



CALIFORNIA OFFICE OF TRAFFIC SAFETY
GRANT ELECTRONIC MANAGEMENT SYSTEM
(GEMS) APPLICATION TRAINING GUIDE
NOVEMBER 2016

How To Apply For OTS Grants

- Open your browser type the URL for OTS website <http://ots.ca.gov/>
- From the OTS website click on Grants
- Click on Apply Now

The screenshot displays the website for the California Office of Traffic Safety (OTS). The header includes the CA.GOV logo, the OTS logo, and the text "CALIFORNIA OFFICE OF TRAFFIC SAFETY". A search bar and social media icons are also present. The navigation bar features links for "ABOUT US", "GRANTS", "NEWSROOM", and "TRAFFIC SAFETY DATA". The main content area is titled "GRANTS" and includes a breadcrumb trail "Home » Grants". A list of grant categories is provided, such as "Alcohol Impaired Driving" and "Distracted Driving". A "RELATED PAGES" section on the right contains links for "Apply Now", "Grant Program Resources", "Grant Tools", and "Grant Workshop Information".

CA.GOV

OTS CALIFORNIA OFFICE OF TRAFFIC SAFETY

Search

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GRANTS

Home » Grants

- [Alcohol Impaired Driving](#)
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- [Emergency Medical Services](#)
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- [Public Relations, Advertising, and Marketing Program](#)
- [Roadway Safety and Traffic Records](#)

RELATED PAGES

- [Apply Now](#)
- [Grant Program Resources](#)
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How To Access GEMS

- On the Apply for a Grant page will be an GEMS Icon for accessing GEMS.

CA.GOV CALIFORNIA OFFICE OF TRAFFIC SAFETY

Search

Home ABOUT US GRANTS NEWSROOM TRAFFIC SAFETY DATA

GRANT ELECTRONIC MANAGEMENT SYSTEM (GEMS)

Home >> Grants >> GEMS >> GEMS

GRANT ELECTRONIC MANAGEMENT SYSTEM

The Grant Electronic Management System (GEMS) establishes a new electronic Grant Management System which will provide a more efficient and paperless system for allocating funds, application entry, budgeting, tracking expenditures and carryover, monitoring grant performance, and support the development of reports required by state and federal agencies. Below are computer-based training videos, presentations, manuals and FAQs that provide step-by-step instructions for Grantees.

GRANT APPLICATIONS ARE DUE BY JANUARY 30, 2017!

To apply for a FFY2018 Grant Click on GEMS portal below!



GEMS RESOURCES

- [GEMS Registration](#)
- [GEMS Helpful Hints](#)

NEED MORE HELP?

For additional questions about GEMS, please contact an [OTS Coordinator](#).

For all other inquiries, please use the contact information below.

Telephone: (916) 509-3030

GEMS Login/Registration Process

- First Time Users
 - *Click Register*
 - *Enter Agency name in lookup*
 - *If you cannot find your Agency, please contact OTS to have your Agency added to the lookup on the Registration page,*
 - *Each agency/department is allowed up to 5 active registered users.*
- Returning Users
 - *Type your Username and password.*
 - *Click Sign In*

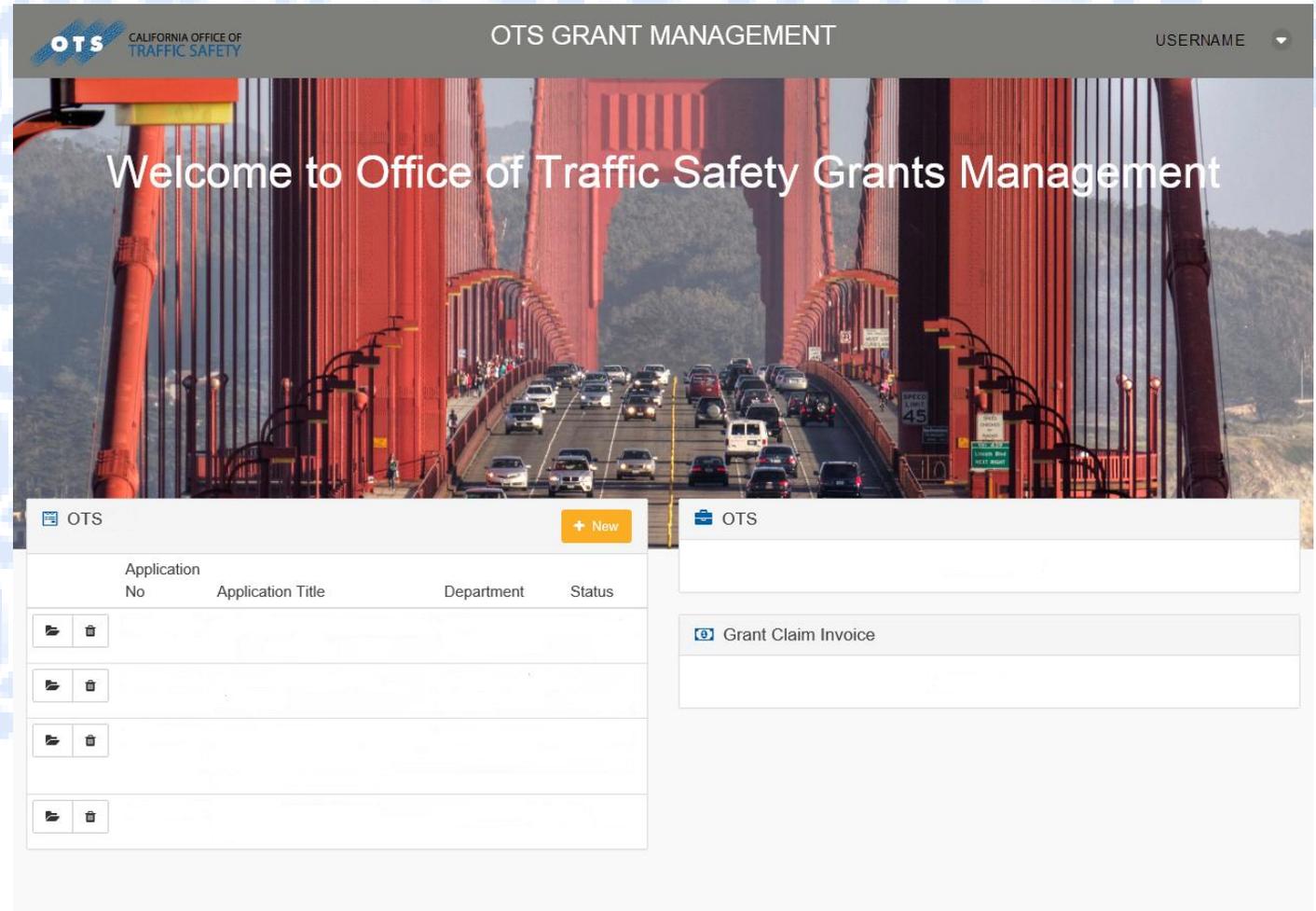
OTS GRANT SYSTEM LOGIN

This is the login to the **California Office of Traffic Safety (OTS)** system for submitting new Grant Applications, and submitting claims and reporting for active grants. If your agency is registered with OTS and you need a login, please click **Register**. If you cannot find your Agency in the Agency lookup on the Register page, please contact OTS to have your agency added to the system. An agency/department is allowed up to 5 users registered. If your agency already has 5 active logins, your Grantee System Manager must deactivate one before registering for another.

 Remember me[Forgot password ?](#)

GEMS Home Screen

- Your Username will be displayed in top right corner.
- Your application history will appear on the left OTS box.
- Your Grant history will appear on the right top of the OTS box.
- Your Grant Claim Invoice will appear on the right bottom of the OTS box.



Submit Or Modify/Delete A Grant Application

- For a new Application.
 - Click on the New button
- To modify an existing Application.
 - Click on the folder Icon
- To delete an existing Application.
 - Click on the delete Icon



| OTS | | | | | + New |
|-------------|-------------------|------------|--------|--|-------|
| Application | | | | | |
| No | Application Title | Department | Status | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Creating A New Grant Application

- After clicking the new button you will be taken to the Application Information screen.
- Select the appropriate Application Type from the dropdown list.
- Use the looking glass icon  lookup Agency, Department, and Authorized Representative.
- Enter your 9 digit DUNS Number.
- Use the Calendar icon  enter the expiration date.
- Enter the DUNS Registered Address, City and DUNS ZIP+4.
- Once you have populated the * required information click Check for Errors to valid that you have completed the Application Information.
 - *Click Next to proceed with the Application.*
 - *Or Click Save & Exit to return to the Home Screen.*

Applicant Information In progress Next ▶

Save & Exit Delete & Exit Check for Errors

Application Types include General grants and Grants Made Easy (GME). GME applications includes pre-determined goals, objectives and activities by focus area. Use the General application for funding to address multiple traffic safety problems or conduct activities other than what are listed on a GME. GME Application Types include:

- **Child Passenger Safety** - Child Passenger Safety Program. Funded strategies may include education, child safety seat check-ups, community events, presentations, training and the distribution of child safety seats.
- **CHP** - California Highway Patrol applications are reserved for the California Highway Patrol.
- **EMS** - Emergency Medical Services Regional Collision Response and Extrication Improvement Program. Funding for fire department extrication equipment where equipment is inadequate.
- **Pedestrian/Bicycle Safety** - Pedestrian and Bicycle Safety Program. Funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops.
- **Probation** - Intensive Probation Supervision for High-Risk Felony and Repeat DUI Offenders. Agency Probation Department measures to reduce DUI-related fatalities, injuries, and DUI recidivism.
- **STEP** - Selective Traffic Enforcement Program. Enforcement strategies focusing on primary collision factors such as impaired or distracted driving.
- **Vertical Prosecution** - Alcohol and Drug Impaired Driver Vertical Prosecution Program. Specialized teams in county/city Attorney's office to prosecute alcohol and drug-impaired driving cases.

Application No

Application Type * **Agency *** **Department ***

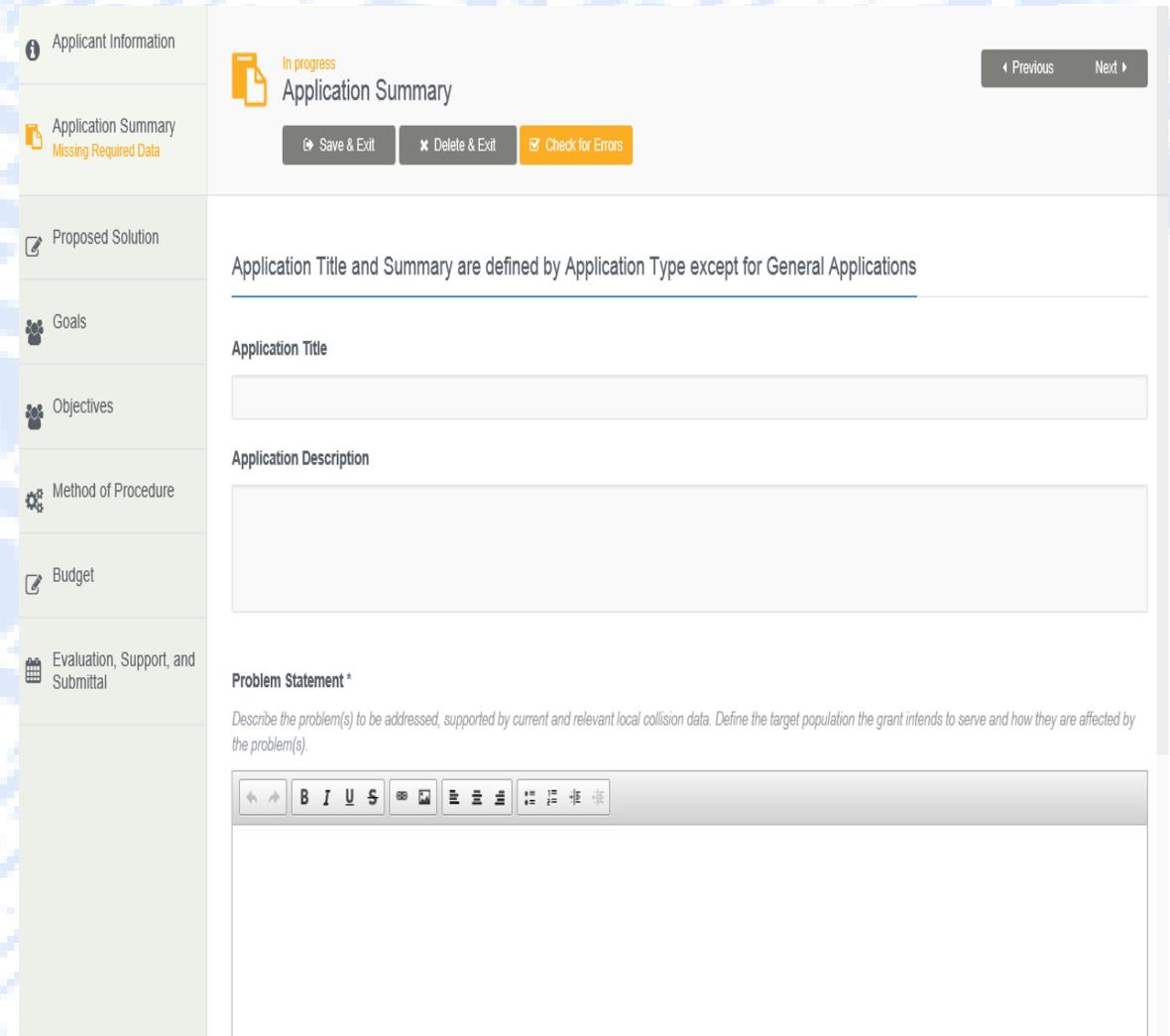
Authorized Representative * **DUNS Number *** **DUNS Expiration Date ***

DUNS Registered Address * **DUNS City *** **DUNS ZIP+4 ***

Application Summary 1 of 2

- Application Title and Application Description may be prepopulated based on the Application Type from the Application Information Screen.
- Problem Statement is a free form text box that allows the Applicant to describe the problem(s) to be addressed by the grant.

– *The following features are available*



Application Summary 2 of 2

- Traffic Data Summary

- *The following features are available*



- Once you have populated the * required information click Check for Errors to validate that you have completed the Application Summary.

- *Click Next to proceed with the Application.*
 - *Or Click Save & Exit to return to the Home Screen.*

Traffic Data Summary *

City Applicants: Complete the table below using local data, do not use the OTS Rankings or SWITRS.
 County or State Applicants: Complete the table below using SWITRS data.

| Collision Type | | | | | | | | | | | | |
|----------------|------------|--------|---------|---------|------------|--------|---------|---------|------------|--------|---------|---------|
| | Collisions | | Victims | | Collisions | | Victims | | Collisions | | Victims | |
| Fatal | | | | | | | | | | | | |
| Injury | | | | | | | | | | | | |
| | Fatal | Injury | Killed | Injured | Fatal | Injury | Killed | Injured | Fatal | Injury | Killed | Injured |
| Under Age 8 | | | | | | | | | | | | |

Proposed Solution 1 of 2

■ Strategies

A free form text box that allows the applicant to describe how the Agency or Department will work to solve the problem(s) identified in the Problem Statement from the Application Summary.

■ Agency Qualifications

A free form text box that allows the applicant to address the following required questions.

- 1. Describe the agency's resources and skills to adequately manage the proposed grant.*
- 2. Are staffing levels adequate to complete the requested activities?*
- 3. Briefly describe qualifications of both the program and fiscal staff, or plans to train staff.*
- 4. If the proposed activities involve direct contact with youth, provide information on how criminal background checks are conducted for paid and volunteer staff.*

Applicant Information

Application Summary
Missing Required Data

Proposed Solution
Missing Required Data

Goals

Objectives

Method of Procedure

Budget

Evaluation, Support, and Submittal

In progress
Proposed Solution

Save & Exit Delete & Exit Check for Errors

Previous Next

Strategies *

Describe how the applicant agency will work to solve the problem(s) identified above.

Agency Qualifications *

Describe the applicant agency's resources and skills to manage the proposed grant: - Are staffing levels adequate? - Describe qualifications of program and fiscal staff or training plans

Proposed Solution 2 of 2

Program Sustainability

1. Describe the plan for reducing reliance on federal funding in the future.
 2. Is a portion of the funding for this activity/program being provided by another source, such as other grants, an MOU, use of General Funds, etc.? If yes, list the type and approximate amount of additional funding.
 3. Has the proposed activity/program been previously funded by OTS? If yes, list the years funded, approximate dollar amounts and progress to date in addressing the identified problem.
 4. What other funding opportunities has your Department/Agency/City/County/Jurisdiction applied for, is planning to apply for, or has received for activities that compliment/address the objectives listed in this application?
 5. Is your Department/Agency/City/County/Jurisdiction receiving “Active Transportation Program” or “Highway Safety Improvement Program” grant funding for the same or similar projects?
 6. What future funding sources may be available to continue the proposed grant activities at the conclusion of OTS grant funding?
- Once you have populated the * required information click Check for Errors to validate that you have completed the Proposed Solution.
 - Click Next to proceed with the Application.
 - Or Click Save & Exit to return to the Home Screen.

Program Sustainability *

Describe the plan for reducing reliance on federal funding in the future.



The screenshot shows a text editor window with a toolbar at the top. The toolbar includes icons for undo, redo, bold (B), italic (I), underline (U), strikethrough (S), link, unlink, bulleted list, numbered list, indent, and outdent. Below the toolbar is a large, empty text area for input.

Goals

- If a Grant Made Easy (GME) Application Type is selected, the required Goals will be added to the application.
 - *GME Application Goals cannot be changed, added, or removed.*
- If the General Application Type is selected, the Applicant can add user-defined Goals.
- Once you have populated the * required information click Check for Errors to validate that you have completed the Goals.
 - *Click Next to proceed with the Application.*
 - *Or Click Save & Exit to return to the Home Screen.*

Applicant Information Completed

Application Summary Completed

Proposed Solution Completed

Goals Completed

Objectives Completed

Method of Procedure Completed

Budget Completed

Evaluation, Support, and Submittal Completed

Completed Goals

Save & Exit

Goals

If a GME Application Type was selected, required Goals have been added to the application. GME Application Goals cannot be changed, added, or removed.

Required Goals

| Description |
|---|
| Reduce hit runs |
| Reduce the number of persons killed in traffic collisions. |
| Reduce the number of persons injured in traffic collisions. |
| Reduce the number of pedestrians killed in traffic collisions. |
| Reduce the number of pedestrians injured in traffic collisions. |
| Reduce the number of bicyclists killed in traffic collisions. |
| Reduce the number of bicyclists injured in traffic collisions. |

Applicant-Defined Goals

| Custom Description | Target Number |
|--------------------|---------------|
|--------------------|---------------|

Objectives

- If a Grant Made Easy (GME) Application Type is selected, the Objectives will be added based on the selected Application Type.
 - *By default all Objectives are set to yes you have the option to make updates to the Objectives.*
 - *Option 1 – Click the Edit All Icon* 
 - *You can then update each Select (YES or NO) and enter a Target Number. If the Target Number is not applicable enter ‘0’*
 - *Option 2 – Click the Pencil  to edit and individual objective.*
- If the General Application Type is selected, the Applicant can add user-defined Objectives.
- Once you have populated the * required information click Check for Errors to validate that you have completed the Objectives.
 - *Click Next to proceed with the Application.*
 - *Or Click Save & Exit to return to the Home Screen.*

| Action | Select? | Target Number | Description |
|---|---------|---------------|---|
|  | Yes | 2 | Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release. |
|  | Yes | 2 | Participate in National Child Passenger Safety Week. |
|  | Yes | 0 | Conduct pre and post-grant child safety seat usage surveys during the months of October (start of the grant) and September (end of the grant). |
|  | Yes | 2 | Conduct highly publicized child safety seat checkups to promote correct usage at community locations, including shopping centers, car dealerships or preschools, with an effort to reach parents or caregivers. Note: Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); use proper forms for documentation; have complete car seat instructions and resource materials available; and have on-site supervision by a NHTSA CPST as a lead checker. |
|  | Yes | 3 | Provide NHTSA Child Passenger Safety Technician Certification courses. |
|  | Yes | 2 | Provide NHTSA Child Passenger Safety Technician Recertification courses. |
|  | Yes | 2 | Train personnel as NHTSA Child Passenger Safety Technicians. |

 Edit All

| Action | Select? | Target Number | Custom Description |
|---|---------|---------------|--------------------|
|  | | | |
|  | | | |

 New

 Edit All

Method of Procedure

- Key for the Grantee to read and understand each phase of the Method of Procedure
- For the following grant types the Child Passenger Safety, CHP, General, and Pedestrian and Bicycle Safety the Grantee has the ability to add additional work (tasks) to be conducted in order to accomplish the stated objectives for both Phase 1 – Program Preparation and Phase 2 - Program Operations
- Once you have populated the * required information click Check for Errors to validate that you have completed the Objectives.
 - *Click Next to proceed with the Application.*
 - *Or Click Save & Exit to return to the Home Screen.*

The screenshot displays a web application titled "Method of Procedure". At the top, there are navigation buttons: "Save & Exit", "Delete & Exit", and "Check for Errors" (which is highlighted in orange). There are also "Previous" and "Next" buttons in the top right corner.

The main content area is divided into three sections:

- Phase 1 - Program Preparation ***
 - Identify the work (tasks) to be conducted in order to accomplish the stated objectives.
 - Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent.
 - The text area contains three bullet points:
 - Develop operational plans to implement the "best practice" strategies outlined in the objectives section.
 - All training needed to implement the program should be conducted this quarter.
 - All grant related purchases needed to implement the program should be made this quarter.
 - Below the text area is a prompt: "Identify additional work (tasks) to be conducted in order to accomplish the stated objectives."
- Phase 2 - Program Operations ***
 - Identify the work (tasks) to be conducted in order to accomplish the stated objectives:
 - Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent.
 - The text area contains a section titled "Media Requirements" with three bullet points:
 - Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator.
 - If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
 - Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic
- Phase 3 - Data Collection ***
 - Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent.
 - The text area contains two main bullet points:
 - Invoice Claims (due January 30, April 30, July 30, and October 30)
 - Quarterly Performance Reports (due January 30, April 30, July 30, and October 30)
 - Below these are three sub-bullet points:
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

Budget (Personnel Costs) 1 of 7

- After clicking the New button a pop up box will open for you to add a new personnel record
 - *Display Order allows you to associate a position with benefits.*
- Option – If you have more than 5 Personnel records for entry – leave the Display Order blank to be populated last.
 1. *Cost Category - Select a Personnel Costs.*
 2. *Type – Select either Full Time or Part Time*
 3. *Item Name – Enter Personnel or Position Title*
 4. *Units – Number of Positions*
 5. *Unit Cost or Rate – Enter the corresponding salary or overtime total amount*
 6. *Percent Paid by Grant – The percent of the Personnel Position that’s covered by the Grant*
 7. *Benefit Rate – Leave Blank for Salary Position*
 8. *Narrative – Provide a description of the Personnel Position*
- Benefits – Follow the steps outlined above expect for the following:
 2. *Item 2 for the Item Name add Benefits*
 7. *Enter the Benefits Rate to have the system calculate Benefits Costs as (Unit Cost * Benefits Rate).*
- Action options
 - Click the Pencil  to edit and an individual record
 - Click the Trash can  to delete an individual record
- Click the Edit All  entering the Display Order using 100 series for Personnel Costs.
 - For related Benefits for Example Position (100.0 and 100.1) for Benefits.

New Record ✕

| | | |
|--|---|--|
| Display Order * <input type="text" value="130.0"/> | Cost Category * <input type="text" value="A. Personnel Costs"/> | Type * <input type="text" value="Full Time"/> |
| Item Name * <input type="text" value="Police Officer"/> | Units * <input type="text" value="2"/> | Unit Cost or Rate * <input type="text" value="100.00"/> |
| Percent Paid by Grant * <input type="text" value="50%"/> | Benefit Rate * <input type="text"/> | Narrative * <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Two full time Police Officers - 50% paid by Grant</div> |

Save Close

Personnel Costs

Personnel Costs (Positions) Enter Full- or part-time hourly or salaried positions in this section. For Benefits, start the Item Name with the word 'Benefits', enter the corresponding salary or overtime total amount in the Unit Cost or Rate column, and enter a Benefits Rate to have the system calculate Benefit Costs as Unit Cost * Benefits Rate.

+ New Edit All

| Action | Display Order | Item Name | Benefit Rate | Unit Cost or Rate | Units | Percent Paid by Grant | Calculated Cost to Grant |
|---|---------------|--------------------------|--------------|-------------------|-------|-----------------------|--------------------------|
|   | 100.0 | Sr. Doctor | | \$1,000.00 | 5 | 25.00% | \$1,250.00 |
|   | 100.1 | Benefit - Sr. Doctor | 50.00% | \$625.00 | 1 | 10.00% | \$312.50 |
|   | 102.0 | Coordinator | | \$100.00 | 6 | 100.00% | \$600.00 |
|   | 120.0 | Sr. Officer | | \$500.00 | 4 | 100.00% | \$2,000.00 |
|   | 120.1 | Benefits for Sr. Officer | 45.00% | \$2,000.00 | 1 | | \$900.00 |

Personnel - Positions

\$5,062.50

Budget (Personnel Costs – Overtime includes Enforcement Activities) 2 of 7

- After clicking the New button a pop up box will open to add a new Personnel Record
 - *Display Order allows you to associate an Enforcement Activity with Benefits.*
- Option – If have more than 5 Personnel – Overtime record entries – leave the Display Order blank to be populated last.
 1. *Cost Category - Select A. Personnel Costs.*
 2. *Select the Enforcement Activity from the Dropdown list*
 - If not listed use OTHER and type in Item Name
 3. *Item Name – Will auto populate the Enforcement Activity.*
 4. *Units – Number of Positions*
 5. *Unit Cost or Rate – Enter the Corresponding Salary or overtime total amount*
 6. *Percent Paid by Grant – The percent of the Personnel Position that is covered by the Grant*
 7. *Benefit Rate – Leave Blank for Enforcement Activity*
 8. *Narrative – Prepopulated from the Enforcement Activity description from the GEMS Library.*
- Benefits – Follow the steps outline above expect on the following
 2. *Item 2 for the Item Name add Benefits*
 7. *Enter the Benefits Rate to have the system calculate Benefits Costs as (Unit Cost * Benefits Rate).*
- Action options
 - Click the Pencil  to edit and individual record
 - Click the Trash can  to delete a individual record
- Click the Edit All  entering the Display Order using 100 series for Personnel Costs.
 - For related Benefits for Example Position (100.0 and 100.1) for Benefits.
- OTS provides tools to help calculate the unit cost of an Enforcement Operation on its website.

Personnel Costs (Overtime) If the grant will include Enforcement Activities, click the New button to enter those here. You MUST select an Enforcement Activity when adding an Enforcement Budget Item - if left blank, the item will display above under Personnel Costs (Positions). OTS provides tools to help calculate the unit cost of an Enforcement Operation on its website.

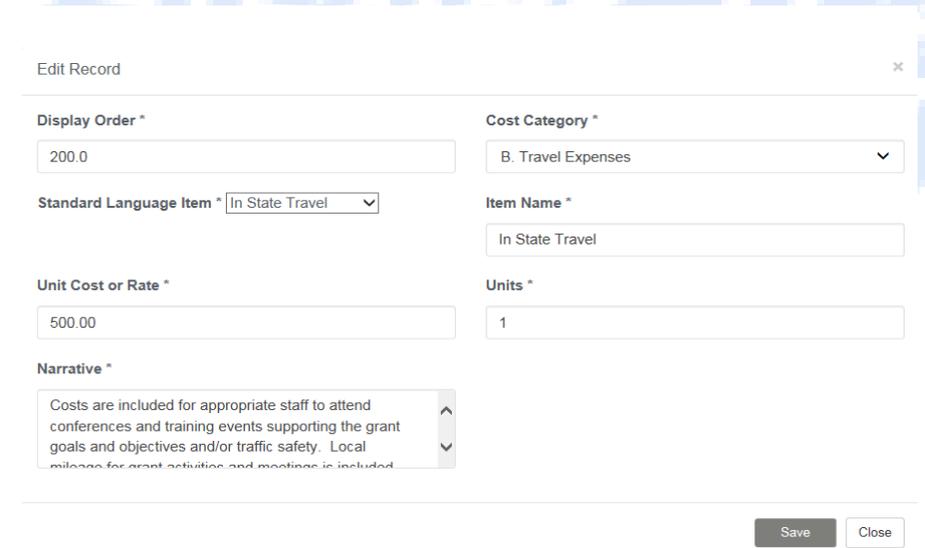
 

| Action | Display Order | Cost Category | Enforcement Activity | Item Name | Unit Cost or Rate | Units | Calculated Cost to Grant |
|--|---------------|--------------------|----------------------|-----------------|-------------------|-------|--------------------------|
|   | 200.0 | A. Personnel Costs | DUI Checkpoint | DUI Checkpoint | \$25.00 | 5 | \$125.00 |
|   | 200.0 | A. Personnel Costs | Know Your Limit | Know Your Limit | \$25.00 | 45 | \$1,125.00 |

Personnel - Enforcement
\$1,250.00

Budget Travel Expenses 3 of 7

- After clicking the New button a pop up box will open to add a new Travel Expenses Record
 1. *Cost Category - Select B. Travel Expenses.*
 2. *Select from the Standard Language Item dropdown (In State Travel or Out of State Travel).*
 3. *Item Name – will auto populate from the selection of either In State Travel or Out of State Travel.*
 4. *Units – Number of Travelers*
 5. *Unit Cost or Rate – Enter the Corresponding Cost or Rate.*
 6. *Narrative – Repopulated with the Narrative for either In State Travel or Out of State Travel from the GEMS Library.*
- Action options
 - Click the Pencil  to edit and individual record
 - Click the Trash can  to delete a individual record
- Click the Edit All  entering the Display Order using 200 series for Travel Expenses.



Edit Record

Display Order * 200.0

Cost Category * B. Travel Expenses

Standard Language Item * In State Travel

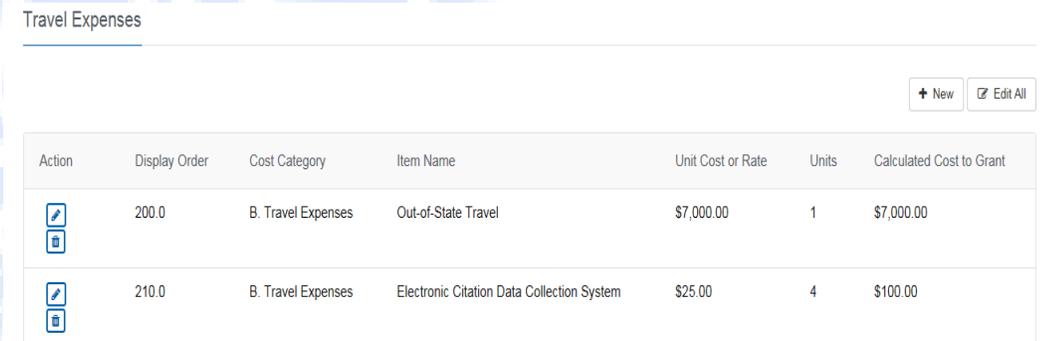
Item Name * In State Travel

Unit Cost or Rate * 500.00

Units * 1

Narrative * Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included.

Save Close



Travel Expenses

+ New Edit All

| Action | Display Order | Cost Category | Item Name | Unit Cost or Rate | Units | Calculated Cost to Grant |
|--|---------------|--------------------|--|-------------------|-------|--------------------------|
|   | 200.0 | B. Travel Expenses | Out-of-State Travel | \$7,000.00 | 1 | \$7,000.00 |
|   | 210.0 | B. Travel Expenses | Electronic Citation Data Collection System | \$25.00 | 4 | \$100.00 |

Travel Expenses
\$7,100.00

Budget Contractual Services 4 of 7

- After clicking the New button a pop up box will open to add a new Contractual Service.
 1. *Cost Category - Select C. Contractual Services.*
 2. *Select from the Standard Language Item dropdown (GEMS for related Contractual Services).*
 3. *Item Name – Will auto populate from the selection from the GEMS Library.*
 4. *Units – Number of Contractual Services*
 5. *Unit Cost or Rate – Enter the Corresponding Cost or Rate.*
 6. *Narrative – Repopulated with the Narrative from the GEMS Library on Contractual Services.*
- Action options
 - Click the Pencil  to edit and individual record
 - Click the Trash can  to delete a individual record
- Click the Edit All  entering the Display Order using 300 series for Contractual Services.

Edit Record ×

| | |
|--|--|
| <p>Display Order *</p> <input type="text" value="300.0"/> | <p>Cost Category *</p> <input type="text" value="C. Contractual Services"/> |
| <p>Standard Language Item *</p> <input type="text" value="Traffic Collision Database System Interface"/> | <p>Item Name *</p> <input type="text" value="Traffic Collision Database System Interface"/> |
| <p>Unit Cost or Rate *</p> <input type="text" value="200.00"/> | <p>Units *</p> <input type="text" value="1"/> |
| <p>Narrative *</p> <div style="border: 1px solid #ccc; padding: 5px; font-size: small;"> Traffic Collision Database System Interface - computer programming required to interface collision database or citation data collection systems with other existing agency or court databases or Records Management </div> | |
| <p><input type="button" value="Save"/> <input type="button" value="Close"/></p> | |

Contractual Services Expenses

| Action | Display Order | Cost Category | Item Name | Unit Cost or Rate | Units | Calculated Cost to Grant |
|--|---------------|-------------------------|---|-------------------|-------|--------------------------|
|   | 300.0 | C. Contractual Services | Traffic Collision Database System Interface | \$7,500.00 | 1 | \$7,500.00 |

Contractual Services

\$7,500.00

Budget - Equipment Expenses 5 of 7

■ After clicking the New button a pop up box will open to add a new Travel Expenses Record

1. Cost Category - Select D. Equipment Expenses.
2. Select from the Standard Language Item from the dropdown list.
3. Item Name - Will auto populate from the selection from the Standard Language Item name.
4. Units - Number of Equipment.
5. Unit Cost or Rate - Enter the Corresponding Cost or Rate.
6. Narrative - Repopulated with the Narrative for related Standard language Item from the GEMS Library.

■ Action options

- Click the Pencil  to edit and individual record
- Click the Trash can  to delete a individual record

■ Click the Edit All  entering the Display Order using 400 series for Travel Expenses.

Edit Record
✕

Display Order *

Cost Category *

Standard Language Item *

Item Name *

Unit Cost or Rate *

Units *

Narrative *

Changeable Message Sign Trailer - fully equipped changeable message sign trailer(s) that is portable and fully programmable with a digital display to post traffic safety messages and information during OTS funded

Equipment Expenses (must have Unit Cost of at least \$5000)

| Action | Display Order | Cost Category | Item Name | Unit Cost or Rate | Units | Calculated Cost to Grant |
|--|---------------|---------------|-----------------------------|-------------------|-------|--------------------------|
|   | 400.0 | D. Equipment | Vehicle Speed Feedback Sign | \$5,000.00 | 2 | \$10,000.00 |
|   | 400.2 | D. Equipment | Police Motorcycle | \$18,000.00 | 2 | \$36,000.00 |

Equipment

\$46,000.00

Budget Other Direct Costs 6 of 7

- After clicking the New button a pop up box will open to add a new Other Direct Costs
 1. Cost Category - Select E. Other Direct Costs.
 2. Select from Standard Language Item from the dropdown list.
 3. Item Name – Will auto populate from the selection from the Standard Language Item name.
 4. Units – Number of Items.
 5. Unit Cost or Rate – Enter the Corresponding Cost or Rate.
 6. Narrative – Repopulated with the Narrative for related Standard language Item from the GEMS Library.

Edit Record ✕

| | |
|--|---|
| <p>Display Order *</p> <input style="width: 90%;" type="text" value="500.0"/> | <p>Cost Category *</p> <div style="border: 1px solid #ccc; padding: 2px;">E. Other Direct Costs ▼</div> |
| <p>Standard Language Item *</p> <div style="border: 1px solid #ccc; padding: 2px;">Alcohol Testing ▼</div> | <p>Item Name *</p> <input style="width: 90%;" type="text" value="Alcohol Testing"/> |
| <p>Unit Cost or Rate *</p> <input style="width: 90%;" type="text" value="20,000.00"/> | <p>Units *</p> <input style="width: 90%;" type="text" value="1"/> |
| <p>Narrative *</p> <div style="border: 1px solid #ccc; padding: 5px; font-size: small;"> Alcohol Testing - testing conducted to determine DUI probationers' compliance with terms and conditions of probation. Costs may include lab testing fees and testing supplies such as mouth pieces, cups and test </div> | |

Save
Close

- Action options
 - Click the Pencil to edit and individual record
 - Click the Trash can to delete an individual record
- Click the Edit All Edit All entering the Display Order using 500 series for Other Direct Costs.

Other Direct Costs

+ New
Edit All

| Action | Display Order | Cost Category | Item Name | Unit Cost or Rate | Units | Calculated Cost to Grant |
|--------|---------------|-----------------------|------------------|-------------------|-------|--------------------------|
| | 500.0 | E. Other Direct Costs | Desktop Computer | \$5,000.00 | 1 | \$5,000.00 |
| | 550.0 | E. Other Direct Costs | | | | \$0.00 |

Other Direct Costs
 \$5,000.00

Budget - Indirect Costs 7 of 7

- After clicking the New button a pop up box will open to add a new Indirect Cost Record
 1. Cost Category - Select F. Indirect Costs.
 2. Item Name – Enter Item Name of the Indirect Cost. Item Name should indicate the % and the Cost Category for Indirect Costs e.g. 15% of Salaries and Benefits
 3. Indirect Rate – Use the Percent Paid by Grant for the Indirect Rate and the Unit Cost or Rate field to indicate the total amount for which Indirect Costs will be claimed. The system will calculate the Cost to Grant.
 4. Amount Subject to Indirect
 5. Narrative – Provide description of the Indirect Cost
- Action options
 - Click the Pencil  to edit and individual record
 - Click the Trash can  to delete a individual record
- Click the Edit All  entering the Display Order using 600 series for Indirect Costs.

Edit Record ✕

Display Order * Cost Category * Item Name *

Indirect Rate * Amount Subject to Indirect * Narrative *

Indirect Costs

Item Name should indicate the % and the Cost Category for Indirect Costs e.g. 15% of Salaries and Benefits. Use the Percent Paid by Grant for the Indirect Rate and the Unit Cost or Rate field to indicate the total amount for which Indirect Costs will be claimed. The system will calculate the Cost to Grant.

| Action | Display Order | Cost Category | Item Name | Indirect Rate | Amount Subject to Indirect | Calculated Cost to Grant |
|--|---------------|-------------------|-----------|---------------|----------------------------|--------------------------|
|   | 600.0 | F. Indirect Costs | | | | \$0.00 |

Indirect Costs
\$0.00

Total Requested Funding
\$70,782.50

Evaluation/Support/Submit

- Method of Evaluation – used through the Grant lifecycle
- Administrative Support
- Total Requested Funding
- Contractual Language – verify that the submitter is authorized to submit on behalf of the Agency and/or Department.
- Print – Provides PDF version of the online application.
- Submit Button – Submits the application for processing by OTS.
 - *The Submitter will receive an email confirmation*

Completed
Evaluation/Support/Submit Previous

Evaluation, Support, and Submittal

Method of Evaluation

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

Administrative Support

This Program has full administrative Support in every effort will be made to continue the activities after the Grant conclusion.

Total Requested Funding

\$0.00

By clicking the Submit button, I verify that I am authorized to submit this application on behalf of my Agency and/or Department.