



COVID-19 Prevention and Mitigation Assisted Living Communities and Personal Care Homes with 25 beds+ Grant (ALC/PCH 25+) Updates 8.3.22

American Rescue Plan
State Fiscal Recovery Funds



Grant Overview

Eligible expenses for reimbursement are limited to those incurred to comply with [Section 4.0 Critical Components of Infection Prevention and Control](#) or [Section 3.0 Recommended Mitigation Steps by Pandemic Phase of the Long-Term Care Facilities Reopening Guidance](#).

Expenses Eligible for Reimbursement Include:

- Antigen, PCR and Serology Tests
- Mandatory Baseline Testing
- Purchases of personal protective equipment
- Support for isolation or quarantine
- Ventilation Improvements/Facility Improvements/HVAC supporting COVID Mitigation

Please see our website for the [Portal User Guide](#).



Grant Overview

Unallowable expenses include but are not limited to:

- Hazard Pay
- Bonus Pay
- Travel



Award Terms and Conditions

- An agreement outlining the terms of your award called the Terms and Conditions must be signed by an Authorized Official to accept the conditions of your award.
- This agreement must be signed and on file before any payment requests can be submitted.



GeorgiaGrants Portal Access

- Awardees will need to obtain access to the GeorgiaGrants portal upon signing the Terms and Conditions.
- Awardees who created an account at the time of application will use this account to log in to <https://cares.georgia.gov/>. Once steps 3 and 4 of the process are completed, you will see your award displayed under “My Grants” in the portal.
- Award Points of Contact/T&C Signee may designate Authorized Users in the portal to submit reimbursements.
- The GeorgiaGrants Portal User guide with instructions on adding users can be found by clicking [here](#).



Vendor Management

- Important: This is a two part process. Both parts of the process need to be complete in order for this onboarding task to be complete.
 1. The grantee will submit the vendor form to the State Accounting Office (SAO)
 2. SAO will process the information in approximately 2-3 weeks and return a vendor number and location to OPB to add to your account.
- To facilitate payments to grantees, awardees must be registered as a vendor with the state and provide information to accept electronic ACH payments.
- Go to <https://sao.georgia.gov/teamworks/teamworks-financials/vendor-payment-management> for instructions and to download the vendor management form



Payment Requests

Payment Requests MUST include:

- Payment Request Template
- Supporting Documentation for all expenses including personnel conducting testing (You may include a portion of payment calculated by time spent administering tests, but your supporting documentation must be payroll or contractor invoice to show the employee was paid.)
- Proof of payment and receipt of allowable goods and services



How to Submit Payment Request

Video Instructions provided on OPB For Grantees website at:

<https://opb.georgia.gov/important-documents>

Payment Request Template

- [How to Submit a Payment Request Video](#)



Supporting Documentation

Supporting Documentation Examples:

- Invoice for non-expendable items
- Inventory List
- Proof of payment
- Equipment Rates
- Purchase Order



Group Purchasing

Group Purchasing must include the following to be considered for reimbursement:

- SOP or other written acknowledgment detailing that it is customary for parent corporation to order equipment and pay expenses incurred on behalf of subsidiary company
- Documentation proving subsidiary company pays cost to parent company
- Cost allocation agreement between subsidiary and parent company detailing basis for amount of expense
- Proof of equipment receipt by parent and subsequently, subsidiary company
- Copies of invoices paid by parent company for all grant-related reimbursement submissions



Updates

Grantee Type: Beneficiary

Expenses eligible for reimbursement are limited to those incurred to comply with Section 4.0 Testing Requirements and Guidance or Section 6.0 Considerations for Assisted Living Communities and Personal Care Homes of the Long-Term Care Facilities Reopening Guidance provided in the Georgia Department of Public Health Administrative Order <https://dph.georgia.gov/document/administrative-order/long-term-care-facility-administrative-order-updated-3152021/download>

Budget Category	Allowable Activity	Example	Supporting Documentation
Personnel	Personnel time spent conducting testing Personnel time spent for isolation or quarantine support	Staff conducting antigen testing Staff working shifts for COVID related work (ie quarantining residents) Holiday Pay Inservice Pay Note: Shift differential pay is allowable but not hazard pay, bonuses, or supplements	Payroll, Proof of payment to employee for eligible activities
Fringe	As allowable for personnel above		Payroll
Travel/Training	Not Allowable		
Equipment (over \$5,000)	Support for isolation or quarantine	Purchases of necessary equipment for testing or quarantine/isolation support	Proof of Payment No procurement documentation needed No capital expenditure justification needed bc of beneficiary status
Supplies	Support for isolation or quarantine	Purchases of personal protective equipment Disposables Refrigerator Coffee Maker (for resident while in isolation or quarantine) Mattresses Shutters/Wall Unit Separators Chairs Outdoor Equipment Snacks/Food Items	Proof of payment (ACH/Paid Invoice)
Contracts/Consultants	Support for isolation or quarantine	Staff contracts HVAC improvement contracts	Proof of payment No procurement documentation needed
Other	Not Allowable		



Changing a POC in the Grants Portal

- Online form to complete to change the authorized point of contact
- <https://www.surveymonkey.com/r/audform>
- Form requires a signed memo on agency letterhead



Contacts

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Questions Related to the GeorgiaGrants Portal: support@grantcare.com

For General Grant Programs: grants@opb.Georgia.gov