

# OTS GEMS

## Helpful Hints

Technical Assistance – Call OTS at 916-509-3030

Questions can be emailed to [ContactOTS@ots.ca.gov](mailto:ContactOTS@ots.ca.gov)

Application Deadline – January 30, 2017



### How to Apply for OTS Grants

- [www.ots.ca.gov](http://www.ots.ca.gov)
- Click on Grants
- Click on Apply Now
- 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

### GEMS Home Screen

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

### Create 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  to lookup Agency, Department, and Authorized Representative
- Enter your 9 digit DUNS Number
- Use the Calendar icon  to enter the DUNS expiration date
- Enter the DUNS Registered Address, City and DUNS ZIP+4
- Once you have populated the \* required information, click Check for Errors to validate that you have completed the Application Information
  - Click Next to proceed with the Application
  - Or Click Save & Exit to return to the Home Screen

## **APPLICATION SUMMARY**

Ensure that problem statement includes data driven justification/problem identification.

## **PROPOSED SOLUTION**

The easiest way to complete this section is to copy and paste the questions from each section (Strategies, Agency Qualifications, and Program Sustainability), then answer each question.

## **GOALS**

Goals are pre-populated for GME applications.  
Other goals can be added, but are not required.

## **OBJECTIVES**

Objectives are pre-populated for GME applications.  
They are all set to yes. Select "edit all" to update "yes" or "no."  
To update separately, click the pencil icon to edit.  
For General Applications - you can add "applicant defined objectives."  
Insert target numbers for objectives (example: 4 DUI checkpoints).  
For objectives that don't need target numbers, leave blank (example: kick-off press releases).

## **METHOD OF PROCEDURE**

GME Applications --Standard language is pre-populated. This tab must be viewed even if no changes are made.  
Additional tasks can be added, if needed, but are not required.  
For General Applications – add narratives for this section.

## **BUDGET**

### **Notes:**

One line item is already added for each cost category. If there are no expenses for a certain cost category, type None in the "item name". All "none" line items must have a display number.

The following display numbers are associated with each cost category

- 100 – Personnel Costs
- 200 – Travel Expenses
- 300 – Contractual Services
- 400 – Equipment
- 500 – Indirect Costs

## **Personnel Costs**

### Positions

- If requesting positions, enter a separate line item for the position and one line item for the benefits.
- Benefits – do not include a benefit rate unless it is its own line item.
- List all positions first, then click “edit all” to enter the display numbers.
- Example – Traffic Officer – display will be 100, Benefits will be 100.1.

### Overtime

- For STEP GME – if selecting pre-populated enforcement activities, you don’t need to insert anything in the “item name” or “narrative.”
- Benefits – Under Enforcement Activity, select “Other”, in the item name, type “Benefits/% for OT” ... also type “1” under Unit Name.

## **Travel Expenses**

Cost Category – Travel Expenses

Standard language – In State Travel

Add amount – Unit Cost

Unit – enter 1

## **Contractual Services**

For items other than standard language, you must enter an “item name” and “narrative”

Example – For a Consultant -- Standard Language Item is None, Item Name is Consultant

## **Equipment**

If the equipment item is not listed in the “Standard Language Item List,” select” None”, then type the name of the requested equipment in the “item name.”

## **Indirect Costs**

Item Name – (Example, 15% of Salaries and Benefits)

Indirect Rate – (Example, 15%)

Amount subject to Indirect – (Example, \$50,000 – (amount of salaries and benefits)

## **EVALUATION, SUPPORT, AND SUBMITTAL**

From this screen, you can print and submit your application.

Once the application is submitted, it can be viewed on your GEMS home screen, but not edited.