

IT INVESTMENT CAPITAL FUND PROJECT STATUS REPORT

To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy & Management

FROM: John Forbes, Assistant Division Director, Criminal Justice Policy and Planning Division

AGENCY/PROJECT NAME: OPM / Grants

PROJECT MANAGER: John Forbes

REPORTING PERIOD: Project Inception through 12/31/2014

Total Funds Requested: \$421,244

Bond Commission Approval(s): Date: Jan. 2013 Amount: \$ 421,244

Accumulative Total Capital Fund Expenditures to Date: \$ 416,021.92

Brief Project Description/Summary:

The Criminal Justice Policy and Planning Division (CJPPD) in the Office of Policy and Management (OPM) sought to automate their grants management process. The division opted to purchase a commercial-off-the-shelf solution as a standard platform in order to achieve greater efficiency and functionality. The chosen vendor is CSDC, Inc., headquartered in Ottawa, Canada and the application software product is known as "Grantium". The goal is to use the Grantium platform for most, if not all CJPPD grants. The initial funding opportunity that was constructed was the Justice Assistance Grant (JAG) funding opportunity and has been used as the baseline to clone in creating additional funding opportunities.

Summary of Progress Achieved to Date:

The Grantium test and production environments are established, in place and currently in use by CJPPD and/or other OPM staff. The test and production environments are provided by a local hosting vendor, The Computer Company, Cromwell, CT. The CJPPD Fiscal Administrative Officer position, now held by Nichole Howe, was filled on March 21, 2014. Staff is actively engaged in learning, troubleshooting and utilizing the Grantium application. CJPPD staff have worked with the OPM Division of Administration and OPM Legal Office to finalize the required maintenance and technical support agreement with the Grantium vendor, CSDC, Inc. This agreement was done by "change order" to the existing contract. The OPM-CSDC, Inc. contract was extended to December 31, 2017 and remains available for additional change orders for additional development activities. Discussions were held with the OPM Division of Administration regarding putting sustainable funding into place for Grantium hosting services and the annual maintenance and technical support agreement through the next biennium budget process. The Grantium grants management system has been implemented by CJPPD staff ("Go-Live" date: October 20, 2014) to execute three grant projects under the 2014 NCHIP grant and is in the setup process for one grant project under the 2014 SASP grant. Customer/Client user documentation has been created by CJPPD staff to provide constituent stakeholders of the system with "How To" instructions for submitting required invoices, quarterly financial reports and other collateral documentation through the Grantium system. CJPPD staff have given 2-hour Grantium orientation presentations to two major stakeholder agencies, e.g., the Judicial Branch grants management staff and the Department of Emergency Services and Public Protection fiscal administrative staff. Similar presentations will be scheduled for other stakeholder agencies when their grant projects are executed. Extensive CJPPD administrator documentation is being

prepared to assist CJPPD program staff with implementation issues and to provide a basis for long term knowledge transfer.

Issues and Risks:

The required sustainable costs to implement the Grantium system (required maintenance and support from the vendor + commercial vendor hosting fees) is currently about \$70,000 per year. OPM has agreed to budget this expense in the 2016-2017 biennium proposed agency budget.

The local hosting vendor used for Grantium, (The Computer Company, Cromwell, CT) will continue to host the production environment for at least the next 12 months. The ultimate goal, to achieve a measure of cost savings, is to transition the software installation to DAS/B.E.S.T for hosting services.

By all accounts, from current participants to date, the Grantium software installation is a very complex process, requiring fee-based vendor assistance to facilitate the installation.

In addition, the Grantium grants management system is essentially a mission critical information system for CJPPD. Once implemented, the system must be available 7:00 AM to 6:00 PM, Monday through Friday. Further, the system must be up and running during the required quarterly expenditure reporting window for sub-recipients, e.g., 15 days after the end of each Calendar quarter. Ultimately, quarterly expenditure data captured in the system must be reported out to the OPM Business Office and the Department of Justice within 30 days after the end of each Calendar quarter – without exception.

Next Steps & Project Milestones:

CJPPD

In the next 6 months, CJPPD staff is planning to implement Grantium for the distribution of the following grant funds:

- 2013 Violence against Women grant program (VAW): 4 grant projects - estimated deployment date of January 30, 2015.
- 2012/2013/2014 Justice Assistance Grant (JAG) Local component: 120 total grant projects to local police departments and resident trooper towns - with an estimated deployment date of April 1, 2015.
- 2012/2013/2014 Justice Assistance Grant (JAG) Statewide component: 5-10 statewide grant projects - with an estimated deployment date of June 1, 2015.

OPM

Potential future OPM grant applications may include: (1) The Small Town Economic Assistance Program (STEAP) and possibly, (2) distribution of State grant funds to non-profit community service and health care organizations.