OTS GEMS HELPFUL HINTS

For technical assistance, please contact your OTS Program Coordinator or email OTSGemsAdmin@ots.ca.gov.

Application Deadline – January 31, 2023

How to Apply for OTS Grants

- http://www.ots.ca.gov
- Click on Grants
- Click on Apply Now
- Returning Users
    - Click the GEMS Login Icon
    - Type your Email Address and Password then click Sign In
- First Time Users
    - Complete the registration form for GEMS access and click Submit

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

- GEMS has several Grants Made Easy (GME) application templates by program type available. There is also an option to create application by selecting General.
- 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 the agency 12-character SAM Number.
- Use the Calendar icon to enter the SAM expiration date.
- Enter the SAM Registered Address, City and SAM ZIP+4.

- Once you have populated the * required information, click Check for Errors to validate that you have completed the Application Information. Check for Errors also acts as a Save button.
- Click Next to proceed with the Application or Click Save & Exit to return to the Home Screen
- If you decide to change application type midway through (i.e. PS to PT), you will need to go back and start a new application.

APPLICATION SUMMARY

The OTS makes funding decisions that are data driven. The problem statement section is your agency's opportunity to use relevant data to create a picture to OTS about what problems your agency is trying to address through its proposed grant funded activities.

Click Check for Errors to validate that you have completed the Application Summary tab. Check for Errors also acts as a Save button.

PROPOSED SOLUTION

To complete this section, copy and paste the questions from each section (Equity, Strategies, and Agency Qualifications), then answer each question.

Additional information may be added.

Click Check for Errors to validate that you have completed the Proposed Solution tab. Check for Errors also acts as a Save button.

GOALS

Goals are pre-populated based on selected GME application type and cannot be changed or removed. Custom goals can be added but are not required.

To add Custom Goals to the application, click the New Performance Measure button. Enter a Target Number greater than 0, type a brief Custom Description and click the Save icon.

To edit all Custom Goals, click the Edit All button, make edits and make sure to click Save All when finished.

To edit an individual Custom Goals, click the pencil icon next to each Goal, make edits, then click the save icon.

To remove added Custom Goals, click the trash bin icon next to each Custom Goal.

Click Check for Errors to validate that you have completed the Goals tab. Check for Errors also acts as a Save button.

OBJECTIVES

Suggested Objectives have been added to the application based on the Application Type selected.

To edit all Objectives, click the Edit All button, make edits and make sure to click Save All when finished.

To edit an individual Objective, click the pencil icon next to each Objective, make edits, then click the save icon.

If Objectives have been added that do not apply to the grant application, change the Included field to No and enter 0 for the Target Number.

For Objectives included as Yes, enter a Target Number greater than 0.

For General Applications, Custom Objectives can be added.

To add Custom Objectives to the application, click the New Performance Measure button. Choose Yes for Included, enter a Target Number greater than 0, type a brief Custom Description and click the Save icon.

To edit all Custom Objectives, click the Edit All button, make edits and make sure to click Save All when finished.

To edit an individual Custom Objective, click the pencil icon next to each Objective, make edits, then click the save icon.

To remove added Custom Objectives, click the trash bin icon next to each Custom Objective.

Click Check for Errors to validate that you have completed the Objectives tab. Check for Errors also acts as a Save button.

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.

Click Check for Errors to validate that you have completed the Method of Procedures tab. Check for Errors also acts as a Save button.

BUDGET

One line item is 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 a separate 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 100.0, the Benefits will be 100.1.
• When requesting hours for positions, enter them as straight time or overtime (for Enforcement Overtime, please use section below) and include the amount of hours that they will spend on grant operations. Example: One position getting paid 100% by the grant working a full year at $41.00 per hour would be entered as Straight time, 2080 Units, $41.00 Unit Cost or Rate, and 100 Percent Paid by Grant. This gives a total of $85,280.00 for the year.

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.

Benefit	Percentage of Rate
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	%

Travel Expenses

Cost Category –Travel Expenses
Standard language – In State
Travel Add amount – Unit Cost
Unit – enter 1

Contractual Services

If the contractual service item is not listed in the "Standard Language" Item List, select "None", then type the name of the requested equipment in the "item name" and add a description in the "narrative" box.   Example – For a Consultant -- Standard Language Item is None, Item Name is Consultant, Narrative is a brief description of the 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" and add a description in the "narrative" box. If item cost is priced at $5,000 or more per unit, please include it as equipment.

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 other direct cost in the "item name" and add a description in the "narrative" box.

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)

Please note that the indirect cost rate percentage needs to be confirmed by an approved federally recognized indirect cost rate letter.

Click Check for Errors to validate that you have completed the Budget tab. Check for Errors also acts as a Save button.

EVALUATION, SUPPORT, AND SUBMITTAL

In this section, there is an option to print and submit the application. Once the application is submitted, it can be viewed on the GEMS home screen, but not edited.