California Department of Insurance
Insurance Fraud Grant Programs
GMS Application FAQ's

Q: How do I access the Grant Management System (GMS)?

A: The GMS link is: https://gms.insurance.ca.gov/account/Announcement

Q: What browsers are supported by GMS?

A: The browsers that are supported by the GMS Portal are Google Chrome, Microsoft Edge, Firefox, and Safari. Internet Explorer is NOT a supported browser and users may experience difficulties if they attempt to use it to access GMS.

Q. How do we make changes to the admin-user?

A: There is only one admin-user per county. You must contact the Local Assistance Unit for changes to the Admin-User. Send an email requesting assistance to LAU@insurance.ca.gov.

Q. How do we make changes to the county users, and contacts?

A: Your county admin-user is your first point of contact.

- To add and/or edit users, contact your county's admin-user.
- To delete/deactivate users and contacts, send an email requesting assistance to LAU@insurance.ca.gov.

Q. Can multiple users access the grant application at the same time?

A. Yes, however, we recommend that only one user work on a single question at a time.

- Multiple users can work on different questions at the same time.
- Multiple users should NOT work on the same question at the same time.
- Application questions and application budget can be worked on at the same time.

Q: Can the "Delegated Authority Designation Letter" name one person to submit the grant application and a different person to sign the Grant Award Agreement (GAA)?

A: The designation of the person(s) having delegating authority for submitting the application and for signing the Grant Award Agreement (GAA) is at the discretion of the county. They may be the same person or different.

- The person designated for submitting the application must actually click the submit button on the application in GMS and must be a confidential user. CDI recommends delegated authority for application submission be given to the individual identified as the "Project Director/Manager".
- The person designated to sign the GAA cannot forward the document to an alternate person for signature. The GAA designated party will receive the automated GAA DocuSign email, sign, and receive the automated fully executed copy—details your elected may not want to handle. CDI recommends delegated authority for the GAA be given to the individual identified as the "Compliance/Fiscal Officer" or the "Project Director/Manager".

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Q: Does the Program Report (DAR) need to be accessed through GMS, or can it be accessed through the CDI website?

A: The Program Report (DAR) cannot be accessed through GMS. The link to the DAR portal is provided in GMS (question 5 in the Overview Questions). The DAR is still accessed, completed, and submitted through the DAR portal located on the CDI website at http://www.insurance.ca.gov/0300-fraud/0100-fraud-division-overview/10-anti-fraud-prog/dareporting.cfm.

Q: What questions can have an upload/attachment in GMS?

A: There are seven (7) questions in the WC, DHC, and AUTO applications that can have an upload/attachment, and six (6) questions in LACPP. **Four (4) uploads are required, three (3) for LACPP.**

The questions in which you are allowed to upload/attach a document are as follows:

- **Overview Questions section, BOS Resolution subsection:**
    1. Optional--You are allowed to upload your "Board of Supervisors Resolution".
    2. Optional--You are allowed to upload your "Designated Authority Delegation Letter".

- **County Plan section, Staffing subsection:**
    3. Required--You **must** upload your "Organizational Chart". The county must create their own; this is not a form provided by CDI.

- **County Plan section, Training and Outreach subsection:**
    4. Required--You must upload your "Training and Outreach Provided" Excel document. You **must** download and complete the Excel document provided by CDI in the attachments.

- **County Plan section, Joint Plan subsection:**
    5. Required--You must upload your county's signed "Joint Plan". Electronic signatures are acceptable.

- **County Plan section, Reporting on All Investigations subsection:**
    6. Required--You must upload your "Investigation Case Activity" report. As a reminder this document must be uploaded to your Document Library and marked as a "Confidential Document". Please note, this may not be required for LACPP.

    7. Optional--You are allowed to upload your "Cases in Court - Investigation Case Activity" report. As a reminder this document must be uploaded to your Document Library and marked as a "Confidential Document". Please note, LACPP does not have this question.

Q: Can I insert pictures, charts and graphs in GMS text boxes?

A: Yes, please follow these instructions:

- To insert an Excel chart or graph, right click the chart or graph in Excel and select Copy. Then in the GMS text box, right click and select Paste.

- To insert a picture or graphic that is a .JPG or .PNG file within a text box, click the "Insert Image" icon on the text box toolbar (see screenshot below). Then select "Browse", choose the JPG or PNG file, and click "Insert", or simply drag and drop it in the text box.

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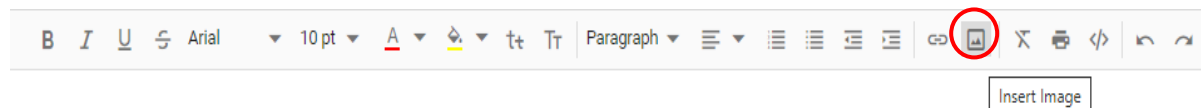
Q: Can I change my Project Name if I entered it incorrectly when I began my application?

A: Yes, if you have not submitted your application. On the last screen before submitting your application (see screenshot below) you can change your Project Name to the correct naming format (FY Program County). Please ensure the Project Summary matches the Project Name.

Q. Can I print the application and the budget prior to submission?

A: Application--The "Application Report" can be saved as a PDF and printed **prior** to submission. Budget--The "Budget Report" can be saved as a PDF and printed **after** submission.

- The "Application Report" can be saved as a PDF **prior** to submission by the admin-user and confidential users. Select the "Application Report" link at the top of the application, at any stage during the application process (see screenshot below). Then select the Print PDF link in the upper right to generate the report. The PDF can then be printed.

- At this time, the "Budget Report" can only be saved as a PDF **after** the application is submitted. Select the "My Submitted Application" tab (see screenshot below). Then select the Print PDF link in the upper right to generate the report. The PDF can then be printed.

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Q: Unfunded personnel

If we have county personnel that work on the grant program but are not funded by the grant, for example the DDA responsible for the program, should we report them in the position entries and report the FTE as "0.00"?

A: County Plan and the Budget "Salary by Position" section

- **NO,** for **County Plan "Staffing List"** and **"FTE and Position Chart".**
  These entries specifically ask for <u>individuals billed to the program</u>. The position entries on the "FTE and Position Chart" should also match the position entries reported in the Budget "Salary by Position" section.

- **NO,** for **Budget "Salary by Position" section.**
  These entries should include <u>individuals billed to the program</u>. The position entries in the Budget "Salary by Position" section should also match the position entries on the "FTE and Position Chart".

  Counties may supplement grant funds with funds from other sources such as unfunded contributions by the county, however, applicants should not include these funds or the related personnel and operating expenses in the program budget.

- **YES,** for **County Plan "Organization Chart"** and **"Unfunded Contributions".**
  Personnel that work on the grant program but are not funded by the grant may be included in these sections.

Q: If a staff member started in the middle of the fiscal year (Jan 1st) and worked for the grant for 100% of their time through the remainder of the fiscal year (June 30th), when I calculate the <u>FTE</u>, should I count it as 100% or 50%?

A: For the **County Plan "Staffing List", "FTE and Position Chart", and Budget "Salary by Position" section** the county is providing it's <u>plan for the application year</u>. If a staff member will be 100% in the application year, you would report the position as 100%.

<u>Alternate Scenario:</u> If it is planned that a staff member will be leaving the county program during the application year (for example retiring or planned rotation), the county would report the staff member as a partial FTE based on the 2080 hour calculation. The remaining time for the position would be reported as a vacant position.

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Q: Is the workshop available as a recording?

A: Video recordings are available by topic as YouTube videos (see links below).

- CDI 22-23 Grant Workshop - Budgets and After Award Requirements
  https://youtu.be/UJh1yxTDhTU

- CDI 22-23 Grant Workshop - GMS Application Questions and Investigation Case Activity
  https://youtu.be/u8I9m73pDtQ

- CDI 22-23 Grant Workshop - DAR and Statistical Reporting
  https://youtu.be/KqEI_Epj79Y