

OTS GEMS

Helpful Hints

Technical Assistance – Please contact OTS at (916) 509-3030

Questions can be emailed to OTSGemsadmin@ots.ca.gov

Application Deadline – January 30, 2019



How to Apply for OTS Grants

- www.ots.ca.gov
- Click on Grants
- Click on Apply Now • First Time Users - Contact otsgemadmin@ots.ca.gov or call 916-509-3030
- 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 – Other Direct Costs

600 – 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.

*Benefits- the narrative for your benefits line item should include the breakdown of the benefit rate. **Full -Time Benefit Rates**

Dental Insurance	%
Health Insurance	%
Life Insurance	%
Long Term Disability	%
Medicare	%
Non Industrial Disability/NDI	%
Retirement	%
Social Security/FICA/OASDI	%
State Disability/SDI	%
Unemployment Insurance	%
Vision Insurance	%
Workers Compensation	%
(Enter additional benefits)	%
TOTAL BENEFIT RATE	%

**Pension Obligation Bonds (POB) is not an allowable cost.

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."

Other Direct Costs

If the other direct cost item is not listed in the "Standard Language Item List," select "None", then type the name of the requested other direct cost 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.