are previous recipients of our funds. In the past we have always held some sort of work shop and usually that work shop initially required travel into little rock and we would meet on site. We would then go over the process for the application as well as answer any question that the recipient may have. We are trying something different this year because we have a whole new grants management system that is automated and have made everything electronic.

We have provided recordings of how to use the system. Because of this we didn't see the need to have everyone come on site for a formal workshop. Thus we are conducting this conference call. This is for you guys to ask questions and we will provide answers for anything that you guys need assistance with. So having said that, we will go ahead and do introductions here and then we will go through who is on the call and then we will try and kick things off with you just kind of asking us what you would like to know, what you are needing assistance with. As for those of you just joining in, I am Doris Smith. I'm the Administrator for the office of IGS with DFA.

Autumn: Autumn Hemphill and I'm the Assistant Administrator with IGS DFA.

Minghua: This is Minghua I am a Senior Technology Analyst with IGS.

Roger: Roger Garner and I am also a Senior Technology Analyst with IGS.

Deborah: Deborah Livingston and I'm a Fiscal Support Specialist here with IGS.

James: James Lawson Grants Analyst

Joshua: Joshua Reeves Administrative Specialist

Debbie: Debbie Bousquet Program Manager

Doris: As you see we have some of our IT staff here in case some of you have technical questions. We wanted to make sure to have good coverage in case there are any questions about the system.

Doris:	What we have done, as many of you may be aware, is as we receive questions from those that are applying. We went ahead and put those question and answers in a Frequently Asked Questions document that is posted on our web site. Hopefully that has helped you a lot.
	We have received tremendous feedback. We had quite a few questions from you all if you are not aware the responses, they are posted on the web site. This call is being recorded so any questions can be typed up and added to the FAQ so everyone can see them. Be aware we are recording this. So with that let's do a quick rollcall and state the agency you are with.
Joe:	Joe Warren Safe Place
Patty:	Patty Duncan Family Violence Prevention and Taylor house
Joyce:	Joyce Raynor Women's Council
Dewayne:	Dewayne Robinson Part of the Solution
La Quita:	La Quita Smith 8th N Prosecutors Office
?:	Lonoke county Safe Haven
Susan:	Susan Cooly 3rd District Prosecutors Office
Donna:	Donna Beck Turning Point
?:	Family Service
Patsy:	Patsy Rutli
?:	Margie's Haven
Crista:	Crista Menoti CAC of Pine Bluff
Toni:	Toni Perkins 11th W JD
Doris:	Ok so quite a few participants and we still have some joining. Who just joined?
Terry:	Terry Adiar 16th JD
Doris:	Ok Thank You Terry. Did someone else just join us?
Regan:	Yes
Doris:	Ok can I have you name and the organization
Regan:	Regan representing NWA Women Shelter
Doris:	I'm sure that some more will jump in and at some point we will take a pause and ask anyone that hasn't announced themselves to do so at that time. I want to thank you all

	for participating in this voluntary call. We are glad you are here; we are here to help. With that, we will just turn it over to you all to start asking us any questions. Please let us know what you think of the system and where you might see some places where you might see you need some additional support.
Joyce:	This Joyce Raynor. I just had some basic questions about data input. You may have already answered it online and I apologize I haven't read it. In the goals and objectives area there is a limited space, of 3 objectives. Is there a way to add additional line? Question number 2, under the budget narrative I entered information into the budget page but the cells seem to have locked can that be adjusted.
Doris:	No, Use you 3 top goals if you feel like you want more of your goals listed combine your goals to use them.
Doris:	The second part can you repeat that, I'm not sure we understand.
Joyce:	While entering the budget, especially on the narrative portion I have a cell that I cannot revise it like it's locked.
Doris:	Do you know what section or line item it's in?
Joyce:	Under the Staff Narrative. I tried to go and take the information out or redo it and it would not allow it?
Roger:	Any with your employees you will need to go back to you employee detail page and make the correction and then save. Then go back to your budget page.
Joyce:	Ok I got it.
Autumn:	If you go to the employee details portion you can choose which staff member you want to adjust the narrative on the click on that staff member and click on the box that says hours per week.
Doris:	Did we answer your questions on those 2 items?
Joyce:	Yes you did. Are we going to address the 424 is uploaded, but are there any other forms that need to be uploaded.
Debbie:	Not during the application process.
Joyce:	Ok I wanted to make sure.
Patty:	1. Can non-project hours be used as match? And 2. My understanding in the allowable cost insurance can be rated a 425 per applied position but the form only allows 420.
Doris:	Let's start on the second question. We are working to fix that…
Roger:	It is fixed.

Doris:	That is fixed, you should be able to go in and can enter 425. When we were building the system we were using a previous rate that was 420. That has been corrected as of today.
Patty:	Can you use non-project hours as match?
Doris:	Federal program requires that match hours must have the same characteristics as federally funded cost.
Crista:	This is Crista I have some questions.
Doris:	Ok
Crista:	First my match rate is showing at 19% when it is actually 20%.
Autumn:	What grant program are you applying for STOP, VOCA, or FVPSA?
Crista:	VOCA
Autumn:	VOCA
Doris:	Your question is, why is that?
Doris:	Match is a little complicated to explain? It is on the second page of the FAQ.
Autumn:	Match is equal to the total project cost. If the federal project is $100,000 the match is 20% and the federal portion is 80% this means that the match is $20,000.
Patty:	This is Patty again. Can the non VOCA portion that is payed but the employers be used as match?
Doris:	If that is an employee that is on your project and a portion of their insurance or personnel cost is covered by the agency that is allowable as match.
Patty:	Ok wonderful, Thank you.
Crista:	Ok it still shows 19% of the total project.
Autumn:	Did you click save.
Crista:	Yes
Crista:	Regarding what type of crime is this going to be for, this is not my grant I'm asking about. This is for a grant that provide help to victims of adult sexual assault with crimes in general. But you can only choose one.

Debbie:	What is the fundamental purpose of the project, Crista? That would be the one to choose.
Doris:	repeat what you were saying crista
Crista:	All victims of crimes, domestic violence, sexual assault, general crimes…
Doris:	Who are you with? Do you have an organization that you are with I didn't get you organization name, can you give me that again?
Crista:	My organization names is CAC of Pine Bluff.
Doris:	You said this is for a different applicant not yours?
Crista:	It's for the 11th West JD
Doris:	One of the purposes of identifying project type is we have federal reporting requirements for different project types. Project type drives what the project is for. It also allows us to know what to monitor for and what to look for in the goals and objectives. It also helps to give a framework for use to review.
Toni:	That's because we are sitting here together. My name is Toni Perkins and I'm with 11th W JD. We both had different questions that's all but because I'm doing the application for 11th West JD. I'm doing rape crisis, domestic violence, and homicide. I'm not sure how, Do I need to just pick one of them and identify the grant or do I need to pick one and include the others?
Doris:	Let's let Debbie answer that she is our program person lets have her answer that question. This is Toni Perkins.
Debbie:	Hi Toni
Toni:	Hi.
Debbie:	You would pick one and include the others as a part of you project
Toni:	Just pick one as a primary and include the others as I go along.
Doris:	Yes, chose a primary. Whatever you are going to request the most support for use that as primary. If your project is to service Domestic violence victims but you are going to include a component to serve victims of theft. Use your primary and build in the other components.
Toni:	That's what I was looking for. Thank you.
Doris:	Sure.

Patty:	This is Patty one more time. Debbie answered this for me yesterday and I just want to clarify. If I am writing 2 grants on for FVP and one for FVP-Taylor house. When I go to put Taylor House on my second grant it puts it on my first as well. So I need to leave them both as FVP and change the project title on the second grant.
Debbie:	That is correct Patty
Patty:	Okay just checking.
Doris:	Because the name of your agency is FVP, when you add Taylor House into that the system thinks it have two FVP organizations.
Patty:	That makes sense I just wanted to double check. Thank You.
Donna:	I'm sorry can you say that again this is Donna Beck.
Debbie:	Hi Donna
Donna:	Yes, okay if you apply for 2 grants. You put…
Debbie:	The name of the organization on both application. Your projects can have different names but shouldn't be included in your organizations name. So it wouldn't be Turning Point ABC Shelter it would just be Turning Point Inc.
Angela:	Debbie, this is Angela with Women and Children First.
Debbie:	Hi.
Angela:	Hey how are you I know you all have answered my question through email and IGS-Connect but in the past my predecessor wrote two grants but we always just got one is it okay, you have seen our other grants is it okay to just write one?
Debbie:	We can't tell you how many applications to summit. If in the past your projects were merged or your application appear to have been merged together that's because your contents were more allowable under one funding stream than the other.
Angela:	That's all I needed to know
Doris:	There is something that I just wanted to reiterate, the system has a special designation for the organization as an entity. So one reason that you don't change your organization name to that of your project the organization is its own unique identifier within the system. There may be several projects under the organization, the organization name doesn't change.

Doris:	Let's take a pause and allow any one that has not announced themselves to do so along with what organization you are with.
Cheryl:	Cheryl Miller Tammie Seager PMOC
?:	State CASA Association
Doris:	Welcome all, is there anybody else
Beth:	Beth with the Coalition Against domestic violence
Doris:	Beth do you have any questions?
Beth:	Not yet
Doris:	Just as a consensus, we like feedback, has everyone had a good experience with the system IGS-Connect? Is it okay for you, especially those that have gone through this process before with the manual process? Do you find this easier?
Patty:	I like this system a whole lot better I think it is going to be easier to keep up with the correspondence on the agencies part as well as DFA's part. I don't even have a problem with adding the attachments under the organizations up loads. I had all of those done but I was informed that I need to go head and delete those for now and wait and see if there is an award letter received. Is that correct?
Doris:	You don't actually have to delete it, you just don't have to attach it. Is that correct Roger?
Roger:	If you have already uploaded them I wouldn't go back and delete them the Grants Analyst may ask for them later but the only thing that has to be uploaded is the SF-424.
Doris:	That is sage advice that comes from our IT person because that would be extra work. It's just not required. You don't have to go in and manually delete them all it's just not required.
?:	I just want to reiterate what Patty said. I really think this is the easy way of doing it and once I became familiar with it became a very easy process.
Doris:	Ok well very good. Thank you.
Joyce:	This is Joyce and addition and subtraction is not my strong suit. I was very happy to see that it automatically calculates it.
Doris:	It's funny that you say that Joyce because I can't tell you the amount of time that we spend correcting calculations on this end. I'm glad you noticed that too.

Joyce: The limited space is a help when trying to explain it makes you focus on what is critical. I did have one more question though. I get a message it's just in the program narrative section. One or more sections have 0 if this is incorrect then please make a change? This is correct so, why does it keep giving me that message.

Autumn: It looks so threatening. We have just a page warning on there. It doesn't prevent you from submitting your actual application we just wanted something that will make users aware that there are some zeros in there so you can go back and check to make sure that they should be there. We tried to make it a little smaller but couldn't at this time it may be possible in the future but you can submit with that page warning.

Joyce: Ok

Autumn: The only thing that will prevent you from submitting is that big red hand. Has anyone seen that?

?: Yes

Autumn: I'm glad you admitted that. That's the only thing that will keep you from submitting. The page warning is just there so you will double check your work. If you have double checked it you're fine and you can submit like you would want to.

Joyce: Will not getting the proper amount of match stop you from submitting?

Autumn: No it shouldn't we have it set up to give a page warning as well we have a few programs that don't require match. So if your part of that program, I think it stated in that solicitation as well, if that's part of your programs then you don't need to submit match.

Joyce: Ok

Autumn: It will allow you to submit on match

Joyce: Ok

Autumn: Or even being short on match

Joyce: Ok

Autumn: Now we may require that you have match later depending on your program and on federal regulation. But you can submit without whole match.

Joyce: Ok

Doris: Alright anyone else have questions. We are all ears.

?:   I like too the print version some online application only allow you to print what's on the screen. I'm very appreciative of that.

Autumn: Angela did we fully answer your question.

Angela: Debbie actually did

Autumn: I just wanted to make sure.

Angela: I know that was short for some people but it answered my question.

Doris: I want to restate something for those who have joined recently. If you are trying to enter in an insurance rate, the system was capping it off at 420 but that has been fix as of today and you can enter the maximum rate at 425.

Sarah: This is Sarah Brown with Lonoke Co Safe Haven it sound like some people have figure this out already and I missed it but to create a new submission to apply for an additional grant as well is there a step by step process somewhere for that?

Roger: Yea there is. When you go in go to my home page and view opportunities

Sarah: View available proposals

Roger: Yes that's it.

Sarah: Ok

Roger: Then once you go there you will be able to start an application.

Sarah: Ok so that will save as is and keep my first application and that's starting a brand new one.

Roger: That is starting a new one yes.

Sarah: Ok

Roger: Now you will have to go back and answer the same questions and it will give you a number. At the very end of the application name is a number just kind of remember what that number is. Once you get ready to edit either one of those application when you click on the My Application tab key in the number at the end of your application name or your organizations name and it will show you your applications. That way you won't have to see anyone else's application and you can edit any of your applications there.

Sarah: Is there, of course I have all of the documentation together for one grant but is there… I guess I can just copy paste from one grant to the other or will I have to fill out the whole application

Roger: Yes that is correct.

Sarah: There is not transferring

Roger: That's right

Sarah: Ok

Roger: The way you differentiate between different grant types is on the project summery page. I think its question 8, 9, 10 somewhere in there you will put different grant types STOP, VOCA, or FVPSA.

Sarah: Got you.

?: It's on your organizational upload page, once you put that in is saved for all of your application isn't it.

Sarah: I don't have to file out the organization again just the application. Is that right?

Roger: That's right now I heard about document uploads. The only document that you have to upload on the application at this time is the SF-424. It's the very last question on the project summary form Now once that application has been submitted and you look at the summary organization tab and look at the uploads or doc the Grants Analyst will let you know what you need to upload at that time but at this time the only thing that is required is the SF-424.

Sarah: Ok I think that's it. Ok thank you.

?: If you want to delete an application in process. How do you do that?

Roger: You all have the ability to cancel an application that is in process. I can recall if you all have the delete capability but if you want to email here we can delete them for you. But you do have the ability to cancel and application.

Sarah: Just to make sure on last time. This is all electronic? There is nothing that we have to print out and mail in. Correct?

Doris: Correct you are just submitting your application on line right now.

Sarah: It is all on line right here?

Doris: It is all online right here.

Sarah: You guys have made this extremely easy. I appreciate it.

Doris: Oh you're welcome. When it gets to the award phase there will be documents with signatures. But that is during the award phase there will be document that will be printed and mailed but not during the application phase

Autumn: I hear a lot of talking about deleting and canceling application. In order for you to get it and review it you must submit it by May15 at 11:59p.m. Be sure to hit the submit button. Just because it's out there doesn't mean that we will see it in pending of in process doesn't mean we will review it. So, in order for us to review it must it you must have submitted it buy the due date and time.

Doris: Not that any one of you will wait until 11:59 p.m. But that just verifies that the application has been authorized to be reviewed by DFA. You may have started several applications but they are not considered applications for review until you hit submit.

Doris: Has anyone submitted their application already?

Autumn: Oh yea.

Roger: There are about 140 applications started out there and at the last count that I saw only 16 have been submitted. They will get an email when they are submitted.

Autumn: Did you all hear that? You will get a confirmation message saying that it has been submitted. Keep that confirmation email

Kathy: This is Kathy with Families In Transition. I had a question a can someone verify the volunteer match rate is it still 16.87.

Doris: The match rate is still something that was under review at the time we were building the system. We are looking at making it 19.23. We are looking at changing that rate. If we do, anyone that has already submitted their application will be given the new match rate in your award. If we can get it changed in the system we will do that and let you know by direct email through the IGS-Connect system. But that was the plan to have the rate increase.

Kathy: I have a question about the SF-424, in field 14 it says add attachments what kind of attachment?

Doris: What field was that again?

Roger: Field 14

Doris: It's not a required field as part of this application. We use the SF-424 as part of our Clearing House public notice policy. To ensure that we have given notice to the as required by state executive order – the process by which we make our programs public. So if you cannot use Line 14 we don't need it. This is a federal form.

?:   Just to clarify on the SF-424 we only need to complete the highlighted section?

Doris: Yes that is correct. Are there any other question another 424?

Amanda: On number 12, it says the funding opportunity number. This is my first time doing a grant and I can't locate that.

Debbie: On the RFP, there is a number there for VOCA, I think it's says AR-VOCA-001.

Doris: It will come from the RFP and, for reference it is on page 5 of the FAQ. It's the federal award identifier. Depending on the program you are applying for use the number listed in the RFP.

Doris: Does anyone else have questions for us?

Shoshana: Does the AO have to perform the final submission or can the AAO submit?

Doris: I'm sorry can you ask that question again.

Shoshana: Does the AO have to perform the final submission or can the AAO submit?

Doris: No whoever the AO has assigned can submit.

Shoshana: Our AO is going to be our president and what I printed out under routine communication and time sensitive communication. The routine and the time sensitive addresses need to be swooped and but when she went to my profile it's unable to be edited how do we change that?

Roger: we will have to work with them on that if you give me a name and address or phone number I will call and fix that.

Autumn: If you want to give us your email or email IGS Connect we will give that a look. We locked those down because those were getting changed erratically.   But we can change them internally here. Email us at igs.contact@dfa.arkansas.gov and let us know how you want that.

Shoshana: I have one more question on the mandated benefits on the employee details form. The workers-comp is a benefit that we do provide we don't take it out of their check and we are not asking for match, so is it ok if I leave it blank. Is workers-comp that we pay usable as match?

Doris: Yes as long as they are for people that work on the project.

Doris: Ok we are getting some good questions and feedback on those questions. Are there any more questions? Okay maybe not. Did everyone get the clarity or understanding that they needed or do we need to go over anything again.

Joyce: I'm good

Doris   Joyce is good

?:   Will these questions be posted on the FAQ.

Doris: Yes give us a 24 hour turn around look for them Thursday.

Autumn   We do have another conference all tomorrow at 2:00. Wo give use until Thursday or Friday to get those out there.

Doris: Thank you all and join us tomorrow at 2:00.