



GOVERNOR'S OFFICE OF PLANNING AND BUDGET (OPB)

SOG - Portal User Guide

2/22/2023



SOG - Portal User Guide

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Version Control			
V#	Comments / Document Update Details	Date Modified	Updated By
1	<ul style="list-style-type: none">Sections 5,8,9 - Updated Project Details and Approval process	08/31/2022	John O
2	<ul style="list-style-type: none">Section 13 consolidated to Project details on sections 8,9	08/31/2022	John O
3	<ul style="list-style-type: none">Page 17: 10. Direct Expense FormPage 18: 11. Add Direct ExpensePage 19: 12. Supporting DocumentsPage 20: 13. Uploading DocumentsPage 20: 14. Save Direct ExpensePage 21: 15. Delete Uploaded Supporting DocumentationPage 21: 16. Delete Direct Expense	02/22/2023	Bhuvana Manish



1 REDEEMING YOUR PORTAL INVITATION CODE

After completing a survey, you will receive an email from Grants@opb.georgia.gov containing a link to the portal.

This link directs you to a sign in page where you will enter a redemption code and create your profile.

Dear Bhuvana M,

You have been identified as point of contact for Alpharetta County.

This is an automated e-mail sent by the Governor's Office of Planning and Budget. You are receiving this notification because you are listed as the point of contact for Alpharetta County and will be responsible for entering information into the GeorgiaCARES Portal on their behalf.

Please follow the link below to register with the GeorgiaCARES Portal.

[Register for Cares Act in Georgia Portal](#)

GeorgiaCARES Administrator



Quick Reference Guides and FAQs

[GeorgiaCare Portal Guide](#)

[OPB CARES Website](#)

FOR OFFICIAL USE ONLY

Disclaimer: This is official correspondence from the State of Georgia Governor's Office of Planning and Budget. If you need assistance, you can email us at CARES@opb.georgia.gov.

The invitation code will auto-populate if you click on the email link.

Note: If you did not receive the invitation email or accidentally deleted it, email us at Grants@opb.georgia.gov

The screenshot shows the Georgia Grants portal registration page. At the top, there is a header with the Georgia Grants logo and a search bar. Below the header, there are navigation links for Home and Grant Opportunities. The main content area has three tabs: Sign in, Register, and Redeem invitation. The Redeem invitation tab is selected. Below the tabs, there is a text box for the invitation code, which is highlighted with a red border. A red arrow points to the text box with the label "Invitation Code will Autofill here". Below the text box, there is a link that says "I have an existing account" and a "Register" button. The footer of the page contains the Georgia Grants logo and the text "GEORGIA GRANTS".



2 STEPS TO SIGN IN AFTER REDEEMING YOUR INVITATION

1. Open a new web browser¹ session. The portal is accessible from personal computers and mobile devices.
2. Type CARES.georgia.gov in the address bar.
3. Click Sign In
4. Enter the email address or username created when you redeemed your invitation.
5. Enter your password and click **Sign In**.

3 PASSWORD AND LOGIN SUPPORT

User accounts are managed by OPB. If you have any login issues, please contact us via email at Grants@opb.georgia.gov

¹Any current browser will work, such as Google Chrome, Firefox, or Safari with pop-ups enabled.



4 PORTAL SITE MAP NAVIGATION

The Georgia CARES Portal consists of Nine sections. Within each section you can view and update related information.

1. PROFILE

Displays the information provided during registration. Use this page to keep you contact information current or initiate a password change.

Profile

Organization

Authorized Users

Agreements

Sign out

Update

2. HOME

Displays the information about the allocations made to your city or county for the Nursing Home grants

Home

Grant Opportunities

My Grants

My Applications

Projects

Payment Requests

Committee Review

Contact Us

Georgia Grants Portal

Thank you for visiting the Office of Planning and Budget's Georgia Grants portal. This website allows applicants to view current grant opportunities, apply, and check the status of grant applications. To view current opportunities, please click on Grant Opportunities in the navigation menu at the top of the this page. If you have additional questions, please contact us at (404) 656- 3820 or email us at grants@opb.georgia.gov.

For Grantee

Are you a new or existing grantee? We have several resources coming to support you and the success of your project. Click here to access the For Grantees website that hosts webinars, tutorials, and important documents for awardees. <https://opb.georgia.gov/covid-response/grantees>

Available Grants



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3. GRANT OPPORTUNITIES

Grant Opportunities provides information on all available grants in THE STATE OF GEORGIA. Each Grant has an overview that details what the Grant can be used for.

Home > Grant Opportunities

Grant Opportunities

Broadband Infrastructure

DEADLINE EXTENSION TO 10/31/2021

Coronavirus State and Local Fiscal Recovery Funds may be used to invest in broadband infrastructure. Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload.

Using these funds, applicants generally should propose broadband infrastructure projects with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100 8 Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, applicants are encouraged to pursue fiber optic investments. In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

Treasury's Interim Final Rule encourages recipients to ensure that broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

Governor's Emergency Education Relief 2

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), was signed into law on December 27, 2020. This Act provides funding to supplement the Governor's Emergency Education Relief Fund awarded to each State under the previous CARES ACT, creating a second GEER funding stream, GEER II. The CARES Act includes allowable uses of funds related to preventing, preparing for, and responding to COVID-19.

4. MY GRANTS

Show all the grants that have been applied for by the User in Approved, Completed and Awarded state.

Home > Grants

My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Grant Application ID	Grantee	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-000555	Samsmith	111121 Testing	Broadband Infrastructure	Approved		\$0.00	\$0.00
GA-000503	GC IT	111-Adobe Test	Nursing Home	Approved	\$15,000.00	\$0.00	\$0.00
GA-000504	GC IT	111-Adobe Test 2	List 20 Items	Approved	\$1,300.00	\$0.00	\$0.00



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5. MY APPLICATIONS

My applications show all the Grants that are in Submitted and Draft stage that the user has applied for.

Home > Grant Applications

My Applications

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Grant Application ID	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-0005677		Water/Sewer Infrastructure	Draft		\$0.00	\$0.00
GA-0005678		Water/Sewer Infrastructure	Draft		\$0.00	\$0.00
GA-0005683		Negative Economic Impact	Draft		\$0.00	\$0.00

6. PROJECTS

Project page list all the projects associated to the Grant Application. This list provides project details including Project Id, Project Name, Project Description, Project Status and Created On. Click on the Project ID to view more details.

Home > Projects

Projects

Project ID	Project Name ↑	Project Description	Project Status	Created On
PR-0002783	COVID Test	COVID Test	Active	2/16/2022 7:07 AM
PR-0002566	COVID Test	COVID Test	Active	8/26/2021 7:31 AM
PR-0002613	Elementary Schools	We are going to repair libraries.	Active	9/13/2021 4:22 PM
PR-0002760	Macon Sheriff Department Supplement	08/21 Supplement	Active	1/19/2022 1:42 PM
PR-0002647	Project NamePortal	Description1	Active	9/20/2021 5:33 AM
PR-0002648	Project NamePortal	Description1	Active	9/20/2021 7:58 AM



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7. PAYMENT REQUESTS

The Payment Requests page lists the payment requests submitted by your organization. This list provides payment details including Payment ID, Project, Amount Requested, Submitted On, Payment Status, Payment Date and Amount Approved. Click on the Payment ID to view more details. You can also download all payment requests by clicking the 'Download' button.

Home Grant Opportunities My Grants My Applications Projects **Payment Requests** Committee Review Contact Us

Help

Home > Payment Requests

Payment Requests

Listed below are payment requests submitted by your organization. This list provides payment details including; payment status, amount requested and approved. Click on the Payment ID to view more details. You can also download all payments requests by clicking the 'Download' button.

Click on Payment ID to open Payment Request

Payment ID ↑	Project	Amount Requested	Submitted On	Payment Status	Payment Date	Amount Approved
PA-0004642	COVID Test	\$200.00	10/11/2021	Approved		\$200.00
PA-0004660	Elementary Schools	\$1,000.00	11/18/2021	Submitted		\$0.00
PA-0004686	COVID Test	\$200.00	12/19/2021	Submitted		\$0.00
PA-0004687	COVID Test	\$200.00	12/19/2021	Review In Progress		\$0.00
PA-0004688	COVID Test	\$200.00	12/19/2021	Approved		\$200.00

Click on Download button to Download all Payment Request

8. HELP

The help page provides links to information articles that are published by OPB.

An official website of the State of Georgia government. Here's how you know

Organizations A-Z

GEORGIA GRANTS

Search Portal Admin

Home Grant Opportunities My Grants My Applications Projects Payment Requests Committee Review Contact Us

Help

Home > Help

Help

The Knowledge Base contains numerous support references, created by our support professionals who have resolved issues for our customers. It is constantly updated, expanded, and refined to ensure that you have access to the very latest information.

Categories
CRF Guidance
Georgia CARES Portal
CRF Documentation Requirements

Click on categories to display articles and helpful information.



9. CONTACT US

This page provides a form where you can submit questions, provide, or request information.

The screenshot shows the 'Contact Us' page in the SOG Portal. The navigation bar at the top includes links for Home, Grant Opportunities, My Grants, My Applications, Projects, Payment Requests, Committee Review, and Contact Us (highlighted with a red box and an arrow). Below the navigation bar, the breadcrumb trail shows 'Home > Contact Us'. The main heading is 'Contact Us'. A red box highlights the form fields, with an annotation 'Fill out the required information and the Description of the issue' pointing to the form. The form fields are: First Name * (with 'Portal' entered), Last Name * (with 'Admin' entered), Primary Phone * (with 'Provide a telephone number' entered), Email * (with 'support@grantcare.com' entered), Topic * (empty), and Description (empty). A red box highlights the 'Submit' button, with an annotation 'Select Submit when done' pointing to it. On the right side, there is an 'About' section with office hours and a 'Location' section with the address: Governor's Office of Planning and Budget, 2 Capitol Square, Atlanta, GA 30334.



5 CREATING A PAYMENT REQUEST

You may submit as many Payment(s) Requests as needed up to the full Grant Application award amount. This page will list all the Approved Grant Applications that are associated to your account.

1. **SELECT A GRANT**
from the Home page, click on the Grant Application ID for which the funds are being requested.

Home > Grants

Quick Links back to previous pages to make it easy to navigate

My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Grant Application ID	Grantee	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-0005555	Samsmith	111121 Testing	Broadband Infrastructure	Approved		\$0.00	\$0.00
GA-0005053	GC IT	111-Adobe Test	Nursing Home	Approved	\$15,000.00	\$0.00	\$0.00
GA-0005054	GC IT	111-Adobe Test 2	List 20 Items	Approved	\$1,300.00	\$0.00	\$0.00

2. **GRANT PAGE**
This page is where you can see Grant details and create new Payment under the grant.

Home > Grant

Grant 111-Adobe Test

Grant ID	Grant Type	Amount Awarded	Amount Requested	Amount Approved	Amount Drawn
111-Adobe Test	Reimbursement Basis	\$15,000.00	\$1,000.00	\$0.00	\$0.00

Provides details about the Grant

Details

ID *	Grant *	Status
111-Adobe Test	Nursing Home	Approved

Grantee *	Primary Contact *	Grant Amount
GC IT	Bhuvana Manish	\$15,000.00

Payments

New Payment Request

Payment ID ↑	Project	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved
PA-0004758	COVID Test	\$1,000.00		Review In Progress	2/15/2022	\$0.00

View



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3. SELECT A PAYMENT

This page is where you can see payments you've added or create a new payment by clicking 'New Payment Request' button.

Payments

Select on Payment ID to view details about an existing Payment

This button allows to add a New Payment Request

New Payment Request

Payment ID ↑	Project	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved	
PA-0004758	COVID Test	\$1,000.00		Review In Progress	2/15/2022	\$0.00	View

4. PAYMENT FORM

After clicking on the 'New Payment Request' button a new form is displayed.

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Search

Portal Admin

Home Grant Opportunities My Grants My Applications Projects Payment Requests Committee Review Contact Us

Help

Home > Grant > Payment Request

Payment Request 111-Adobe Test

Grant Type	111-Adobe Test
Amount Awarded	Reimbursement Basis
Amount Requested	\$15,000.00
Amount Approved	\$1,000.00
Amount Drawn	\$0.00

Please select an existing project or create a new project in the lookup below.

Project *



5. SELECTING A PROJECT

Prerequisite:

All Payment Request are required to be linked to a Project. There are two types of Projects.

Type 1: Projects are designated by Office of Planning and Budget (OPB)

Type 2: Designated Grants allow Portal Users to create Projects as needed.

- Some Projects may require a Review and Approval process by OPB.
- Review and Approval process is outlined in Section 9

Click on the lookup option to select an existing project or create NEW project (Refer to [Section 8](#) for instructions).

The screenshot shows the Georgia Grants Portal interface. At the top, there is a header with the Georgia state flag, the text 'An official website of the State of Georgia government. Here's how you know', and a search bar. Below the header is a navigation menu with links: Home, Grant Opportunities, My Grants, My Applications, Projects, Payment Requests, Committee Review, and Contact Us. The main content area displays the 'Payment Request' form for '111-Adobe Test'. A table on the right shows the following data:

Grant Type	111-Adobe Test
Amount Awarded	Reimbursement Basis
Amount Requested	\$15,000.00
Amount Approved	\$1,000.00
Amount Drawn	\$0.00

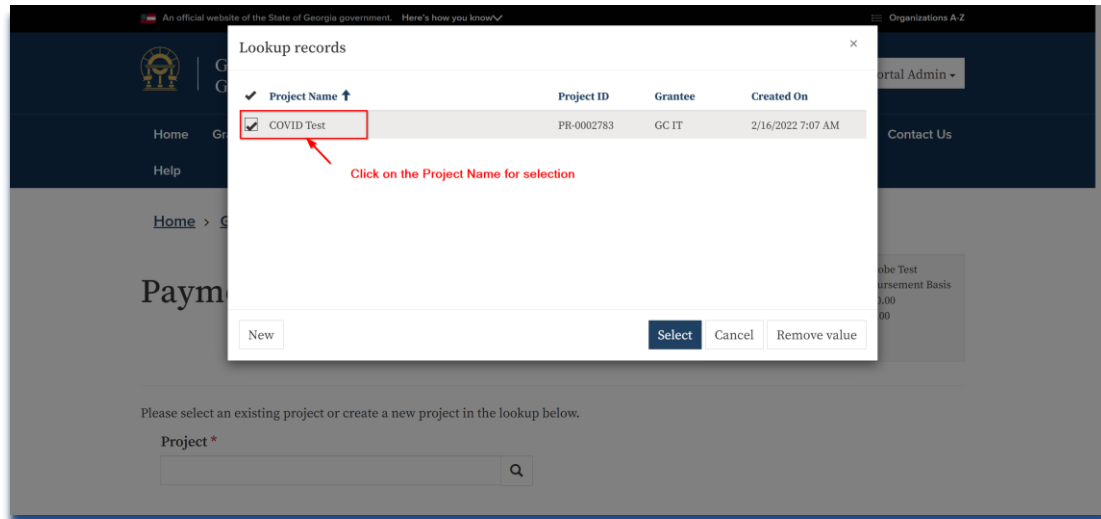
Below the table, there is a section titled 'Please select an existing project or create a new project in the lookup below.' with a 'Project *' label. A text input field is provided, followed by a red-bordered box containing a magnifying glass icon. A red arrow points to this icon with the text: 'Select the lookup option to select an existing Project or Create a New Project'. At the bottom right, there is a 'Create Payment Request' button.



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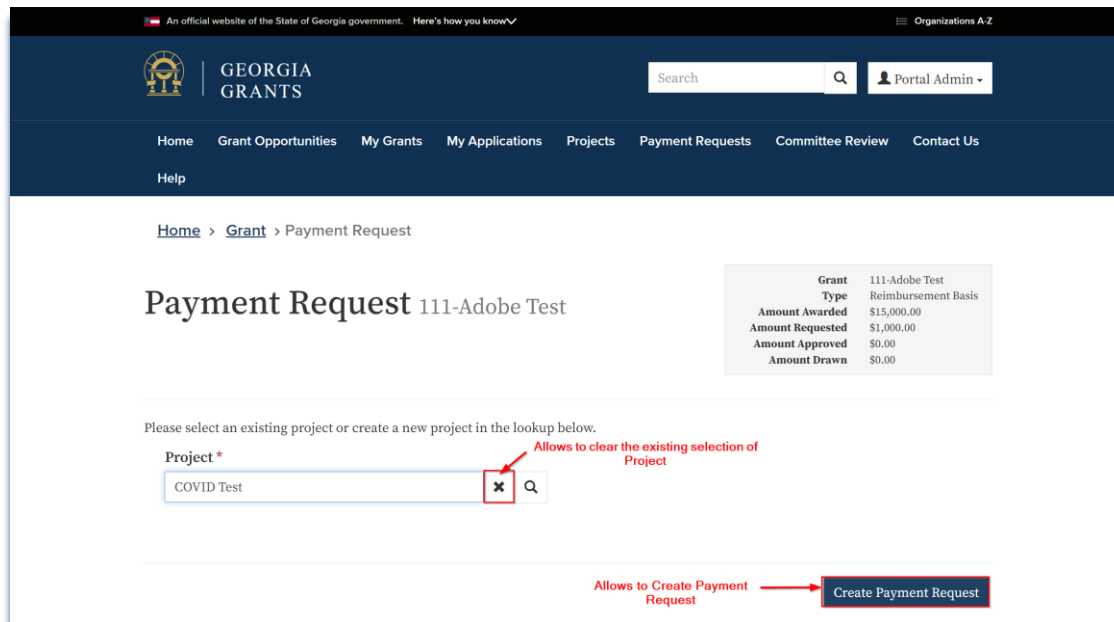
6. SELECT AN EXISTING PROJECT

After clicking on the lookup option projects are displayed. Select an existing Project from the list and click on the 'Select' button. Click on the 'Cancel' button to cancel the project selection.



7. CREATE PAYMENT REQUEST

After successful selection of Project click on the 'Create Payment Request' button to create payment.





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8. PAYMENT FORM

After clicking on the 'Create Payment Request' button a new form is displayed.

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Home > Grant > Payment Request

Payment Request PA-0004776

Provides information on the Payment Request for the Grant

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004776	COVID Test	Draft
Amount Requested	Amount Approved	
\$0.00	\$0.00	

Direct Expenses

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status
There are no records to display.				

Displays all Active Direct Expense(s) associated to the Payment Request

Submit For Payment Save Payment Request

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9. ADDING A DIRECT EXPENSE

Click the 'New Direct Expense' button under Direct Expenses section to create a Direct Expense.

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Home > Grant > Payment Request

Payment Request PA-0004776

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004776	COVID Test	Draft
Amount Requested	Amount Approved	
\$0.00	\$0.00	

Direct Expenses

Select button to add New Direct Expense

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status
--------------	----------	-------------	----------------	----------------

There are no records to display.

Submit For Payment Save Payment Request



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10. DIRECT EXPENSE FORM

After clicking on the 'New Direct Expense' button a new form is displayed.

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Home Grant Payment Request Direct Expense

Direct Expense PA-0013610

Grant Type	001 Broadband
Amount Awarded	Reimbursement Basis
Amount Requested	\$1,000.00
Amount Approved	\$5.00
Amount Drawn	\$5.00
Project Start Date	3/3/2021
Project End Date	1/1/2026

Displays Project Start and End Date

Expense ID
-

Expense Status
Draft

'Expense Paid Date' must occur between Project Start and End Date

Expense Paid Date *
M/D/YYYY

Category *

Expense Category *

This field is read only and 'Category' is auto populated based on the 'Expense Category' selected by the Grantee.

Description *
Please provide a detailed description of the expense, including the justification.

Shows list of 'Expense Categories' that are associated to the Grant

Provide the 'Quantity' of item(s) purchased. If it can't be separated enter '1'

Quantity *

Unit *

Select the appropriate 'Unit' of Measure. Use 'Each' if unsure.

Each

Cost/Unit *

Total Expenses

Auto calculated by Quantity * Cost/Unit

Provide the 'Cost' of this Expense

Add Direct Expense



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11. ADD DIRECT EXPENSE

After a Direct Expense detail are entered click on the button 'Add Direct Expense'.

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[Home](#) [Grant](#) [Payment Request](#) Direct Expense

Direct Expense PA-0013610

Grant Type	001 Broadband Reimbursement Basis
Amount Awarded	\$1,000.00
Amount Requested	\$5.00
Amount Approved	\$5.00
Amount Drawn	\$5.00
Project Start Date	3/3/2021
Project End Date	1/1/2026

Expense ID
—

Expense Status
Draft

Expense Paid Date *
M/D/YYYY

Category *

Expense Category *

Description *
Please provided a detailed description of the expense, including the justification.

Quantity *

Unit *
Each

Cost/Unit *

Total Expenses
—

Click on this button to Add Direct Expense → Add Direct Expense




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12. SUPPORTING DOCUMENTS

After a Direct Expense record is created you can upload receipts or other supporting documentation to this section. Documentation is required for all expenses.

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[Home](#) [Grant](#) [Payment Request](#) [Direct Expense](#)

Direct Expense DEXP-0017839

Grant Type	001 Broadband Reimbursement Basis
Amount Awarded	\$1,000.00
Amount Requested	\$5.00
Amount Approved	\$5.00
Amount Drawn	\$5.00
Project Start Date	3/3/2021
Project End Date	1/1/2026

Expense ID
DEXP-0017839

Expense Status
Draft

Expense Paid Date *
2/21/2023

Category *
7-Administrative and Other

Expense Category *
7.2-Evaluation and Data Analysis

Description *
Expense for Evaluation and Analysis

Quantity *
1.00


Unit *
Each

Cost/Unit *
\$ 1,500.00


Total Expenses
\$1,500.00

This section displays after the successful completion of 'Add Direct Expense' process


Supporting Documentation

b.Payment Request: Personnel (1 remaining)


Salaries and wages for all personnel who will be working on the project should be included. Justifications for payment requests should include rationale for any existing salaries paid with grant funds and documentation to support the intention to backfill positions for existing employees. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

c.Payment Request: Fringe Benefits

Fringe benefits for Salaries and wages for all personnel who will be working on the project should be included. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

d.Payment Request: Travel

Itemized travel expenses of staff personnel. Detailed proof of payment and receipt are required

e.Payment Request: Equipment (Non-expended over \$5,000)

Non-expendable items. Note: The federal government defines permanent equipment as property with a purchase price of \$5000 or more and a

Delete

Save Direct Expense



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13. UPLOADING DOCUMENTS

Click on the document icon to add a document. Locate your document, and then click Open. Be sure to select a Document Type to detail what kind of documentation you are providing. Click 'Upload' button to upload the document.

Supporting Documentation

From the Explorer Window, Grantee to select the desired document for upload. Documents must be in an accepted format as determined by OPB. E.g. .PDF, .JPG, .DOCX, .XLSX, .BMP

Document Upload

Document Name (Type .xlsx)
DEXP-0017839_PR_10456

Document Type: b.Payment Request: Personnel
Sub Document Type: Select Sub-Document Type

Cancel Upload

Click on this button to Upload the document

Delete

Save Direct Expense

14.SAVE DIRECT EXPENSE

After uploading the supporting documentation click on the 'Save Direct Expense' button to save the record. The form could not be Submitted, if the required details and the Supporting Document is not uploaded in the Direct Expense record.

Supporting Documentation

a.Payment Template (1 remaining)

All payment requests must have the payment request template. Requests missing this template will be send back for revision.

b.Payment Request: Personnel

Salaries and wages for all personnel who will be working on the project should be included. Justifications for payment requests should include rationale for any existing salaries paid with grant funds and documentation to support the intention to backfill positions for existing employees. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

DEXP-0017839_PR_PRPR_10123.xlsx Uploaded on 2/22/2023, 10:12:04 AM

c.Payment Request: Fringe Benefits

Fringe benefits for Salaries and wages for all personnel who will be working on the project should be included.Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

d.Payment Request: Travel

Itemized travel expenses of staff personnel. Detailed proof of payment and receipt are required

After the completion of uploading Supporting Documents, click on the 'Save Direct Expense' button

Delete

Save Direct Expense



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15.DELETE

UPLOADED SUPPORTING DOCUMENTATION

Supporting documents can be deleted when the expense status is in 'Draft' or 'Returned for Revision' status.

Supporting Documentation

Uploaded document can be deleted when the Expense Status is in 'Draft' or 'Returned for Revision'

a. Payment Template

All payment requests must have the payment request template. Requests missing this template will be send back for revision.

DEXP-0017839_PT_PTC_102220.bd Uploaded on 2/22/2023, 10:22:21 AM

b. Payment Request: Personnel (1 remaining)

Salaries and wages for all personnel who will be working on the project should be included. Justifications for payment requests should include rationale for any existing salaries paid with grant funds and documentation to support the intention to backfill positions for existing employees. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

c. Payment Request: Fringe Benefits

Fringe benefits for Salaries and wages for all personnel who will be working on the project should be included. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

d. Payment Request: Travel

Itemized travel expenses of staff personnel. Detailed proof of payment and receipt are required

Delete Save Direct Expense

16.DELETE DIRECT

EXPENSE

When Expense status is 'Draft' or 'Return for Revision' system will allow user to delete the direct expense.

Supporting Documentation

a. Payment Template (1 remaining)

All payment requests must have the payment request template. Requests missing this template will be send back for revision.

b. Payment Request: Personnel

Salaries and wages for all personnel who will be working on the project should be included. Justifications for payment requests should include rationale for any existing salaries paid with grant funds and documentation to support the intention to backfill positions for existing employees. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

DEXP-0017839_PR_PRPR_10123.xlsx Uploaded on 2/22/2023, 10:12:04 AM

c. Payment Request: Fringe Benefits

Fringe benefits for Salaries and wages for all personnel who will be working on the project should be included. Detailed proof of payment is required. Payroll document should be provided for all personnel and fringes.

d. Payment Request: Travel

Itemized travel expenses of staff personnel. Detailed proof of payment and receipt are required

When 'Delete' button is clicked, Expense record is not physically deleted from the System. The Expense record is 'Deactivated' and Grantee will not be able to view this record on Portal

Delete Save Direct Expense



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17. SAVE PAYMENT REQUEST

When the payment is not ready for submission, save this payment record by clicking the 'Save Payment Request' button for later submission.

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[Home](#) > [Grant](#) > Payment Request

Payment Request PA-0004777

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004777	COVID Test	Draft
Amount Requested	Amount Approved	
\$10.00	\$0.00	

Payment Status is "Draft" when payment is saved

Direct Expenses

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status	
DEXP-0006977	Nursing Home Assistance (2)	Description	\$10.00	Draft	Edit

Submit For Payment Save Payment Request



After adding all expense records, you can submit the payment for review. You may submit as many requests as needed up to the grant award amount. Click on the 'Submit For Payment' button now.

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7 RESUBMITTING A RETURNED FOR REVISION PAYMENT

When the Payment and the associated Direct Expense is Returned for Revision,

1. Direct Expense records are editable
2. Uploaded Supporting Document can be deleted and reupload new documents

After adding all expense records, you can resubmit the payment for review. Click on the 'Submit for Payment' button now. When the confirmation popup displayed, click on the 'Submit for Payment' button to resubmit the payment.

The screenshot displays the 'Direct Expenses' section of the SOG portal. A confirmation popup is centered on the screen, titled 'Confirmation' with a close button (X) in the top right corner. The popup text reads: 'Direct expenses totaling \$1,440.00 will be submitted for payment. By submitting this for payment, I attest that this payment request is in accordance with the executed terms and conditions.' At the bottom of the popup are two buttons: 'Cancel' and 'Submit For Payment'. The 'Submit For Payment' button is highlighted with a red rectangle, and a red arrow points to it from below. In the background, the 'Direct Expenses' table is visible, showing columns for 'Expense ID', 'Expense Name', 'Amount', and 'Expense Status'. A row is visible with 'DEXP-0000112', 'Core Municipal Services', '\$1,440.00', and 'Review Completed'. A 'View' button is next to the status. At the top left of the table area, 'Returned Reason' is written in red. At the bottom right of the table area, there are two buttons: 'Submit For Payment' and 'Save Payment Request'. The footer of the page shows the Georgia Grants logo and the text 'GEORGIA GRANTS'.

Returned Reason

Direct Expenses

Expense ID ↑

DEXP-0000112

Core Municipal Services

\$1,440.00

Review Completed

View

Submit For Payment

Save Payment Request

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8 CREATING A PROJECT

Projects must meet the following requirements as determined by the U.S Department of Treasury. There are two types of Projects.

Type 1: Projects are designated by Office of Planning and Budget (OPB)

- Project creation is not required for these Grants

Type 2: Designated Grants allow Portal Users to create Projects as needed.

- Some Projects may require a Review and Approval process by OPB.
- Review and Approval process is outlined in Section 9

1. SELECT A GRANT
from the Home page, click on the grant allocation 'ID' for which a project(s) funds are being requested.

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Home > Grants

My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Select a Grant Application ID

Grant Application ID	Grantee	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-0005555	Samsmith	111121 Testing	Broadband Infrastructure	Approved		\$0.00	\$0.00
GA-0005053	GC IT	111-Adobe Test	Nursing Home	Approved	\$15,000.00	\$0.00	\$0.00
GA-0005054	GC IT	111-Adobe Test 2	List 20 Items	Approved	\$1,300.00	\$0.00	\$0.00

2. SELECT A PAYMENT
This page is where you can see payments you've added or create a new payment

Payments

Click this button to add a New Payment Request

Click on Payment ID to view details about an existing pa

New Payment Request

Payment ID ↑	Project	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved	Edit
PA-0004338	First aid kits	\$0.00		Draft		\$0.00	Edit
PA-0004340	Hospital Supplies	\$200.00		Draft		\$0.00	Edit



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3. PROJECT LOOKUP

Click on the lookup option to select an existing project or create 'NEW'* project.

*FOR
DESIGNATED
GRANTS ONLY

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Home > Grant > Payment Request

Payment Request 999 - Nursing Home

Grant Type	999 - Nursing Home Reimbursement Basis
Amount Awarded	\$10,000.00
Amount Requested	\$2,400.00
Amount Approved	\$1,000.00
Amount Drawn	\$0.00

Please select an existing project or create a new project in the lookup below.

Project *

Click on the lookup option to select an existing Project or Create a New Project

Create Payment Request

4. ADD NEW PROJECT

Click on the 'NEW' button to create new project.

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Home > Grant > Payment Request

Payment Request 501 - Nursing Home

Grant Type	501 - Nursing Home Reimbursement Basis
Amount Awarded	\$10,000.00
Amount Requested	\$2,400.00
Amount Approved	\$1,000.00
Amount Drawn	\$0.00

Please select an existing project or create a new project in the lookup below.

Project *

Click on this button to create new project

Create Payment Request

Lookup records

Project Name	Project ID	Grantee	Created On
First aid kits	PR-0002527	Beta County	11/4/2020 2:36 PM
Hospital Supplies	PR-0002528	Beta County	11/5/2020 12:11 PM

New Select Cancel Remove value



5. PROJECTS FORM

After clicking on the 'NEW' button a new form is displayed.

The screenshot shows a web portal with a dark blue header and sidebar. A modal window titled "Create a new record" is open. The form contains the following fields: "Project Name *" with the value "Hospital Supplies - 3"; "Project Start Date *" with the value "11/1/2020" and a calendar icon; "Project End Date" with the value "12/31/2020" and a calendar icon; "Project Location" section with "Street *" (value: "1 Orchard Grove"), "City *" (value: "Monroe Township"), "County" (value: "New Jersey"), "State *" (value: "GA"), and "ZIP Code *" (value: "08831"); and "Project Description *" with the value "Hospital Supplies 3". Red text annotations with arrows point to the asterisks on "Project Name", "Project Start Date", "Project Description", and the "Project Location" section header. A red arrow also points to the "Project Description" field.

6. ADDING A PROJECT

Provide as much detail as possible to justify the use of the grant, then click 'Add Project' button. This information is used by payment reviewers to validate expenses were necessary and appropriate.

This screenshot shows the bottom portion of the "Create a new record" form. The "Project Description *" field contains "Hospital Supplies 3". Below it are empty text areas for "Project Justification" and "Planned Project Outcome". At the bottom right, a red arrow points to a blue button labeled "Add Project". Red text above the button says "Click on this button to add project".



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7. REVIEW PROJECT INFORMATION

Now that the project has been created you can create Payment Requests.

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[Home](#) > [Projects](#) > Project

Project

1Project Overview

2Project Location

3Documents

4Complete

5Payment Request

Project ID

PR-0008409

Project Status

Approved

Project Overview

Project Name *

999-NH Grant

Project Start Date *

3/3/2021

Project End Date

10/31/2026

Capital Expenditure Type *

N/A

X

Q

Project Type *

N/A

X

Q

Project Description *

Broadband Infrastructure

8. PROJECT REVIEW AND APPROVAL

Capital Expenditure Grants may require Project review and approval by OPB. These projects will automatically get routed to OPB for review. A Notification will be sent once the project is Approved.

Grants without Capital Expenditures will have their projects automatically approved.



9 EDITING A PROJECT

After adding the project record, you can edit the details later point of time. You may create as many projects as needed.

1. LIST PROJECT RECORDS

Now that the project has been created. Click on the Projects page to list all the projects associated to the Grant.

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Projects

Select a Project ID to open a Project

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002783	COVID Test	COVID Test	Active	2/16/2022 7:07 AM	Edit
PR-0002566	COVID Test	COVID Test	Active	8/26/2021 7:31 AM	Edit
PR-0002613	Elementary Schools	We are going to repair libraries.	Active	9/13/2021 4:22 PM	Edit
PR-0002797	Hospital Supplies - 3	Hospital supplies 3	Active	3/8/2022 1:41 PM	Edit
PR-0002760	Macon Sheriff Department Supplement	08/21 Supplement	Active	1/19/2022 1:42 PM	Edit
PR-0002647	Project NamePortal	Description1	Active	9/20/2021 5:33 AM	Edit

2. EDIT PROJECT INFORMATION

Select the project and click on the 'EDIT' button.

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Projects

Select "Edit" button to change/update Project information

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002783	COVID Test	COVID Test	Active	2/16/2022 7:07 AM	Edit
PR-0002566	COVID Test	COVID Test	Active	8/26/2021 7:31 AM	Edit
PR-0002613	Elementary Schools	We are going to repair libraries.	Active	9/13/2021 4:22 PM	Edit
PR-0002797	Hospital Supplies - 3	Hospital supplies 3	Active	3/8/2022 1:41 PM	Edit
PR-0002760	Macon Sheriff Department Supplement	08/21 Supplement	Active	1/19/2022 1:42 PM	Edit
PR-0002647	Project NamePortal	Description1	Active	9/20/2021 5:33 AM	Edit




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3. SAVE PROJECT

When changes are completed click on the 'Save Project' button.

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Home > Projects > Project

Project

Project ID

PR-0002797

Status

Active

Project Name *

Hospital Supplies - 3

Project Start Date *

11/1/2020

Project End Date

12/31/2020

Project Location

Street *

1 Orchard Grv

City *

Monroe Township

County

Middlesex

State *

NJ

ZIP Code *

08831-2370

Project Description *

Hospital supplies 3

Project Justification

Hospital Supplies 3

Planned Project Outcome

Payment Requests

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

Save Project



10 CREATING A NEW AUTHORIZED USER

Authorized Users can create projects, submit payments, and receive notifications related to their organization. After a successful login, you can create additional authorized users. This feature is useful if additional staff are needed to submit payment requests.

1. OPEN THE AUTHORIZED USERS PAGE

From the Home page, click on the Grantee Profile.

The screenshot displays the Georgia Grants Portal interface. At the top, there is a header with the Georgia state flag, the text 'An official website of the State of Georgia government. Here's how you know', and a search bar. Below the header is a navigation bar with links: Home, Grant Opportunities, My Grants, My Applications, Projects, Payment Requests, Committee Reports, and Help. A user profile dropdown menu is open, showing options: Profile, Organization, Authorized Users (highlighted with a red box and a red arrow), Agreements, and Sign out. The main content area shows the 'Profile' page for 'Portal Admin'. It includes a sidebar with links: Profile, Organization, Authorized Users, and Agreements. The main section is titled 'Your information' and contains form fields for First Name, Last Name, E-mail, Title, Business Phone, and Mobile Phone. The First Name field contains 'Portal', the Last Name field contains 'Admin', the E-mail field contains 'support@grantcare.com', and the Business Phone field contains '(111) 111-1111'.



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2. NEW CONTACT

Click 'New Contact' button to add new contact

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Home > Profile > Authorized Users

Authorized Users

Portal Admin

Profile
Organization
Authorized Users
Agreements
Security
Change password

The **Primary Contacts** listed below are designated members of your organization and can make changes and submit data for grant applications related to your organization.

The **Related Contacts** listed below are not directly associated to your organization but are designated as having access to make changes and submit data for grant applications related to your organization. To add or remove Related Contacts please contact the portal administrator.

Account Name
GrantCare IT Test

Primary Contacts

Full Name ↑	Email	Mobile Phone	
CCOH Demo	ccohdemo@grantcareteam.testinator.com		
Committee	test2@mailinator.com		

New Contact

3. ADD CONTACT

Fill contact details and click on 'Add Contact' button. An automated email is sent to the person identified in the form which contains an invitation code.

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Home > Profile > Authorized Users

Authorized Users

Portal Admin

Profile
Organization
Authorized Users
Agreements
Security
Change password

The **Primary Contacts** listed below are designated members of your organization and can make changes and submit data for grant applications related to your organization.

The **Related Contacts** listed below are not directly associated to your organization but are designated as having access to make changes and submit data for grant applications related to your organization. To add or remove Related Contacts please contact the portal administrator.

Account Name
GrantCare IT Test

Primary Contacts

Full Name ↑	Email	Mobile Phone	
CCOH Demo	ccohdemo@grantcareteam.testinator.com		
Committee	test2@mailinator.com		

New Contact

Adding a new contact sends an automated email to the person identified in this form. This email contains an invitation code, granting that person access to this portal and the information associated to your organization.

First Name *
Bhuvana

Last Name *
Manisankar

Email *
bhuvana@gc.com

Job Title

Business Phone *
732-1111-1111

Mobile Phone

Add Contact



11 PROJECT PAGE DETAILS

1. NAVIGATION

Select
'Project Tab'
page.

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[Home](#) > Grant Opportunities

Grant Opportunities

There are currently no available grant applications. Please continue to check back for future opportunities.

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2. PROJECT SELECTION

Select the
project you
would like to
view.

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[Home](#) > Projects

Projects

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0008409	999-NH Grant	Broadband Infrastructure	Approved	8/6/2022 5:35 PM	Edit
PR-0007594	Alcovy Judicial Circuit (2022_ARPA_3Y002)	Efforts by the Alcovy Judicial Circuit to address judicial case backlog, especially cases involving serious violent felonies	Approved	4/21/2022 12:15 PM	Edit
PR-0007222	Appalachian Judicial Circuit (2022_ARPA_3Y003)	Efforts by the Appalachian Judicial Circuit to address judicial case backlog, especially cases involving serious violent felonies	Approved	3/17/2022 9:31 AM	Edit
PR-0007127	Atlantic Judicial Circuit (2022_ARPA_3Y004)	Efforts by the Atlantic Judicial Circuit to address judicial case backlog, especially cases involving serious violent felonies	Approved	2/17/2022 4:46 PM	Edit



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3. TABS ON PROJECT PAGE

After selecting the project, all “*” are mandatory fields that need to be filled in the project overview.

After completing, press ‘Save’ button and click on the ‘Next button to move to the Project Location tab.

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Home > Projects > Project

1Project Overview

2Project Location

3Documents

4Complete

5Payment Request

Project ID

PR-0008409

Project Status

Approved

Project Name *

999-NH Grant

Project Start Date *

3/3/2021

Project End Date

10/31/2026

Capital Expenditure Type *

N/A

Project Type *

N/A

Project Description *

Broadband Infrastructure

Project Justification



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4. PROJECT LOCATION

Project location identifies the location of the project after filling this tab:

Select “Next” to move to ‘Documents’ tab
Click on the ‘Save’ to save changes on this Project Location page.

Select ‘Previous’ to go back to ‘Project Overview’ tab.

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Home > Projects > Project

Project

Project Overview Project Location Documents Complete Payment Request

Project ID: PR-0008409

Project Status: Approved

Project Location

Location

Street *: 708 Main St

City *: Houston

State *: TX

County: Harris

ZIP Code *: 77002-3208



5. DOCUMENTS

Upload the supporting documents in the 'Document' tab

Once all changes are completed and supporting documents are uploaded click on the 'Submit' button to submit the Project for Approval.

System will not allow the Grantee to edit the Project in any other statuses than 'Draft' or 'Return for Revision

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Project

1Project Overview

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3Documents

4Complete

5Payment Request

Project ID

PR-0008409

Project Status

Approved

Documents

Cost Estimates

Cost-Effectiveness Plan

Environmental Review

Other

Procurement Documentation



6. **PAYMENT REQUEST**
click on the payment request(s) tab to view all the associated payments to the given project

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Projects

Project

Project

1

Project Overview

2

Project Location

3

Documents

4

Complete

5

Payment Request

Project ID

PR-0008409

Project Status

Approved

Payment Request

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

END OF DOCUMENT

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