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MEMORANDUM

TO: Superintendents, Principals, Business Managers
FROM: Secretary Rebecca Holcombe, Ed.D. and Chief Financial Officer Emily Byrne
SUBJECT: Announcement of the Grants Management System Replacement Project
DATE: January 17, 2018

This message is to provide all State of Vermont Supervisory Unions and School Districts with additional information on our current initiative to replace Grantium, the Agency's current Grant Management System (GMS). I want to acknowledge up front that your work is complicated, and any change on the part of the AOE also creates downstream change in school systems.

We are undertaking this initiative now for a variety of reasons. Most importantly, our current contract is expiring and we want to avoid another year of trying to mitigate a number of unresolvable technological problems that have made it increasingly difficult and more expensive to meet deadlines, disburse funds in a timely way and maintain compliance with rules and regulations.

The project will initially transition only the 14 AOE grant applications *currently* in Grantium to the new system. The GMS replacement team will implement, test, train both AOE and field staff, and then deploy the initial 14 grant applications in two overlapping phases. The project will take approximately six months and it is estimated that this first group of applications will be completed and on-line by June 30, 2018.

Any change is work. However, once it is up and running, the new GMS will create a more streamlined review, revision and approval process that will make grant approval faster and easier. The new system will also reduce data entry (and thus save time) on your part by providing reusable content from centralized common data. And, it is scalable with the capacity to accommodate more AOE grant applications in the future. We are confident that the ongoing performance advantages of the new system will far outweigh the time investment needed to get it up and running.

During this transition, the Agency will be using a change management approach to ensure quality communications and improve both the experience of those impacted and the overall quality of project outcomes.

To get started, the GMS replacement team will need each SU/SD to complete this brief [Initial Impact Assessment Survey](#) to identify the primary point person (Change Agent) to help us coordinate the transition to the new grant management system at the local level, and address any immediate questions or concerns you may have.

The [GMS project web page](#) hosts additional information including answers to frequently asked questions and the project timeline. We will continue to keep our site updated as progress continues and new information is available.

Thank you in advance for your support throughout this endeavor.

If you have questions, please [contact the team via email](#).