



GOVERNOR'S OFFICE OF PLANNING AND BUDGET (OPB)

SOG - Nursing Home Portal User Guide

Version 1.0

11/5/2020



SOG - Nursing Home Portal User Guide

Contents

1	Redeeming Your Portal Invitation Code.....	3
2	Steps to Sign In After Redeeming Your Invitation	4
3	Password and Login Support	4
4	Portal Site Map Navigation.....	5
1.	Profile.....	5
2.	Home	5
3.	Projects	6
4.	Payment Requests.....	6
5.	Help.....	7
6.	Contact Us.....	7
5	Creating a Payment Request	8
1.	Select A Grant	8
2.	Grant Page	8
3.	Select a Payment.....	9
4.	Payment Form.....	9
5.	Adding a project	10
6.	Select an existing Project.....	10
7.	Create Payment Request.....	11
8.	Payment Form.....	12
9.	Adding a Direct Expense	13
10.	Direct Expense Form	14
11.	Add Direct Expense	15
12.	Supporting Documents	16
13.	Uploading documents	17
14.	Save Direct Expense	17
15.	Delete Direct Expense	18
16.	Save Payment Request.....	19
6	Submitting a Payment Request	20



SOG - Nursing Home Portal User Guide

7	Creating a Project	21
1.	Select A Grant	21
2.	Select a Payment	21
3.	Project Lookup	22
4.	Add NEW Project	22
5.	Projects Form	23
6.	Adding a Project	23
7.	Review Project Information	24
8	Editing a Project	25
1.	List Project Records	25
2.	Edit Project Information	25
3.	Save Project.....	26
9	Creating a New Authorized User	27
1.	Open the Authorized Users Page	27
2.	New Contact.....	28
3.	Add Contact	28
	Appendix 1 – Expense Categories and Allowable Activities.....	29
	Appendix 2 – Document Types and Sub-Documents	29



1 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.

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

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.

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

Organizations A-Z

CARES ACT in GEORGIA

Search

Home

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

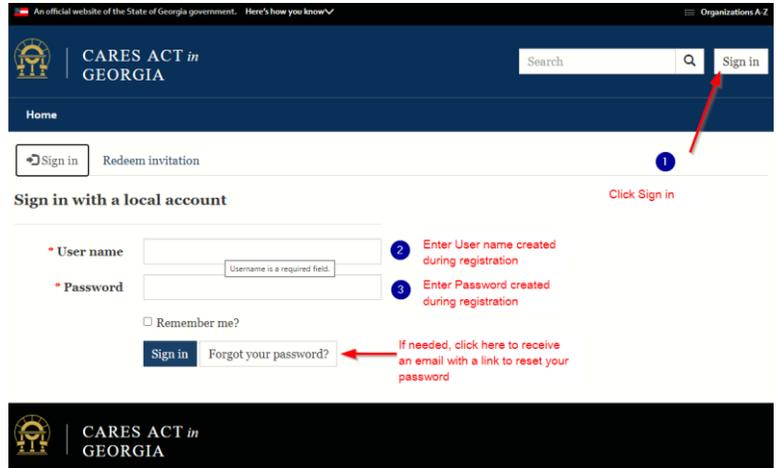
Invitation code will autofill here

CARES ACT in GEORGIA



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 user name 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 CARES@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 GeorgiaCARES Portal consists of five 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.

- 2. HOME** Displays the information about the allocations made to your city or county for the Nursing Home grants.

ID ↑	Grant	Status	Amount Awarded	Amount Approved	Amount Drawn
Nursing Home Funding - 500	Nursing Home	Approved	\$405,900.00	\$0.00	\$0.00
Nursing Home Funding - 501	Nursing Home	Approved	\$5,000.00	\$0.00	\$0.00



3. 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

Click on the Project ID to open a Project

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002527	First aid kits	test	Active	11/4/2020 2:36 PM	Edit
PR-0002528	Hospital Supplies	Hospital Supplies	Active	11/5/2020 12:11 PM	Edit

4. 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 > 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 Download button to download all Payment Request

Click on Payment ID to open Payment Request

Payment ID ↑	Project	Amount Requested	Submitted On	Payment Status	Payment Date	Amount Approved
PA-0004335	First aid kits	\$1,990.00	11/4/2020	Submitted		\$0.00
PA-0004338	First aid kits	\$0.00		Draft		\$0.00
PA-0004340	Hospital Supplies	\$200.00		Draft		\$0.00



SOG - Nursing Home Portal User Guide

5. 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

CARES ACT in GEORGIA

Search Bhuvana M

Home Projects Payment Requests Help Contact Us

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

6. CONTACT US

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

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

Organizations A-Z

CARES ACT in GEORGIA

Search Bhuvana M

Home Projects Payment Requests Help Contact Us

Home > Contact Us

Contact Us

First Name *
Bhuvana

Last Name *
M

Primary Phone *
7329860137

Email *
bhuvana@grantcare.com

Topic *

Description

Submit

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



5 CREATING A PAYMENT REQUEST

Payment requests are made for specific Grant Application. You may submit as many requests as needed up to the full grant award amount. This page will list all the Grant Applications that are associated to your account.

1. SELECT A

GRANT from the Home page, click on the Nursing Home grant allocation ('ID') for which the funds are being requested.

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] [Q] Bhuvana M

Home Projects Payment Requests Help Contact Us

My Grants

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

ID ↑	Grant	Status	Amount Awarded	Amount Approved	Amount Drawn
Nursing Home Funding - 500	Nursing Home	Approved	\$405,900.00	\$0.00	\$0.00
Nursing Home Funding - 501	Nursing Home	Approved	\$5,000.00	\$0.00	\$0.00

Click on the Grant Application ID

2. GRANT PAGE

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

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] [Q] Bhuvana M

Home Projects Payment Requests Help Contact Us

Home > Grant ← Quick links back to previous pages to make it easy to na

Grant Nursing Home Funding - 501

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00

← This section provides GRANT details

Details

ID *	Grant *	Status
Nursing Home Funding - 501	Nursing Home	Approved
Grantee *	Primary Contact *	Grant Amount
Beta County	Bhuvana M	\$5,000.00

Payments

[New Payment Request](#)

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



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

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	
PA-0004338	First aid kits	\$0.00		Draft		\$0.00	Edit
PA-0004340	Hospital Supplies	\$200.00		Draft		\$0.00	Edit

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

An official website of the State of Georgia government. [Here's how you know](#) Organizations A-Z

CARES ACT *in*
GEORGIA

Search

Bhuvana M ▾

[Home](#)
[Projects](#)
[Payment Requests](#)
[Help](#)
[Contact Us](#)

Home > Grant > Payment Request

Payment Request

Nursing Home Funding - 501

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

Project *

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00

Create Payment Request



5. ADDING A PROJECT Click on the lookup option to select an existing project or create NEW project (Refer to [Section 7](#) for instructions).

Home > Grant > Payment Request

Payment Request Nursing Home Funding - 501

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
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

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.

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

Click on the Project Name for selection

Click on the New button to create New Project

Click on the Select button to select the project

Click on the Cancel button to clear the Project Selection

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

Project *



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

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

Organizations A-Z

CARES ACT in GEORGIA

Search

Bhuvana M

Home Projects Payment Requests Help Contact Us

Home > Grant > Payment Request

Payment Request Nursing Home Funding - 501

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00

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

Project *

First aid kits X Q

Click on X to clear the existing selection of project

Click on this button to create New Payment Request → **Create Payment Request**



8. PAYMENT

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

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] Q [] Bhuvana M []

Home Projects Payment Requests Help Contact Us

Home > Grant > Payment Request

Payment Request PA-0004341

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	10/7/2020
Project End Date	12/31/2020

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

Payment ID: PA-0004341 **Unique Payment ID is auto generated for each payment**

Project: First aid kits **Associated Project to this Payment Request**

Payment Status: Draft **Current Payment Status of this Payment**

Amount Requested: \$0.00 **Sum of all Total Expenses from the below listed Direct Expense(s)**

Amount Approved: \$0.00 **Sum of all Total Expenses from the below listed APPROVED Direct Expense(s)**

Direct Expenses

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

[New Direct Expense](#)

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

[Submit For Payment](#) [Save Payment Request](#)



9. ADDING A DIRECT EXPENSE Click the 'New Direct Expense' button under Direct Expenses section to create a Direct Expense.

An official website of the State of Georgia government. [Here's how you know](#)
Organizations A-Z

CARES ACT *in* GEORGIA

Q
Bhuvana M ▾

Home
Projects
Payment Requests
Help
Contact Us

Home > Grant > Payment Request

Payment Request PA-0004341

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	10/7/2020
Project End Date	12/31/2020

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

Payment ID	Project	Payment Status
PA-0004341	First aid kits	Draft
Amount Requested	Amount Approved	
\$0.00	\$0.00	

Direct Expenses

Click on this 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



10. DIRECT

EXPENSE FORM

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

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] [Q] Bhuvana M [v]

Home Projects Payment Requests Help Contact Us

Home > Grant > Payment Request > Direct Expense

Direct Expense PA-0004341

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	10/7/2020
Project End Date	12/31/2020

Displays Project Start and Project End Date

Expense ID: - Unique ID auto generated by the system

Expense Status: Draft Current Expense Status is auto populated here

Expense Paid Date: *Expense Paid Date must occur between Project Start and End Date

Category: * Lookup and select Direct Expense Category

Allowable Activity: * Lookup and select Allowable Activity for the selected Category. System will list Allowable Activities that are associated to the selected Category only.

Description: * Description is a required field
Please provided a detailed description of the expense, including the justification.

Quantity: * Provide the quantity of items purchased. If it can't be seperated, enter '1'

Unit: * Select the appropriate unit of measure. Use 'Each' if unsure.

Cost/Unit: * Enter the cost of this expense

Total Expenses: Auto calculated by Quantity * Cost/Unit

Add Direct Expense



11. ADD DIRECT

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

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] [Q] Bhuvana M [v]

Home Projects Payment Requests Help Contact Us

Home > Grant > Payment Request > Direct Expense

Direct Expense PA-0004341

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	10/7/2020
Project End Date	12/31/2020

Expense ID: —

Expense Status: Draft

Expense Paid Date * [] [Calendar Icon]

Category * [] [Q]

Allowable Activity * [] [Q]

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

Quantity * []

Unit * [Each v]

Cost/Unit * []

Total Expenses: —

Click on this button to Add Direct Expense → [Add Direct Expense](#)



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

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] Bhuvana M

Home Projects Payment Requests Help Contact Us

Home > Grant > Payment Request > Direct Expense

Direct Expense DEXP-0006519

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	11/1/2020
Project End Date	12/31/2020

Expense ID: DEXP-0006519 Expense Status: Draft

Expense Paid Date *: 11/10/2020

Category *: Nursing Home Assistance (2) Allowable Activity *: Cost of providing Covid-19 testing

Description *: Hospital Supplies - 1

Quantity *: 1 Unit *: Each

Cost/Unit *: \$ 100.00 Total Expenses: \$100.00

This section displays after adding the Direct Expense

Supporting Documentation

Contracts
 Use this document type to upload contract-related documentation; e.g. change orders, signed contracts and scope of work.
 DEXP-0006519_CTRL_SOW_121456.xlsx Uploaded on 11/5/2020, 12:14:59 PM

Equipment
 Use this document type to upload equipment-related documentation; e.g. equipment rates, proof of purchase, and salvage value.

General Items
 Use this document type to upload general-related documentation; e.g. , insurance, environmental concerns, and historic preservation compliance.

Labor
 Use this document type to upload labor-related documentation; e.g. timesheets, pay rates, and daily logs.

Materials & Supplies

Delete Save Direct Expense



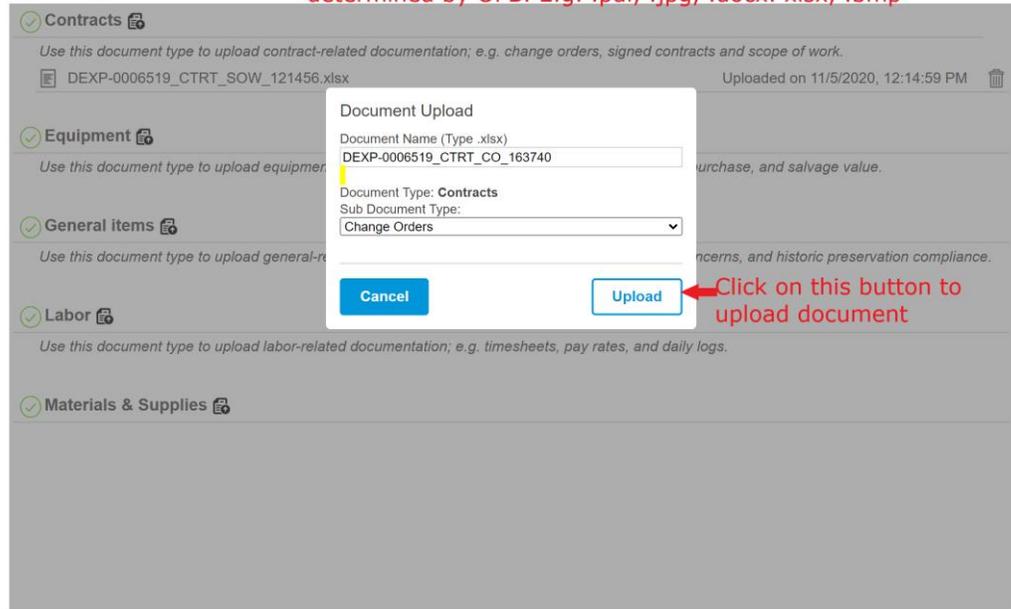
13. UPLOADING

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.

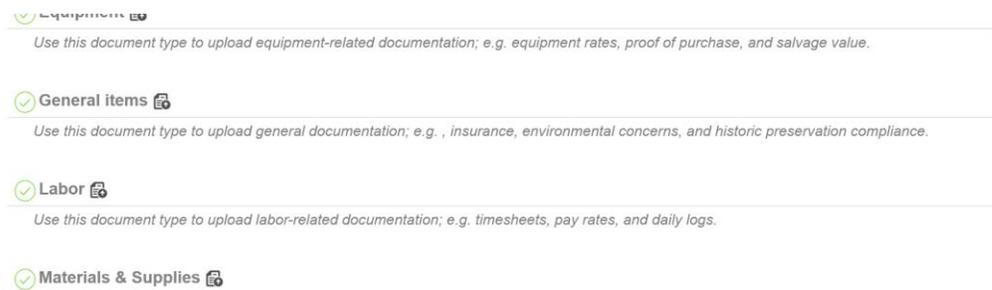
Supporting Documentation

From the Explorer window, select the document you want to upload. Document must be in an accepted format as determined by OPB. E.g. .pdf, .jpg, .docx, .xlsx, .bmp



14. SAVE DIRECT

EXPENSE After uploading the supporting documentation click on the 'Save Direct Expense' button to save the record.





15. DELETE DIRECT

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

- Equipment**
Use this document type to upload equipment-related documentation; e.g. equipment rates, proof of purchase, and salvage value.
- General items**
Use this document type to upload general documentation; e.g. , insurance, environmental concerns, and historic preservation compliance.
- Labor**
Use this document type to upload labor-related documentation; e.g. timesheets, pay rates, and daily logs.
- Materials & Supplies**

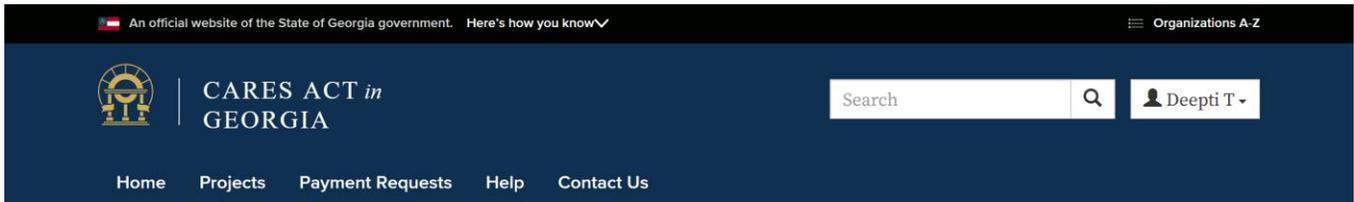
When Delete button is clicked, expense record is not physically deleted from the system. The Expense is Deactivated and user will not be able to view this on por





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. Click on the 'Submit For Payment' button now.



Home > Grant > Payment Request

Payment Request PA-0004340

When payment is successfully submitted, 'Amount Requested' is updated with sum of all Total Expenses from Active Direct Expense(s)

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	11/1/2020
Project End Date	12/31/2020

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

Payment ID	Project
PA-0004340	Hospital Supplies
Amount Requested	Amount Approved
\$200.00	\$0.00

Payment Status
Draft

Payment Status will get updated to 'Submitted'. System will not allow user to edit the payment request and associated direct expense(s)

Direct Expenses

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status	
DEXP-0006519	Nursing Home Assistance (2)	Hospital Supplies - 1	\$100.00	Draft	Edit
DEXP-0006521	Nursing Home Assistance (2)	Hospital Supplies -2	\$100.00	Draft	Edit

Expense Status will get updated to 'Submitted'

Click on this button to submit the payment





7 CREATING A PROJECT

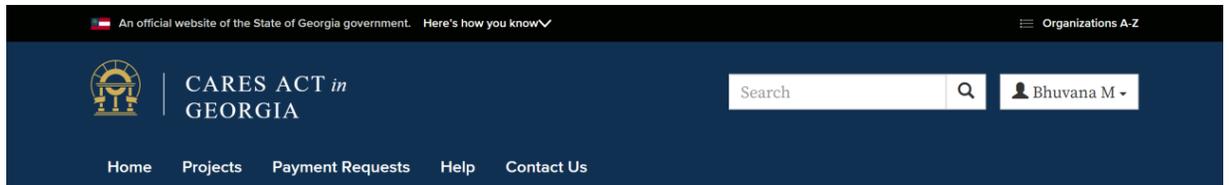
Projects must meet the following requirements as determined by the U.S Department of Treasury. The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (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 'ID' for which a project(s) funds are being requested.



My Grants

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

ID ↑	Grant	Status	Amount Awarded	Amount Approved	Amount Drawn
Nursing Home Funding - 500	Nursing Home	Approved	\$405,900.00	\$0.00	\$0.00
Nursing Home Funding - 501	Nursing Home	Approved	\$5,000.00	\$0.00	\$0.00

Click on the Grant Application ID

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	
PA-0004338	First aid kits	\$0.00		Draft		\$0.00	Edit
PA-0004340	Hospital Supplies	\$200.00		Draft		\$0.00	Edit



SOG - Nursing Home Portal User Guide

3. PROJECT

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

Home > Grant > Payment Request

Payment Request Nursing Home Funding - 501

Grant	Nursing Home Funding - 501
Type	Reimbursement Basis
Amount Awarded	\$5,000.00
Amount Requested	\$0.00
Amount Approved	\$0.00
Amount Drawn	\$0.00

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

Project *

Create Payment Request

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

4. ADD NEW

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

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

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

Project *

Create Payment Request

Click on this button to create new project



5. PROJECTS

FORM

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

The screenshot shows a 'Create a new record' form with the following fields and annotations:

- Project Name ***: Hospital Supplies - 3. A red arrow points to the asterisk with the text "asterisk denotes required field".
- Project Start Date ***: 11/1/2020
- Project End Date**: 12/31/2020
- Project Location**: Provide location of the project. If there is no specific location, use your office address. A red arrow points to this instruction.
- Street ***: 1 Orchard Grove
- City ***: Monroe Township
- County**: New Jersey
- State ***: GA
- ZIP Code ***: 08831
- Project Description ***: Hospital Supplies 3. A red arrow points to this instruction: "Provide as much detail as you can about the project".

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.

The screenshot shows the 'Create a new record' form with the following fields and annotations:

- Project Description ***: Hospital Supplies 3
- Project Justification**: (Empty text area)
- Planned Project Outcome**: (Empty text area)
- Add Project**: A red box highlights the button, with a red arrow pointing to it from the text "Click on this button to add project".



8 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.

Click on the Project ID to open a Project

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002527	First aid kits	test	Active	11/4/2020 2:36 PM	Edit
PR-0002528	Hospital Supplies	Hospital Supplies	Active	11/5/2020 12:11 PM	Edit

2. EDIT PROJECT INFORMATION

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

Click 'Edit' button to change/update project information

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002527	First aid kits	test	Active	11/4/2020 2:36 PM	Edit
PR-0002528	Hospital Supplies	Hospital Supplies	Active	11/5/2020 12:11 PM	Edit



3. SAVE PROJECT

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

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

Organizations A-Z

CARES ACT in GEORGIA

Search [] [Q] [Deepti T]

Home Projects Payment Requests Help Contact Us

Home > Projects > Project

Project

Project ID	Status
PR-0002528	Active
Project Name *	
<input type="text" value="Hospital Supplies"/>	
Project Start Date *	Project End Date
<input type="text" value="11/1/2020"/> [Calendar]	<input type="text" value="12/31/2020"/> [Calendar]

Project Location

Street *	
<input type="text" value="3124 Map street"/>	
City *	County
<input type="text" value="Atlanta"/>	<input type="text"/>
State *	ZIP Code *
<input type="text" value="GA"/>	<input type="text" value="77306"/>

Project Description *

Project Justification

Planned Project Outcome

Payment Requests

Payment ID ↑	Grant Application	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved	
PA-0004340	Nursing Home Funding - 501	\$200.00		Draft		\$0.00	Edit

Click on this button to save the changes →



9 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 shows the SOG portal interface. At the top, there is a dark blue header with the SOG logo and 'CARES ACT in GEORGIA' text. A search bar and a user profile dropdown menu are visible. The dropdown menu is open, showing options: Profile, Organization, Authorized Users (highlighted with a red arrow), and Sign out. Below the header, there is a navigation menu with links: Home, Projects, Payment Requests, Help, and Contact Us. The main content area shows the breadcrumb 'Home > Profile' and the title 'Profile'. On the left, there is a sidebar with a user profile card for 'Portal Admin' and a menu with options: Profile (selected), Organization, Authorized Users, Security, and Change password. The main content area contains a form titled 'Your information' with fields for First Name, Last Name, E-mail, Business Phone, and Mobile Phone. An 'Update' button is located at the bottom of the form.



2. NEW CONTACT

Click 'New Contact' button to add new contact

Home > Profile > Authorized Users

Authorized Users

Full Name ↑	Email	Mobile Phone	
Jersey Rosalie	slucasmrc@aim.com		Edit
Joe Smith	shane.lucas@att.net		Edit
Portal Admin	shanel@grantcare.com		Edit
Steven Lucas	shanel@grantcare.com		Edit

[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.

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 *	Last Name *
<input type="text" value="Bhuvana"/>	<input type="text" value="Manisankar"/>
Email *	Job Title
<input type="text" value="bhuvana@gc.com"/>	<input type="text"/>
Business Phone *	Mobile Phone
<input type="text" value="732-1111-1111"/>	<input type="text"/>

[Add Contact](#)



APPENDIX 1 - EXPENSE CATEGORIES AND ALLOWABLE ACTIVITIES

Category	Allowable Activity
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

APPENDIX 2 - DOCUMENT TYPES AND SUB-DOCUMENTS

Document Type	Sub Document Type
Contracts	Change Orders
Contracts	Change Orders
Contracts	Copy of contract
Contracts	Copy of signed contract
Contracts	Documentation that substantiates a high degree of contractor oversight
Contracts	Invoices and/or cancelled checks
Contracts	Invoices or cancelled checks
Contracts	Other procurement documents
Contracts	Price analysis to determine reasonableness of cost
Contracts	Price analysis to determine reasonableness of cost
Contracts	Procurement procedures
Contracts	Procurement procedures
Contracts	Proof of contractor oversight
Contracts	Proof of cost reasonableness
Contracts	Provide copies of the request for proposals, bid documents or signed contracts
Contracts	Request for proposal
Contracts	Scope of work
Contracts	Scope of work
Contracts	Type of contract
Equipment	Average days per week
Equipment	Average days per week
Equipment	Average hourly rate
Equipment	Average hourly rate
Equipment	Average hours used per day
Equipment	Average hours used per day
Equipment	Equipment rates
Equipment	Equipment rates
Equipment	How did the Applicant acquire the equipment?
Equipment	If purchased purchase price



SOG - Nursing Home Portal User Guide

Equipment	If rented, rental agreement and rental price
Equipment	Number and types of Equipment used
Equipment	Proof of purchase
Equipment	Rental agreement
Equipment	Salvage value
Equipment	Salvage value
Expense Type 1	dt1
Expense Type 2	et1
General items	Compliance with historic preservation requirements
General items	Compliance with historic preservation requirements
General items	Environmental concerns
General items	Environmental concerns
General items	Insurance issues
General items	Insurance issues
Invoices	Debit Memo
Invoices	Progress Invoice
Invoices	Standard Invoice
Invoices	Timesheet
Invoices	Utility Invoice
Labor	Average days per week
Labor	Average days per week
Labor	Average Hours per day
Labor	Average Hours per day
Labor	Average Pay Rate
Labor	Average Pay Rate
Labor	Daily logs or activity reports
Labor	Daily logs or activity reports
Labor	Fringe benefits
Labor	Fringe benefits
Labor	Justification for any standby time claimed
Labor	Justification for any standby time claimed
Labor	Labor costs and source documentation
Labor	Labor costs and source documentation
Labor	Number of Personnel
Labor	Number of Personnel
Labor	Personnel policies
Labor	Personnel policies
Labor	Timesheets
Labor	Timesheets
Materials & Supplies	Amount of materials and supplies by type
Materials & Supplies	How did the Applicant acquire the materials or supplies?
Materials & Supplies	Invoices and proof of payment



SOG - Nursing Home Portal User Guide

Materials & Supplies	Invoices and proof of payment
Materials & Supplies	Proof of Delivery
Project Plan	Risk Management Plan
Project Status Report	Gantt Chart
Receipts	Credit Card Receipt
Receipts	Itemized Receipt