



Governor's Office of  
PLANNING AND BUDGET

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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

The screenshot shows the Georgia Grants portal interface. The browser address bar displays the URL: https://grantcaredevelopment0.powerappsportals.com/projects/. The page header includes the Georgia Grants logo, a search bar, and a user profile for 'Portal Admin'. The navigation menu is highlighted on the 'Projects' tab. Below the navigation, the breadcrumb path is 'Home > Projects'. The main heading is 'Projects'. A table lists project records with the following columns: Project ID, Project Name (with an upward arrow), Project Description, Project Status, and Created On. One record is visible: Project ID PR-000064, Project Name 101-Hospital Grant, Project Status Draft, and Created On 6/21/2022 6:16 PM. An 'Edit' button is located to the right of the record.

Project ID	Project Name ↑	Project Description	Project Status	Created On
PR-000064	101-Hospital Grant		Draft	6/21/2022 6:16 PM

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’

The screenshot shows the 'Project Overview' form in the Georgia Grants system. The page header includes the Georgia Grants logo, a search bar, and a user profile for 'Portal Admin'. The navigation menu contains: Home, Grant Opportunities, My Grants, My Applications, Projects, Payment Requests, Committee Review, and Help. The breadcrumb trail is 'Home > Projects > Project'. A progress indicator shows five steps: 1. Project Overview (active), 2. Project Location, 3. Documents, 4. Complete, and 5. Payment Request. The form fields are as follows:

- Project ID:** PR-0000064
- Project Status:** Draft
- Project Name \*:** 101-Hospital Grant
- Project Start Date \*:** 2/1/2022
- Project End Date:** 6/30/2022
- Capital Expenditure Type \*:** Infrastructure
- Project Type \*:** Renovations
- Project Description \*:** Capital Expenditure Form for Infrastructure
- Project Justification:** Project created for Renovations
- Planned Project Outcome:** Project submitted for Approval

A 'Save & Next' button is located at the bottom right of the form.

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’

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Organizations A-Z

GEORGIA GRANTS

Search Portal Admin

Home Grant Opportunities My Grants My Applications Projects Payment Requests Committee Review Help

Home > Projects > Project

## Project

EDIT Copy (Home | Projects | P)

1 Project Overview 2 Project Location 3 Documents 4 Complete 5 Payment Request

**Project ID** PR-0000064 **Project Status** Draft

**Project Location**

**Street \***  
555 Main St NE Atlanta GA 30324

**City \*** Atlanta **County** Fulton

**State \*** GA **ZIP Code \*** 30324

Preview on Children Edit Delete New

Save & Next

Step 13: *Documents*

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

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

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



Home > Projects > Project

# Project

**EDIT** Copy (Home | Projects | P

1 Project Overview 2 Project Location 3 Documents 4 Complete 5 Payment Request

**Project ID**  
PR-0000064

**Project Status**  
Draft

Preview on  
Children  
Edit  
Delete  
New

## Documents

✓ Cost Estimates

✓ Cost-Effectiveness Plan

✓ Environmental Review

✓ Other

✓ Procurement Documentation

Submit Project

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'

The screenshot displays the Georgia Grants portal interface. At the top, there is a navigation bar with the Georgia state logo and the text "GEORGIA GRANTS". A search bar and a user profile dropdown labeled "Portal Admin" are also present. Below the navigation bar, a breadcrumb trail reads "Home > Projects > Project". The main heading is "Project".

A progress indicator shows five steps: 1. Project Overview, 2. Project Location, 3. Documents (highlighted in blue), 4. Complete, and 5. Payment Request. Below this, two input fields are shown: "Project ID" with the value "PR-0000064" and "Project Status" with the value "Draft".

The "Documents" section lists several items, each with a green checkmark and a document icon: "Cost Estimates", "Cost-Effectiveness Plan", "Environmental Review", "Other", and "Procurement Document".

A "Submit" dialog box is overlaid on the bottom right, containing the text: "Please note once Project record is Submitted it will be available as read only. Are you sure you want to proceed?". The dialog has "Ok" and "Cancel" buttons.

Step 16: **Payment Request**

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

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Organizations A-Z

GEORGIA GRANTS

Search Portal Admin

Home Grant Opportunities My Grants My Applications Projects Payment Requests Committee Review Help

Home > Projects > Project

## Project

Project Overview (1) Project Location (2) Documents (3) Complete (4) Payment Request (5)

**Project ID**  
PR-0000064

**Project Status**  
Submitted

## Payment Request

Payment ID ↑	Grant Application	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved
There are no records to display.						