

Governor's Office of PLANNING AND BUDGET

THE STATE OF GEORGIA

COVID-19 Prevention and Mitigation Hospital Grant Program Capital Expenditure Form Instructions

This program supports licensed hospitals that provide services to prevent and mitigate COVID 19 to the general public.

Eligible Expenses for reimbursement:

- Improvements or construction of COVID-19 testing sites and laboratories, and acquisition of related equipment
- Improvements or construction of medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., emergency rooms, intensive care units, telemedicine capabilities for COVID-19 related treatment);
- Expenses of establishing temporary medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs;
- Acquisition of equipment for COVID-19 prevention and treatment, including ventilators, ambulances, and other medical or emergency services equipment;
- Installation and improvements of ventilation systems;

Instructions

Each Hospital must submit a Capital Expenditure Form for each grant award. Each Hospital should complete one form that includes all aspects of their proposed project up to \$950,000. Each form should include the most detailed explanations as possible regarding the proposed program and how it aligns to the grant program. Under the justification section, please ensure that you include how this proposed project(s) aligns to the intention of the grant which is capital improvements for hospitals to prevent or mitigate COVID-19. For a non-exhaustive review of allowable and unallowable expenses, please see webinar slides from orientation here.

The form must include the following:

1. Project Start and End Dates: Enter project start date and end date

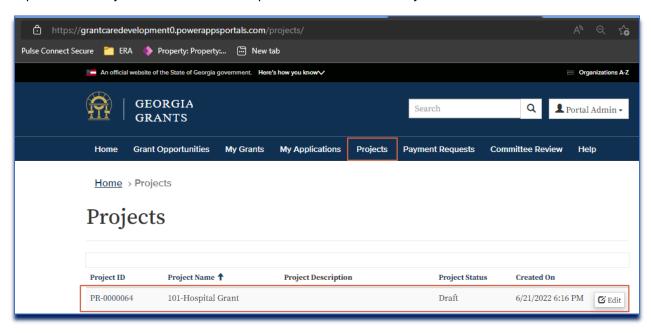
- 2. **Project Description:** Provide a brief description of the project
- 3. Which of these activities best describes the project: Select an activity that best describes the project.
- 4. **Expenditure Sub-Category:** Select the appropriate category)
- 5. Project Spending: Applicant should enter the amount in which they will use on the project)
- 6. Project Justification: This section should include how this proposed project(s) aligns to the intention of the grant which is capital improvements for hospitals to prevent or mitigate COVID-19. Hospitals should also include what they intend to purchase with the funds and any relevant project activity. Each proposed purchase should clearly indicate how it aligns to the purpose of the grant.
- 7. **Planned Outcome:** This section should include the goal of the project and planned outcome.

Please contact your program specialist for any questions related to this form. Contacts can be found here.

Steps

Step 1: Login CARES portal

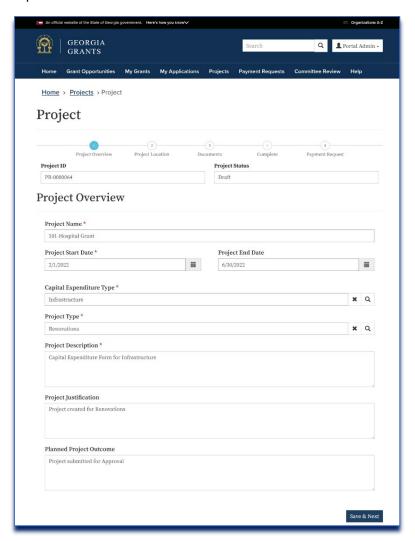
Step 2: Go to "Projects" tab on the CARES portal and click on the Project record in "Draft Status



Step 3: Project Overview

- Step 4: Review and updated Project details
- Step 5: Enter Project Start Date & Project End Date
- Step 6: Select Capital Expenditure Type from the lookup
- Step 7: Select Project Type from the lookup
- Step 8: Enter Project Description

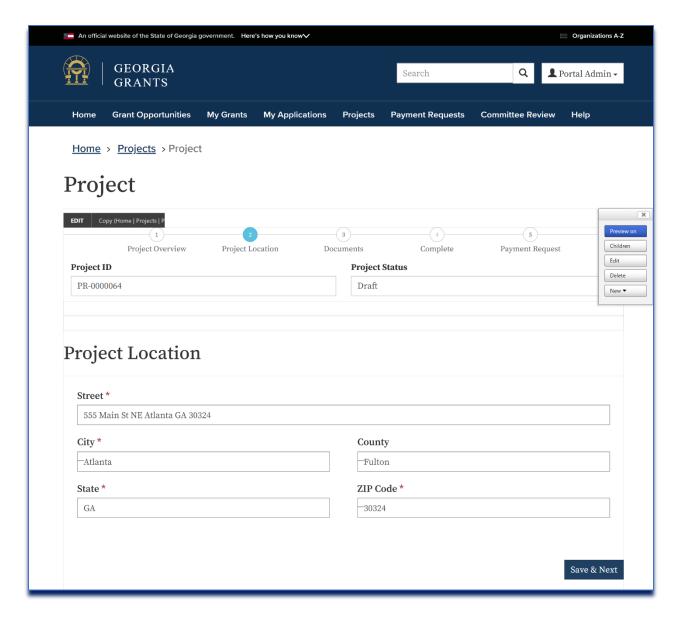
Step 9: Click on the "Save & Next' button to move to the next tab 'Project Location'



Step 10: Project location

Step 11: Enter project location in the 'Street' and 'smarty Street' will list the matching address and when user selected from the list auto populate other location details.

Step 12: Click on 'Save & Next' button to move to the next tab 'Documents'

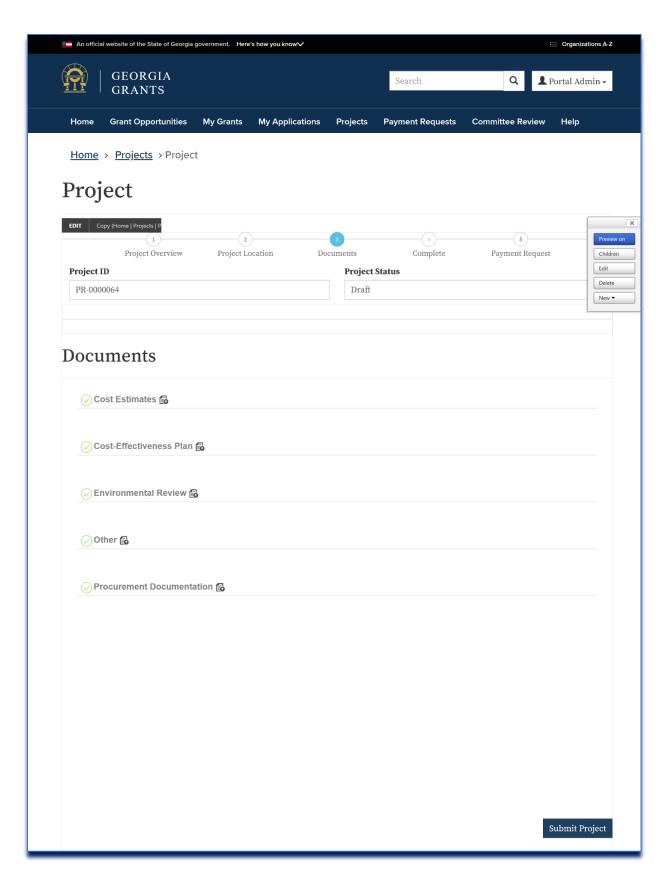


Step 13: Documents

Step 14: Upload justification documents based on the below listed document types.

- o Procurement Documentation
- Cost-Effectiveness Plan
- Cost Estimates
- o Environmental Review

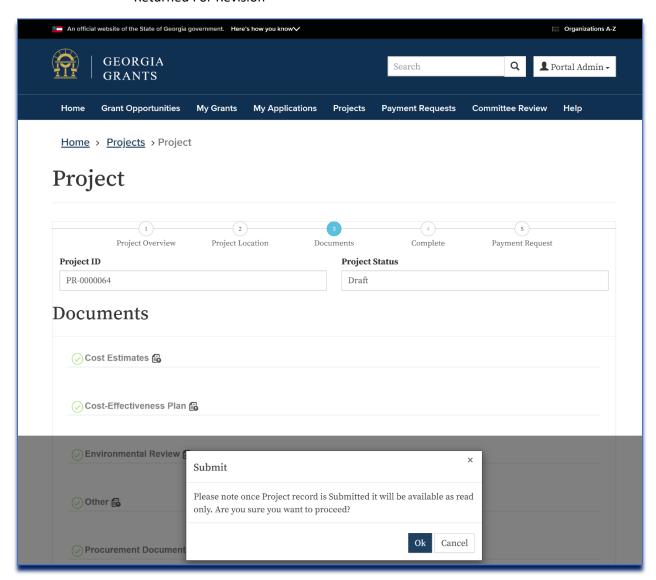
Step 14: Once all the details are updated and reviewed click on the 'Submit Project' button.



Step 15: Complete

Step 16: Once the project is submitted successfully the project status updated from 'Draft' to 'Submitted'

 Fields on the Project record is editable only when the Project Status is 'Draft' or 'Returned For Revision'



Step 17:This tab will lists all the active Project Payments associated with the given project.

