OTS GEMS HELPFUL HINTS

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

Application Deadline – January 31, 2024

How to Apply for OTS Grants

- Visit the OTS website: http://www.ots.ca.gov
- Click "Grants"
- Click "GEMS - Apply for a Grant"
- Returning Users
    - Click "GEMS Login"
    - 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 the top right corner.
- Application history will appear in the left OTS box.
- Grant history will appear in the right OTS box.
- Claim history will appear on the bottom right.

Create a New Grant Application

- GEMS has several Grants Made Easy (GME) application templates by program type. There is also an option to create an application by selecting "General".
- Click "New" and 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's SAM Number. The Unique Entity ID (SAM Number) is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- Use the Calendar icon   to enter the SAM expiration date.
- Enter the SAM Registered Address.

- 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.
- You cannot change the application type once you have started. If you decide to change the application type midway through, 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 is your agency's opportunity to use relevant data to describe what problems will be addressed through the proposed grant funded activities.

Address the following in your Problem Statement:
1. Describe the city, county, or jurisdiction the grant will impact.
2. Describe the problem(s) to be addressed, supported by current and relevant crash data (most recent calendar year data/stats).
3. Define the target population the grant intends to serve and how they are affected by the problem(s).
4. Do not include state or national information.

Click "Check for Errors" to validate that you have completed the Application Summary tab.

PROPOSED SOLUTION

To complete this section, address the questions located under Equity, Community Collaboration and Engagement, Strategies, and Agency Qualifications.

Click "Check for Errors" to validate that you have completed the Proposed Solution tab.

GOALS

Goals are pre-populated based on selected 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 "New Performance Measure". Enter a target number greater than zero, type a brief description, and click "Save".

To edit all custom goals, click "Edit All". Click "Save All" when finished.

To edit an individual custom goal, click the pencil icon next to the goal. Click "Save" when finished.

To remove a custom goal, click the trash bin icon next to the goal.

Click "Check for Errors" to validate that you have completed the Goals tab.

OBJECTIVES

Suggested objectives have been added to the application based on the application type selected.

To edit all objectives, click "Edit All". Click "Save All" when finished.

To edit an individual objective, click the pencil icon next to the objective. Click "Save" when finished.

If objectives have been added that do not apply to your grant application, change the "Included" field to "No" and enter "0" for the target number.

For included objectives, enter a target number greater than zero.

To add custom objectives to the application, click "New Performance Measure". Select "Yes" for "Included", enter a target number greater than zero, type a brief description and click "Save".

To edit all custom objectives, click "Edit All". Click "Save All" when finished.

To edit an individual custom objective, click the pencil icon next to the objective. Click "Save" when finished.

To remove added custom objectives, click the trash bin icon next to the objective.

Click "Check for Errors" to validate that you have completed the Objectives tab.

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 under the Addendum section, if needed, but are not required.

General Applications – add narratives for this section.

Click "Check for Errors" to validate that you have completed the Method of Procedures tab.

BUDGET

One line item is added for each cost category. If there are no expenses for a cost category, type "none" in the item name field. 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

Hourly Rates
- When requesting hours for personnel, enter them as straight time or overtime and include the number of hours that they will spend on grant operations. Enter a separate line item for the benefits.
  - Example: Personnel 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.

Hourly Rates – Benefits
- If requesting benefits, each hourly rate personnel line item should have an associated benefits line item.
- The display order field should be used to order the budget line items appropriately. For example: If the display order for a DUI Officer is 100.0, the associated benefits line-item display order should be 100.1.

Enforcement Overtime
- If the grant will include enforcement activities, click "New Budget – Application" in the second section under "Personnel Costs". You MUST select an enforcement activity when adding an enforcement overtime budget item.
- If selecting standard language enforcement activities from the dropdown list, you do not need to enter anything in the "Item Name" or "Narrative" fields.

Enforcement Overtime – Benefits
- If requesting benefits for enforcement overtime, enter benefits as one line item for all overtime activities.
- The display order field should be used to order the budget line items appropriately.
- The narrative for your benefits line item should include the breakdown of the benefit rate. For example:

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
- If selecting standard language from the dropdown list, you do not need to enter anything in the "Item Name" or "Narrative" fields.
- Utilize the "Custom Narrative" field to indicate specific travel/training plans for the item selected (i.e. In State Travel or Out-of-State Travel).

Contractual Services
- If selecting standard language from the dropdown list, you do not need to enter anything in the "Item Name" or "Narrative" fields.
- If the contractual service item is not listed in the standard language dropdown list, select "None", then type the name of the requested item in the "Item Name" field and add a description in the "Narrative" field.
- Do not include brand names or names of specific organizations.

Equipment (must have Unit Cost of at least $5,000)
- If selecting standard language from the dropdown list, you do not need to enter anything in the "Item Name" or "Narrative" fields.
- If the equipment item is not listed in the standard language dropdown list, select "None", then type the name of the requested equipment in the "Item Name" field and add a description in the "Narrative" field.
- Do not include brand names or names of specific organizations.
- Attach quote(s) in the "Upload Documents" tab if applicable.

Other Direct Costs (must have Unit Cost of less than $5,000, including tax and shipping)
- If the other direct cost item is not listed in the standard language dropdown list, select "None", then type the name of the requested other direct cost item in the "Item Name" field and add a description in the "Narrative" field.
- Do not include brand names or names of specific organizations.

*Note: When creating a new "Other Direct Cost" budget item, the standard language dropdown list may not be available. If this is the case, complete only the required fields and save the budget item. Once saved, click the pencil icon next to the item to edit the budget item. The standard language dropdown list should then be available.

Indirect Costs

- The "Item Name" should indicate the % and the cost category for indirect costs (For example: 15% of Salaries and Benefits).
- The indirect cost rate must be supported by a federally approved indirect cost rate letter. This letter should be attached to the application.

Click "Check for Errors" to validate that you have completed the Budget tab.

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.