



GOVERNOR'S OFFICE OF PLANNING AND BUDGET (OPB)

GeorgiaCARES Portal User Guide

Version 1.3

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2 REDEEMING YOUR PORTAL INVITATION CODE

After completing a survey, you will receive an email from CARES@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.

Subject: Welcome to the GeorgiaCARES Portal– Action required

Dear [Contact](First Name Last Name),

You have been identified as point of contact for <Local Entity Name>.

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 <Local Entity Name> 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.

<redemption code>

GeorgiaCARES Administrator



Quick Reference Guides and FAQs

[GeorgiaCARES Portal User Guide](#)

[OPB CARES Website](#)

Support

If you need assistance, you can email us at CARES@opb.georgia.gov.

FOR OFFICIAL USE ONLY

<Add disclaimers Here>

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 CARES@opb.georgia.gov

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

Organizations A-Z

CARES ACT in GEORGIA

Home

Sign in Redeem invitation

To access this portal you must enter an invitation code, then click the Register button below. The code will be entered for you if you click the link provided in your email invitation.

* Invitation code Invitation code is a required field.

I have an existing account

Register

Invitation code will autofill here

CARES ACT in GEORGIA



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1. 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 user name created when you redeemed your invitation.
5. Enter your password and click **Sign In**.

The screenshot shows the Georgia CARES portal login page. At the top, there is a navigation bar with the Georgia state logo, the text 'CARES ACT in GEORGIA', a search bar, and a 'Sign in' button. Below the navigation bar, there is a 'Home' link and a 'Sign in' button with a 'Redeem invitation' link. The main section is titled 'Sign in with a local account' and contains a 'Sign in' button and a 'Forgot your password?' link. There are two input fields: 'User name' and 'Password'. The 'User name' field has a red asterisk and a tooltip that says 'Username is a required field.'. The 'Password' field has a red asterisk. There is a 'Remember me?' checkbox. A red arrow points to the 'Sign in' button with the text 'Click Sign in'. There are three numbered annotations: 1. A red circle with the number 1 points to the 'Sign in' button in the top right corner. 2. A red circle with the number 2 points to the 'User name' input field with the text 'Enter User name created during registration'. 3. A red circle with the number 3 points to the 'Password' input field with the text 'Enter Password created during registration'. A red arrow points to the 'Forgot your password?' link with the text 'If needed, click here to receive an email with a link to reset your password'.

2. PASSWORD AND LOGIN SUPPORT

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

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



3 PORTAL SITE MAP NAVIGATION

The GeorgiaCARES Portal consists of five sections. Within each section you can view and update related information.

1. **HOME** Displays the information about the allocations made to your city or county.

ID ↑	Grant	Status	Amount Awarded	Amount Approved	Amount Drawn
GCE	GC-Edu	Approved	\$30,000.00	\$4,000.00	\$4,000.00
GCEducation	GC-Edu	Approved	\$30,000.00	\$0.00	\$0.00
GT Child Care	Child Care	Approved	\$10,000.00	\$0.00	\$0.00
GTCC	Child Care	Approved	\$20,000.00	\$0.00	\$0.00

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

Please provide some information about yourself.

Your information

First Name *	Last Name *
<input type="text" value="Shane"/>	<input type="text" value="Lucas"/>
E-mail	Title
<input type="text" value="shanel@grantcare.com"/>	<input type="text" value="Mayor"/>
Business Phone	Mobile Phone
<input type="text"/>	<input type="text" value="2103922831"/>



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3. PAYMENT REQUEST The Payment Request page lists the payment requests submitted by your organization. This list provides payment details including; payment status, amount requested, and approved requests. Click on the Payment ID to view more details. You can also download all payment requests by clicking the 'Download' button.

Click Download to download all payment requests.

Payment ID	Project	Amount Requested	Submitted On	Payment Status	Payment Date	Amount Approved
PA-006926	Book for Special Education	\$1,500.00	6/3/2020	Approved		\$500.00
PA-006927	Book for Special Education	\$20,000,000.00	6/3/2020	Approved		\$0.00
PA-006928	Book for Special Education	\$100.00	6/3/2020	Rejected		\$0.00

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

Click on Categories to display articles and helpful informations



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- 5. **CONTACT US** This page provides a form where you can submit questions, provide or request information.

CARES ACT in GEORGIA

Search Grant Admin ▾

Home Payment Requests Help **Contact Us**

[Home](#) > Contact Us

Contact Us

First Name *

Last Name *

Primary Phone *

Email *

Topic *

Description

About

Our office hours are Monday - Friday from 8:00 AM to 5:00 PM. Regular state holidays are recognized. If we are not available, we will get back in touch with you as soon as possible.

Location

Governor's Office of Planning and Budget
2 Capitol Square
Atlanta, GA 30334

Phone

Office: (404) 656-3820
Fax: (404) 656-3828



4 CREATING A PROJECT

A project is the overarching purpose or use of the funds for which the advanced payment or reimbursement is being requested.

Projects must meet the following requirements as determined by the U.S Department of Treasury. The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

1. SELECT A GRANT

From the Home page, click on the grant allocation for which a project(s) funds are being requested.



My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for disbursement and oversight of the Coronavirus Relief Fund (CRF). Allocations to local governments were determined on a per-capita basis. These allocations will be available to local governments in two ways: advance and reimbursement.

Advance Payments: Local governments can choose to draw down up to 20% of their allocation immediately upon request. If you accept a portion of advance funds, you will be required to return to this portal to upload supporting documentation immediately after those funds have been spent. Funds can only be spent on eligible COVID-19 related expenses. Local governments are required to return funds that are not supported by documentary evidence to confirm they are properly spent.

Reimbursement Payments: Local governments can submit for reimbursement for eligible COVID-19 related expenses against the portion of the per capita allocation, no less than 80% of the total amount. To receive these funds, local governments must submit a payment request along with supporting documentation. The next step is to create projects, expenses, and submit payment requests

ID ↑	Grant	Status	Amount Awarded	Amount Approved	Amount Drawn
GCE	GC-Edu	Approved	\$30,000.00	\$4,000.00	\$4,000.00
GCEducation	GC-Edu	Approved	\$30,000.00	\$0.00	\$0.00
GT Child Care	Child Care	Approved	\$10,000.00	\$0.00	\$0.00
GTCC	Child Care	Approved	\$20,000.00	\$0.00	\$0.00

Click on Grant ID



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

[Home](#) > [Grant](#) 1 Quick links back to previous pages to make it easy to navigate

Grant CRF-2020 Baxley (Advance Payment)

2 This section provides Grant details

Details

ID	Grant *	Status
CRF-2020 Baxley (Advance Payment)	CRF-2020 (Local Entity Round 1)	Approved
Grantee *	Primary Contact	Grant Amount
Baxley City	Shane Lucas	\$56,907.17

Projects

3 Click on Project Name to view details about an existing project 4 Click Create button to add a new project [+ Create](#)

Project Name ↑	Project Description	Status	Created On	
Expanded warehouse for storage of supplies on Northside	Construction of annex building to store supplies.	Active	5/27/2020 1:32 PM	View details
Food Delivery to Elderly homes	Purchased equipment and prepared meals.	Active	5/28/2020 6:21 PM	View details

3. PROJECTS FORM After clicking on the Create button a new form is displayed.

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

Project CRF-2020 Baxley (Advance Payment)

1 Asterisks denote required fields

Project Name * 2 Hover over fields to view tool tips

Project Start Date *

Project End Date

Project Location 3 Provide location of the project if there is no specific location, use your office address

Street *

State *

City *

Zip Code *

Project Description * 4 Provide as much detail as you can about the project



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4. ADDING A PROJECT

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

Project Location

Street *

259 W Parker St

State *

GA

City *

Baxley

Zip Code *

31513

Project Description *

Renovated to serve as a supply storage and triage facility.

Project Justification

Was necessary to secure inventory and provide a location to quarantine citizens.

Planned Project Outcome

Safekeeping of supplies and preventing spread of virus infections.

Add Project





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5. REVIEW PROJECT

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

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

Project **Girls and Boys Club Activities**

Project Name *

Girls and Boys Club Activities

Status

Active

Project Start Date *

5/1/2020

Project End Date

—

Project Location

Street *

259 W Parker St

State *

GA

City

Baxley

Zip Code

31513

Project Description *

Renovated to serve as a supply storage and triage facility.



Project Justification

Was necessary to secure inventory and provide a location to quarantine citizens.

Planned Project Outcome

Safekeeping of supplies and preventing spread of virus infections.



5 CREATING A PAYMENT REQUEST

Payment requests are made for specific projects. You may submit as many requests as needed up to the full grant award amount.

- 1. SELECT A GRANT** From the Home page, click on the grant allocation for which the project(s) funds are being requested.

My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for disbursement and oversight of the Coronavirus Relief Fund (CRF). Allocations to local governments were determined on a per-capita basis. These allocations will be available to local governments in two ways: advance and reimbursement.

Advance Payments: Local governments can choose to draw down up to 20% of their allocation immediately upon request. If you accept a portion of advance funds, you will be required to return to this portal to upload supporting documentation immediately after those funds have been spent. Funds can only be spent on eligible COVID-19 related expenses. Local governments are required to return funds that are not supported by documentary evidence to confirm they are properly spent.

Reimbursement Payments: Local governments can submit for reimbursement for eligible COVID-19 related expenses against the portion of the per capita allocation, no less than 80% of the total amount. To receive these funds, local governments must submit a payment request along with supporting documentation. The next step is to create projects, expenses, and submit payment requests

ID ↑	Grant	Status	Amount Awarded	Amount Approved	Amount Drawn
GCE	GC-Edu	Approved	\$30,000.00	\$4,000.00	\$4,000.00
GCEducation	GC-Edu	Approved	\$30,000.00	\$0.00	\$0.00
GT Child Care	Child Care	Approved	\$10,000.00	\$0.00	\$0.00
GTCC	Child Care	Approved	\$20,000.00	\$0.00	\$0.00

- 2. SELECT A PROJECT** This page is where you can see projects you've added or create a new project (Refer to [Section 4](#) for instructions)

Projects

Click on the link to the project under which payment request will be made

Project Name ↓	Project Description	Status	Created On
Girls and Boys Club Activities	Renovated to serve as a supply storage and triage facility.	Active	5/29/2020 6:07 AM
Food Delivery to Elderly homes	Purchased equipment and prepared meals.	Active	5/28/2020 6:21 PM
Expanded warehouse for storage of supplies on Northside	Construction of annex building to store supplies.	Active	5/27/2020 1:32 PM



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3. PROJECTS FORM After clicking on the Create button a new form is displayed.

Payment Requests

1 Scroll to the bottom of the Projects form to the Payment Requests section

Click Create button to open a Payment Request form

2 **Create**

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

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

Payment Request **Girls and Boys Club Activities**

1 Payment request is connected to this project

The expenditures reported below were necessary and incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Use the 'Create' button to add expenses and upload supporting documentation.

Payment ID PA-000699	2 Unique ID created for each payment	Amount Requested \$0.00	3 Total amount requested is the sum of Direct Expenses that are entered below	Amount Approved \$0.00	4 This will not include direct expenses that are rejected or disallowed
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Direct Expenses

Displays all expenses related to this...

Create

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

Submit For Payment **Save**



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4. ADDING A DIRECT EXPENSE Click the Create button under Direct Expenses to create a Direct Expense. Every expense that is added to the Payment Request must be categorized. See [Appendix 1](#) for a list of Categories and Allowable Activities.

Home > Grant > Project > Payment Request > Direct Expense

Direct Expense Girls and Boys Club Activities

Expense Paid Date * **1** Enter the date expense was paid.

Category * **2** Click search icon for a current list of Categories

Allowable Activity * **3** After selecting a Category, click the search icon for a selection of allowable activities

Description **4** Description field is mandatory if Category is "Other". Provide detailed description of the expense

Quantity * **5** Provide the quantity of items purchased. If it cannot be separated, enter "1"

Unit * **6** Select the appropriate unit of measure. Use "Each" if unsure

Cost/Unit * **7** Enter cost of this expense

Total Expenses -

5. 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. See [Appendix 2](#) for a list of document types and sub-documents.

Direct Expense Girls and Boys Club Activities

Expense Paid Date * 5/29/2020

Category * Public Health

Allowable Activity * Distance learning, including technological improve

Description Added computer lab for students to study together while practicing social distancing.

Quantity * 1

Unit * Each

Cost/Unit * \$ 25,000.00

Total Expenses \$25,000.00

Supporting Documentation

Section displays after adding the Direct Expense. Use this section to upload supporting documentation.

- Expense Type 1 Please upload your expenses
- Expense Type 2

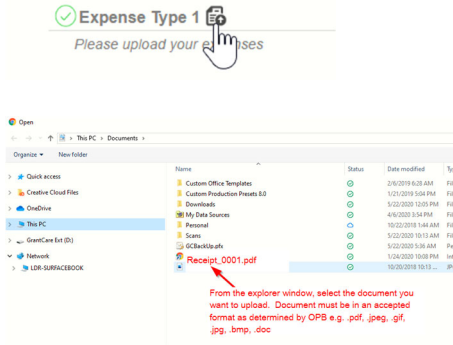


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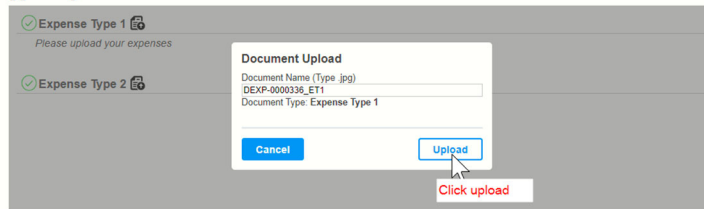
6. UPLOADING DOCUMENTS

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

Supporting Documentation



Supporting Documentation





6 SUBMITTING A 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.

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

Payment Request *Girls and Boys Club Activities*

The expenditures reported below were necessary and incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Use the 'Create' button to add expenses and upload supporting documentation.

Payment ID	Amount Requested	Amount Approved
PA-000699	\$25,000.00	\$0.00

Direct Expenses

Create additional expenses or submit for payment

1

+ Create

Expense ID ↑	Category	Description	Total Expenses	Expense Status	
DEXP-0000336	Public Health	Added computer lab for students to study together while practicing social distancing.	\$25,000.00	Draft	Edit

2

Click Submit For Payment

Submit For Payment

Save

Payment Requests

+ Create

Payment ID ↑	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved	
PA-000699	\$25,000.00		Submitted	5/29/2020	\$0.00	View details

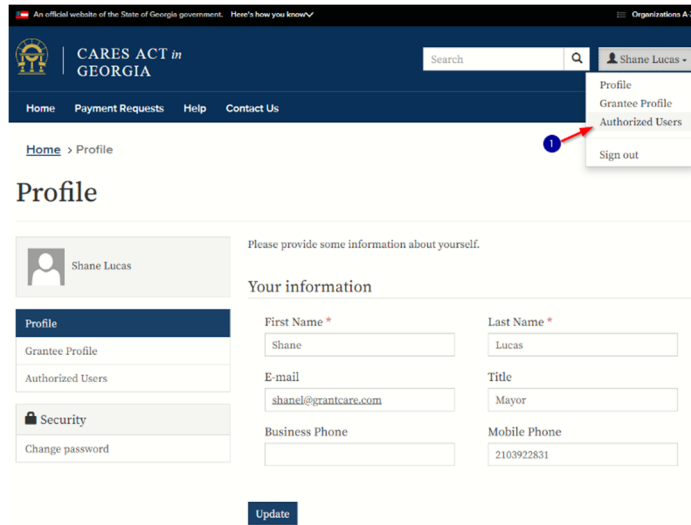


7 CREATING A NEW AUTHORIZED USER

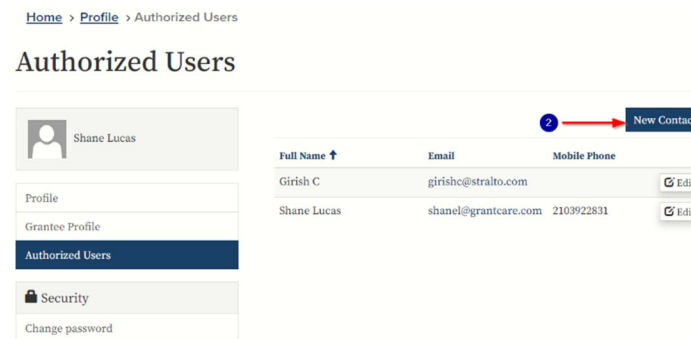
Authorized Users can create projects, submit payments and receive notifications related to their organization. After a successful login, you can create additional authorized users. This feature is useful if additional staff are needed to submit payment requests.

1. OPEN THE AUTHORIZED USERS PAGE

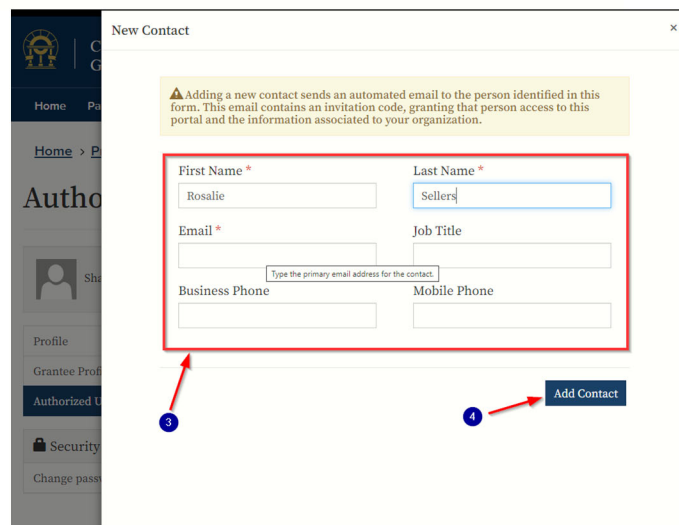
From the Home page, click on the Grantee Profile.



2. Click New Contact



3. Fill Contact details



4. Click Add Contact. An automated email is sent to the person identified in the form which contains an invitation code.



APPENDIX 1 - EXPENSE CATEGORIES AND ALLOWABLE ACTIVITIES

Category	Allowable Activity
Economic Support	Expenditures related to government payroll support program
Economic Support	Food Programs
Economic Support	Housing Support
Economic Support	Other Economic Support
Economic Support	Provision of grants to small businesses
Economic Support	Unemployment insurance costs
FEMA Match	Local Match
Medical	Contact Tracing
Medical	Costs of providing COVID-19 testing
Medical	Emergency medical response expenses
Medical	Emergency medical transportation
Medical	Establishing and operating public telemedicine capabilities
Medical	Establishing temporary public medical facilities
Medical	Public hospitals, clinics, and similar facilities
Medical	Serological testing
Nursing Home Assistance	Costs of providing COVID-19 testing
Nursing Home Assistance	Other Nursing Home Assistance
Nursing Home Assistance	Personal Protective Equipment
Nursing Home Assistance	Sanitation Measures
Nursing Home Assistance	Supplemental Staffing
Payroll Expenditures	Payroll expenses for human services employees
Payroll Expenditures	Payroll expenses for public health/health care employees
Payroll Expenditures	Payroll expenses for public safety employees
Payroll Expenditures	Payroll for a Substantially Different Use
Payroll Expenditures	Workers' Compensation
Public Health	Additional Sanitation Measures for Public Facilities
Public Health	Care for homeless populations
Public Health	Communication and Enforcement of Public Health Orders
Public Health	Distance learning, including technological improvements
Public Health	Expenses for food delivery to residents
Public Health	Improve telework capabilities for public employees
Public Health	Maintenance of state prisons and county jails
Public Health	Paid family leave
Public Health	Paid medical leave
Public Health	Paid sick leave to public employees
Public Health	Personal Protective Equipment
Public Health	Technical assistance on mitigation of COVID-19 related threats



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APPENDIX 2 - DOCUMENT TYPES AND SUB-DOCUMENTS

Document Type	Sub-Document
Contracts	Change Orders
Contracts	Copy of signed contract
Contracts	Invoices and/or cancelled checks
Contracts	Price analysis to determine reasonableness of cost
Contracts	Procurement procedures
Contracts	Proof of contractor oversight
Contracts	Proof of cost reasonableness
Contracts	Request for proposal
Contracts	Scope of work
Equipment	Average days per week
Equipment	Average hourly rate
Equipment	Average hours used per day
Equipment	Equipment rates
Equipment	Proof of purchase
Equipment	Rental agreement
Equipment	Salvage value
General items	Compliance with historic preservation requirements
General items	Environmental concerns
General items	Insurance issues
Invoices	Debit Memo
Invoices	Standard Invoice
Labor	Average days per week
Labor	Average Hours per day
Labor	Average Pay Rate
Labor	Daily logs or activity reports
Labor	Fringe benefits
Labor	Justification for any standby time claimed
Labor	Labor costs and source documentation
Labor	Number of Personnel
Labor	Personnel policies
Labor	Timesheets
Materials & Supplies	Invoices and proof of payment