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## **AOE Grants Management System Replacement Project Frequently Asked Questions**

**1. Which grant programs will be in the new system when?**

During FY19 we will be bringing all the grant programs currently in Grantium into the new system, in order to retire Grantium. Any other grants currently being done by other means (such as paper forms) will continue to use those means during FY19. Starting in FY20, we will be implementing other grant programs in the new system; at this time we're not sure how many each year, or which ones when, but the plan is to implement all grant applications in the new system during the coming years.

**2. What will happen to Grantium, and when?**

All grants currently being processed in Grantium (FY18 and earlier) will continue to be processed in Grantium throughout their lifetime (submission, review, signature, payments, and amendments). Grantium will remain in service until the end of April 2018. When Grantium is shut down, you will no longer be able to access it. We encourage you to export and download PDFs of any grant applications or awards you might want to refer to after that date, or are required to have for audit purposes.

**3. How will I log into the new system?**

Browse to the [Vermont GMS Website](#) and enter your email address in the login form on the right side, then click Forgot Password. An email will be sent to you from [helpdesk@mtwsolutions.com](mailto:helpdesk@mtwsolutions.com) with a one-time password and instructions on how to proceed. If you're told you don't have an account, contact [aoe.gmshelp@vermont.gov](mailto:aoe.gmshelp@vermont.gov) and provide your name, current email address, and which supervisory union, school district, or other organization you do grants for; we may need to update an email address or create a new account. Contact the same address if you don't see the grant program or form you are looking for; you may not have proper permissions, but we can quickly and easily grant them as needed.

**4. What training will be available?**

We intend to offer a variety of training options, including in-person classes, manuals, webinars, and recorded video training. Training videos, documents, and other materials are being posted on the landing page of the new site as they become available.

**5. What will change about how we apply for, and receive, grant payments?**

In addition to many new features, we will also introduce several process improvements that assist both Program and Fiscal management of the grants. For example, we will be changing, because of federal and auditory requirements and for other reasons, from a forward-funding to a reimbursement model, with claims filed monthly. In addition, we are standardizing our Chart of Accounts, so we'll be using a consistent set of Object Codes (e.g., 100 Salaries). You will specify planned expenditures using them on your application, then use them again while submitting reimbursement claims. Funds will otherwise be disbursed by the same means as at present. Further communications and training materials will be forthcoming, discussing these changes in detail and the reasons for them.

**6. Will the grant application form change?**

Many of the questions and answers on a typical grant application will remain the same. Grant applications are always being revised due to program changes, such as the implementation of ESSA, and that will continue as we move into the new software. There may also be other changes made to applications because of new capabilities in the new software. But the lion's share of the application you complete should be familiar, since we're still requiring the same information from applicants for the same reasons. You'll just be using different software to answer those questions. As we offer training on the new system, it will also cover what will change in the application.

**7. What else will change?**

Improvements you can look forward to include: single entry of information common to all grant programs (such as contact information, common assurances, and continuous improvement plans); a quicker approval due to eliminated redundant steps; highlights and on-page comments to help make revisions; highlighting of revisions so the review team can easily see what was changed; easier access to amending applications; the ability to see the current status of your application at any time; and many other improvements throughout that should make application entry and revision quicker and easier.

**8. How can I stay informed?**

We will continue sending out communications as important details are ready to share. We'll also update this page and the FAQs as more information becomes available. If you have additional comments or questions, please use the link on the home page to contact the project team.

**9. Who should I contact with questions about using the new grants systems?**

Technical questions, such as difficulties logging in, error messages, or lack of access to specific grants, should be sent by email to [aoe.gmshelp@vermont.gov](mailto:aoe.gmshelp@vermont.gov). Program questions, such as clarifications about what information is being sought by questions or questions about the timeline of a program, should be directed to the program team as before.

**10. What is the role of a “Change Agent?”**

As part of our strategy to minimize the impact of this change across your area, AOE’s project team will identify and collaborate with one or more representatives from the Supervisory Union (SU) and/or School District (SD), referred to as a Change Agent. Change Agents are an extension of our Project Team helping improve bidirectional communications to ensure the information sent out by the Team is reaching everyone that needs to hear it, and channel questions raised back to the Team. Change Agents help our Team plan and coordinate training, and help guide local staff in obtaining our post go-live support and help ensure reported issues don’t fall through the cracks. In all, this strategy helps improve more accurate use of the new system, helping the SUs/SDs and AOE achieve the benefits and goals of the new system sooner.

**11. Where can I find the recorded training videos?**

Recorded training videos are located here on the [Home Page of the new AOE-GMS](#). Check back from time to time as new videos, tips, announcements, and other information continue being added. It may take a few days to finalize and publish new releases, however please email [aoe.gmshelp@vermont.gov](mailto:aoe.gmshelp@vermont.gov) if you don’t find a video for training that’s already occurred.