



Judicial Council of Georgia Administrative Office of the Courts

Chief Justice Michael P. Boggs
Chair

Cynthia H. Clanton
Director

May 19, 2023

The Honorable Gates Peed
Chief Judge
Ogeechee Judicial Circuit
20 Siebald Street
Statesboro, Georgia 30458

Re: The Judicial Council of Georgia American Rescue Plan Act Funding Award-CY23 Cycle 2

Dear Chief Judge Peed:

On behalf of the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act (ARPA Committee), I am pleased to inform you that the Ogeechee Judicial Circuit has been awarded an additional \$611,186, increasing the cumulative CY23 award to the Ogeechee Judicial Circuit to \$2,029,268. The effective date for the additional award begins on June 1, 2023 and will end December 31, 2023.

Attached are the CY23 Grant Agreement outlining the responsibilities and expectations of both parties and the CY23 approved budget. Please review and sign the Grant Agreement and return it within *ten days* of receipt. Upon acceptance of the award, as indicated by returning the signed agreement, the circuit will receive by email the instructions and budget reimbursement form to begin the reimbursement process. The agreement with the *original* signature may be mailed or emailed to:

Kari Kitchens, ARPA Grants Coordinator
Administrative Office of the Courts
244 Washington Street, Suite 300 • Atlanta, GA 30334-5900
Kari.kitchens@georgiacourts.gov • 470.734.6655

For future reporting reference, the CFDA is 21.027.

Please notify me or a member of the Grants Team immediately should there be any discrepancies in the attached award or approved budget to resolve the issue.

We continue to appreciate the outstanding efforts exerted in clearing your circuit's backlog of cases and thank you for your service to the State of Georgia and the Judiciary.

Sincerely,

Regina Hailey

Regina Hailey
ARPA Grants Manager

Attachments: *Grant Award Conditions and Restrictions*
Grant Award Agreement
Approved Budget Form

cc: Peyton Fuller via email to pfuller@bullochcounty.org
Kristie King via email to kking@bullochcounty.org
Richard Denney via email to Richard.denney@firstjudicialdistrict.org

**JUDICIAL COUNCIL OF GEORGIA
AMERICAN RESCUE PLAN ACT GRANT AWARD
CONDITIONS AND RESTRICTIONS**

Judicial Circuit Name: Ogeechee

Award Date: May 19, 2023

Section 1. Conditions

All the following conditions apply to the enclosed grant award:

- (a) Grant recipients shall comply with the conditions and restrictions in this attachment.
- (b) Grant recipients shall comply with all procedures and instructions detailed in the current *Overview and Instructions, Judicial Branch ARPA FAQs, Award Amendments and Budget Revision Policy, and Audio-Visual Equipment Modernization Policy* (all posted under Quick Links at <https://jcaoc.georgiacourts.gov/arpa/>).
- (c) The ARPA grants awarded by the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) on May 19, 2023, were awarded for eligible expenses *beginning on June 1, 2023, through the balance of the 2023 calendar year only*. Funding in future calendar years is not guaranteed and is subject to application and the approval of the ARPA Committee in future award cycles.
- (d) Any portion of this award that is not expended in the 2023 calendar year shall revert back to the ARPA Committee on January 1, 2024. The ARPA Committee may award funds that revert back to the Committee to any and all applicants in a subsequent grant cycle.
- (e) *Grant recipients shall not submit a reimbursement request for any ineligible expenditure listed in Section 2 (b) of this attachment.*
- (f) If awarded funds for court-based mental health diversion services, recipient shall (for U.S. Treasury reporting purposes): (1) report the amount of the ARPA funds allocated to evidence-based interventions; and (2) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. See Treasury’s [Compliance and Reporting Guidance](#), “Project Demographic Distribution” and “Use of Evidence,” pp. 20-21; 33; 37-38; 42; 47 for details. *Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.* EC 1.12; 31 CFR § 35.6 (b) (3) (i) (C).
- (g) If awarded funds for court-based substance use diversion services, recipient shall (for U.S. Treasury reporting purposes): (1) report the amount of the ARPA funds allocated to evidence-based interventions; and (2) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. See Treasury’s [Compliance and Reporting Guidance](#), “Project Demographic Distribution” and “Use of Evidence,” pp. 20-21; 33; 37-38; 42; 47 for details. *Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.* EC 1.13; 31 CFR § 35.6 (b) (3) (i) (C).
- (h) If awarded funds for court-based eviction prevention and diversion services, recipient shall (for U.S. Treasury reporting purposes): (1) report the amount of the ARPA funds allocated to evidence-based interventions; and (2) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. See Treasury’s [Compliance and Reporting Guidance](#), “Project Demographic Distribution” and “Use of Evidence,” pp. 20-21; 33; 37-38; 42-43; 47 for details. *Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.* ECs 2.2, 2.18; 31 CFR § 35.6 (b) (3) (ii) (A) (1), (5).

Section 2. Restrictions

(a) *Federally Eligible Uses Currently Authorized by the Executive Branch and the ARPA Committee*

Only the following expenditures are currently authorized by the Executive Branch and the ARPA Committee:

(1) *Personnel*. Payroll costs for personnel responding to court case backlogs with a primary focus on serious violent felonies; backfilling positions requiring less experience to reassign more experienced staff to expedite the disposition of serious violent felony cases; or personnel administering the ARPA grant. *As used in this expenditure category only, "primary focus on serious violent felonies" means more than 50 percent of total personnel costs responding to case backlogs awarded in each calendar year under approved Application section (E) (1) shall be dedicated to responding to serious violent felonies, as defined in OCGA § 17-10-6.1 (a).*

(2) *Court-based Eviction, Mental Health, or Substance Use Diversion*. Payroll costs for personnel performing court-based eviction, mental health, or substance use diversion services only if: (i) such services respond to case backlogs; and (ii) a subrecipient provides a *numerical* estimate to the AOC demonstrating that such services will conserve staff time and resources to respond to backlogs of serious violent felony cases, as defined in OCGA § 17-10-6.1 (a). *As used in these expenditure categories, "numerical" means containing one or more of the number symbols 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9; e.g., 20 hours of staff time per week, 18 percent of a judge's caseload, or some other numerical measurement.*

(3) *Other Program Costs*. Reasonable and necessary costs to support a response to court case backlogs with a primary focus on cases involving serious violent felonies or to perform ARPA grant administration, as follows:

- (i) The purchase of necessary supplies and materials used by personnel funded by the ARPA grant;
- (ii) The purchase or rental of equipment used by personnel funded by the ARPA grant, including any reasonable and required license, basic operating software, or service needed to use such equipment;
- (iii) Travel costs of personnel and contractors funded by the ARPA grant traveling between counties in multi-county judicial circuits that are necessary to address the backlog in court cases with a primary focus on cases involving serious violent felonies;
- (iv) Rental of temporary space for personnel funded by the ARPA grant;
- (v) Printing, publication, media, or postage costs;
- (vi) Jury expenditures for the trial of cases that are part of the case backlog caused by the COVID-19 pandemic;
- (vii) Jury sequestration costs if necessary for jurors in serious violent felony cases;
- (viii) Continuing legal education and professional dues for prosecutors funded by the ARPA grant, as required by the State Bar of Georgia to maintain a law license;
- (ix) Mandatory continuing judicial education for judges funded by the ARPA grant, as required by the Institute of Continuing Judicial Education and uniform court rules;
- (x) Contracts for professional services or per diem to respond to court case backlogs, including services provided by interpreters, senior judges, state paid county reimbursed (SPCR) prosecutors, and court reporters; or to perform grant administration;
- (xi) Mandatory training for victim assistance coordinators and victims' advocates funded by the ARPA grant, as required by law and the Prosecuting Attorneys' Council;

- (xii) Mandatory training for district attorney investigators funded by the ARPA grant, as required by law and the Peace Officer Standards and Training Council;
- (xiii) Audio-visual equipment modernization in existing courtrooms, as provided in the Audio-Visual Equipment Modernization Policy (posted under Quick Links at <https://jcaoc.georgiacourts.gov/arpa/>); and
- (xiv) Other program costs necessary to address a court backlog caused or exacerbated by the COVID-19 pandemic with a primary focus on cases involving serious violent felonies may be approved by OPB at its sole discretion following a written request for approval by AOC prior to AOC's approval of said costs.

(b) Federally Eligible Uses Not Currently Authorized by the Executive Branch or the ARPA Committee

All the following federally eligible ARPA expenditure categories (ECs) *are not* currently authorized by the Executive Branch or the ARPA Committee:

- (1) Professional dues, continuing education, and training for staff (unless an exception is expressly listed in Section 2 (a) (3) of this attachment). ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,438 (Jan. 27, 2022) (Uniform Guidance (2 CFR 200 Subpart E) applies to ARPA funds); 2 CFR § 200.473 (“The cost of training and education provided for employee development is allowable”).
- (2) Case management systems and software. EC 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022) (“improvements to case management systems . . . are eligible”).
- (3) ARPA grants to municipal courts (pursue ARPA funds from cities before contacting the ARPA Committee), public defenders, or conflict attorneys (see funds allocated to [GPDC](#)).
- (4) COVID-19 testing. EC 1.2; 31 CFR § 35.6 (b) (3) (i) (A). Contact the [Georgia Emergency Management and Homeland Security Agency](#) (GEMA) for COVID-19 testing assistance.
- (5) The purchase of personal protective equipment (e.g., gloves, masks, and hand sanitizer). EC 1.5; 31 CFR § 35.6 (b) (3) (i) (A). Contact [GEMA](#) for personal protective equipment.
- (6) Expenditures to prevent COVID-19 in congregate settings (e.g., plexiglass, cleaning supplies or services). EC 1.4; 31 CFR § 35.6 (b) (3) (i) (A). Contact [GEMA](#) for assistance with supplies to prevent COVID-19 in congregate settings.
- (7) Payroll supplements, stipends, bonuses, “premium pay,” or any other payroll payments to staff that do not correspond to actual documented payroll time spent responding to case backlogs or performing ARPA grant administration. “Premium pay” is defined in 31 CFR §§ 35.3, 35.6 (c); EC 4.1.
- (8) Except as provided in Section 2 (a) (3) (xiii) of this attachment, long-term infrastructure (i.e., capital) investments in public facilities, such as physical plant improvements, permanent adaptations to existing public buildings, or constructing new facilities to respond to the pandemic or its negative economic impacts. ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (i) (A), (b) (3) (ii), (b) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022). *Grant recipients should rent equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure.*
- (9) Adding or upgrading a court’s broadband connection, including modernization of cybersecurity for existing or new broadband infrastructure. EC 5.19; 31 CFR § 35.6 (e) (2) (i)-(ii).
- (10) Offsets to a reduction in government revenue due to the pandemic, which may be used to maintain existing infrastructure, build new infrastructure, or provide any government service,

excluding contributions to a rainy-day fund. EC 6.1; 31 CFR § 35.6 (d); 87 Fed. Reg. 4,422-4,430 (Jan. 27, 2022).

(11) General modernization of cybersecurity not related to broadband upgrades, including hardware, software, and protection of critical infrastructure (falls under the category of government revenue offsets). EC 6.1; 31 CFR § 35.6 (d); see 31 CFR § 35.6 (e) (2) (ii).



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice Michael P. Boggs
Chair

Cynthia H. Clanton
Director

Judicial Council of Georgia American Rescue Plan Act Grant Funding Calendar Year 2023 Grant Agreement

Award Name: 2023_ARPA_3Y002

Recipient Name: OGEECHEE JUDICIAL CIRCUIT
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Award Amount: \$ 611,186	CFDA: 21.027
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Grant Period: June 1, 2023 – December 31, 2023	Award Effective: June 1, 2023
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With the acceptance of this award, you agree to administer this grant in compliance with your approved application, the grant budget, and the conditions and restrictions set forth in the grant package. Further, in accordance with Department of Treasury regulations 31 CFR Part 205, implementing the Cash Management Improvement Act, you agree to limit your request for reimbursement of federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate requirements in carrying out programs funded through this award. Failure to adhere to these requirements may cause the suspension of grant funds.

Grantee Responsibilities:

Submit monthly reimbursement requests via email to the Administrative Office of the Courts to Kari.Kitchens@georgiacourts.gov and ARPA@georgiacourts.gov, by the 15th of each month.

The monthly reimbursement requests are to be submitted using the Reimbursement Request Form (RRF) and include supporting documentation as outlined on the RRF Submission Checklist.

AOC Responsibilities:

The AOC will review expense documentation for accuracy and completeness and submit the monthly requests for reimbursements to the Governor's Office of Planning and Budget (OPB). Upon reimbursement from OPB, the AOC will remit reimbursements to the grantees.

Acceptance of Terms and Conditions

Signature and Title:

Date:

JUDICIAL BRANCH ARPA GRANT BUDGET TEMPLATE					COMMITTEE ADJUSTMENTS		
Submitted by: Ogeechee Judicial Circuit							
Budget Categories	Previous Award (Cycle 1)	Application Request (Cycle 2)			Adjustment	Cumulative Circuit Total	Legal Review Comments
		Salary	Quantity	New Request Total			
Personnel Services							
Grant Administration and Clerical (include in application section (E) (6))							
Grants Manager - Administrator (Cycle 1)	\$ 24,545					\$ 24,545	
Total Grant Admin and Clerical Request	\$ 24,545	\$ -	\$ -	\$ -	\$ -	\$ 24,545	
Personnel Directly Responding to Case Backlog (include in application section (E) (1))							
Trial Court Administrator(Cycle 1)	\$ 192,318			\$ -		\$ 192,318	
Legal Assistant (District Attorney)(Cycle 1)	\$ 65,820			\$ -		\$ 65,820	
Victim Witness Advocate (District Attorney)(Cycle 1)	\$ 66,735			\$ -		\$ 66,735	
Assistant District Attorney (District Attorney)(Cycle 1)	\$ 433,842					\$ 433,842	
Investigator (District Attorney)(Cycle 1)	\$ 131,050					\$ 131,050	
Deputy Court Clerk (Effingham)(Cycle 1)	\$ 50,001			\$ -		\$ 50,001	
Deputy Court Clerk (Jenkins)(Cycle 1)	\$ 44,200			\$ -		\$ 44,200	
Deputy Clerk (Screven)(Cycle 1)	\$ 43,366			\$ -		\$ 43,366	
Superior Court Senior Judge(Cycle 1)	\$ 45,825			\$ -		\$ 45,825	
Screven State Court Staff Attorney: Per Hour(Cycle 1)	\$ 8,000			\$ -		\$ 8,000	
Screven State Court Judge: Per Diem(Cycle 1)	\$ 4,000			\$ -		\$ 4,000	
Courtroom Technology Engineer/Digital Records Custodian(Cycle 2)		\$ 125,000	1	\$ 125,000		\$ 125,000	
Total-Personnel Directly Responding to Case Backlog	\$ 1,085,157	\$ 125,000	\$ 1	\$ 125,000	\$ -	\$ 1,210,157	
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))							
						\$ -	
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))							
				\$ -		\$ -	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Court-Based Eviction Prevention and Diversion (include in application section (E) (4))							
						\$ -	
Personnel Court-Based Eviction Prevention and Diversion (E) (4)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Personnel Costs:	\$ 1,109,702	\$ 125,000	1	\$ 125,000	\$ -	\$ 1,234,702	
Administrative/Indirect Costs:							
		Amount	Quantity	Total			
ARPA-Eligible Administrative Expenses (include in application section (E) (6) or (E) (7))							
Equipment < \$5,000 (Computers & Printers for add'l staff)(Cycle 1)	\$ 15,000					\$ 15,000	
Furniture(Cycle 1)	\$ 10,000					\$ 10,000	
Supplies and Materials(Cycle 1)	\$ 10,000					\$ 10,000	
Travel – Employee(Cycle 1)	\$ 1,500					\$ 1,500	
Voice/Data Communications(Cycle 1)	\$ 2,500					\$ 2,500	
Juror Expenses(Cycle 1)	\$ 251,000					\$ 251,000	
Education & Training(Cycle 1)	\$ 1,500					\$ 1,500	
Postage(Cycle 1)	\$ 3,500					\$ 3,500	
Circuit Court Reporter: Per Diem(Cycle 1)	\$ 10,500					\$ 10,500	
Victim Witness Trial Expenses(Cycle 2)		\$ 80,000		\$ 80,000		\$ 80,000	
Audio-visual equipment modernization(Cycle)		\$ 406,186		\$ 406,186		\$ 406,186	
Total Indirect/Grant Administration	\$ 305,500	\$ 486,186	\$ -	\$ 486,186	\$ -	\$ 791,686	

Temporary Facilities or Workspace (include in application section (C) (6))							
Real Estate Rentals(Cycle 1)	\$ 2,880	\$ -		\$ -		\$ 2,880	
Total Temporary Facilities	\$ 2,880	\$ -	\$ -	\$ -	\$ -	\$ 2,880	
Total Administrative Costs:	\$ 308,380	\$ 486,186	0	\$ 486,186	\$ -	\$ 794,566	
TOTAL OVERALL BUDGET	\$ 1,418,082			\$ 611,186	\$ -	\$ 2,029,268	