**JUDICIAL COUNCIL ARPA GRANT FUNDING APPLICATION**

To complete your [American Rescue Plan Act](https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf) (ARPA) grant funding application, please complete all sections below. Prior to completing the application, please review the **Overview and Instructions** (posted under Quick Links at [jcaoc.georgiacourts.gov/arpa](https://jcaoc.georgiacourts.gov/arpa)).

***Note: Only judicial circuits and appellate courts are currently authorized to apply for ARPA funds. The ARPA Grants Team will automatically reject any application from a court or entity that is not a judicial circuit or appellate court.***See section **2. Authorized Courts and Judicial System Stakeholders** of the **Overview and Instructions** for details.

**Judicial Circuit or Appellate Court Name**

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**Chief Judge/Justice of Judicial Circuit or Appellate Court Address**

First Name Last Name

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| --- | --- |
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Street

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City ZIP Code

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| --- | --- | --- |
|  | GA |  |

E-mail Address Business Phone

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**Application Contact**

*Name the point of contact for application questions and status updates*:

First Name Last Name

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Job Title Business Phone

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E-mail Address (monitor for application status)

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**Grant Compliance Official**

*Name the person who will be responsible for ARPA grant compliance*:

First Name Last Name

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Job Title Business Phone

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E-mail Address (monitor for grant compliance and reporting information)

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**Grant Reimbursement Official (Fiscal Agent)**

*Name the person from the lead county serving as the fiscal agent of the requested ARPA funds who will be the point of contact for ARPA grant reimbursements*:

First Name Last Name

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Job Title Business Phone

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Street

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City ZIP Code County

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E-mail Address (monitor for grant reimbursement questions and information)

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**(A) DESCRIPTION OF CASE BACKLOGS TO JUSTIFY NEED FOR ARPA FUNDS**

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| *Provide objective data and facts to demonstrate that case backlogs exist to justify a need for ARPA grant funds. Also identify what portion of case backlogs are serious violent felony cases.* |

*Note:* All applicants must objectively demonstrate that case backlogs exist to qualify for ARPA grant funds. All expenditures requested in this application must be proportional to the applicant’s objectively demonstrated need to address case backlogs, with priority given to serious violent felonies (as defined in OCGA § 17-10-6.1 (a)). When calculating the need for additional resources to respond to case backlogs, a court may provide statistics comparing its case volume from a “normal” pre-pandemic year (e.g., case volume in 2019) to its current case volume. If statistics do not demonstrate the full picture of an applicant’s case backlog, other facts may be included here, e.g., space constraints or other factors. Applicants should also identify what portion of case backlogs are serious violent felony cases.

**(B) TOTAL ARPA GRANT FUNDS REQUESTED TO ADDRESS CASE BACKLOGS**

**(1)** Overall total ARPA grant funds requested to address case backlogs: $ .

**(2)** Amount of overall total ARPA grant funds requested that will be dedicated to addressing backlogs of serious violent felonies (as defined in OCGA § 17-10-6.1 (a)): $ .

**(3)** Overall number of new staff positions requested: .

*(a) Overall full time positions*: .

*(b) Overall part time positions*: .

**(4)** Portion of overall number of new staff positions requested that will be dedicated to addressing backlogs of serious violent felonies (as defined in OCGA § 17-10-6.1 (a)): .

*(a) Full time positions dedicated to serious violent felonies*: .

*(b) Part time positions dedicated to serious violent felonies*: .

**(C)** **ARPA GRANT FUNDS REQUESTED OR RECEIVED FROM OTHER SOURCES TO ADDRESS CASE BACKLOGS**

**(1)** *Total ARPA grant funds requested from other sources*:$ .

**(2)** *Total ARPA grant funds received from other sources*:$ .

**(3)** *Total ARPA grant funds from other sources expended to date*:$ .

**(4)** *Total ARPA grant funds from other sources obligated to date*:$ .

*Note*: If ARPA grant funds have been requested or received by any court or other entity included in this application from any other sources (including a county, municipality (to include a “nonentitlement unit of local government”), or an eligible non-profit entity), attach documentation explaining how requested, received, expended, or obligated funds have been or will be used (list by each applicable court or other entity), including whether such funds have been or will be used to address the backlog of serious violent felonies, as defined in OCGA § 17-10-6.1 (a). For purposes of this question, “obligated” means “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.” 31 CFR § 35.3. Section 9901 (a) of ARPA defines the term “nonentitlement unit of local government” to mean a “city” (as defined in 42 USC § 5302 (a) (5)) that is not a “metropolitan city” (as defined in 42 USC § 5302 (a) (4)). Codified at 42 USC § 803 (g) (4)-(5).

**(D) EXPENDITURES BY ARPA EXPENDITURE CATEGORY (EC)**

**(1) Payroll-Public Sector Staff Responding to Case Backlogs** (EC 1.9; Treasury [FAQs](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 2.14, 2.19, 4.8, 8.1; 31 CFR § 35.6 (b) (2))

*(a) Subtotal of funds requested for this EC*:$  .

*(b) Amount of subtotal for this EC dedicated to addressing the backlog of serious violent felonies, as defined in OCGA § 17-10-6.1 (a)*: $ .

*(c) Overall number of new positions requested for this EC*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

*(d) Number of new positions requested for this EC dedicated to serious violent felonies, as defined in OCGA § 17-10-6.1 (a)*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

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| *Describe how ARPA grant funds under this EC will be used to respond to case backlogs (prioritizing serious violent felonies). Type “N/A” if not asking for funds under this EC.* |

*Note*: **New or existing** staff may be used to respond to case backlogs, with priority given to serious violent felony cases (as defined in OCGA § 17-10-6.1 (a)). However, only payroll time spent actually responding to case backlogs may be reimbursed with ARPA grant funds. This includes payroll of new personnel hired to backfill existing personnel responding to case backlogs (prioritizing cases involving serious violent felonies). Therefore, time spent responding to case backlogs must be tracked and documented for reimbursement and auditing purposes. Payroll supplements, stipends, bonuses, “premium pay,” and similar payments to staff that do not correspond to actual payroll time spent responding to case backlogs are not authorized under this EC.

**(2) Court-Based Mental Health Diversion** (EC 1.10; [FAQ](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 4.8; 31 CFR § 35.6 (b) (1) (xviii))

*(a) Subtotal of funds requested for this EC*: $ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*(b) Overall number of new positions requested for this EC*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

*(c) Number of new positions requested for this EC dedicated to serious violent felonies, as defined in OCGA § 17-10-6.1 (a)*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

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| *Describe how ARPA grant funds under this EC will be used to respond to the case backlogs and conserve time and resources to dedicate additional existing resources to serious violent felonies. Type “N/A” if not asking for funds under this EC.* |

*Note:* Per Executive Branch limitations, ARPA funds for court-based mental health diversion services must be used in a manner that prioritizes and expedites the resolution of cases involving serious violent felonies. Accordingly, for purposes of this expenditure category, grant recipients must provide an estimate in the description above of the staff hours and resources court-based mental health diversion services will conserve so staff may respond to serious violent felonies. Please also note that ARPA funds allocated to the Judicial Council may be used for court-based services only and not for out of court mental health treatment services.

**(3) Court-Based Substance Use Diversion** (EC 1.11; [FAQ](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 4.8; 31 CFR § 35.6 (b) (1) (xviii))

*(a) Subtotal of funds requested for this EC*: $ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*(b) Overall number of new positions requested for this EC*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

*(c) Number of new positions requested for this EC dedicated to serious violent felonies, as defined in OCGA § 17-10-6.1 (a)*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

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| *Describe how ARPA grant funds under this EC will be used to respond to the case backlogs and conserve time and resources to dedicate additional existing resources to serious violent felonies. Type “N/A” if not asking for funds under this EC.* |

*Note:* Per Executive Branch limitations, ARPA funds for court-based substance use diversion services must be used in a manner that prioritizes and expedites the resolution of cases involving serious violent felonies. Accordingly, for purposes of this expenditure category, grant recipients must provide an estimate in the description above of the staff hours and resources court-based substance use diversion services will conserve so staff may respond to serious violent felonies. Please also note that ARPA funds allocated to the Judicial Council may be used for court-based services only and not for out of court substance use treatment services.

**(4) Court-Based Eviction Prevention and Diversion** (EC 2.5; [FAQ](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 2.21; 31 CFR § 35.6 (b) (8))

*(a) Subtotal of funds requested for this EC*: $ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*(b) Overall number of new positions requested for this EC*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

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| *Describe how ARPA grant funds under this EC will be used to respond to the case backlogs and conserve time and resources to dedicate additional existing resources to serious violent felonies. Type “N/A” if not asking for funds under this EC.* |

*Note:* Per Executive Branch limitations, ARPA funds for court-based eviction prevention and diversion services must be used in a manner that prioritizes and expedites the resolution of cases involving serious violent felonies. Accordingly, for purposes of this expenditure category, grant recipients must provide an estimate in the description above of the staff hours and resources court-based eviction prevention and diversion services will conserve so that staff may respond to serious violent felonies. Please also note that ARPA funds allocated to the Judicial Council may not be used for direct payments to landlords or tenants.

**(5) Temporary Facilities or Workspace to Respond to Case Backlogs** (EC 7.1; Treasury [FAQs](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 2.19, 10.2; 31 CFR § 35.6 (b) (10))

*(a) Subtotal of funds requested for this EC*: $ .

*(b) Amount of subtotal for this EC dedicated to addressing the backlog of serious violent felonies, as defined in OCGA § 17-10-6.1 (a)*:$ .

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| *Describe how ARPA grant funds under this EC will be used to provide additional temporary space to respond to case backlogs or perform ARPA grant administration. Type “N/A” if not asking for funds under this EC.* |

**(6) ARPA Grant Administration** (EC 7.1; Treasury [FAQs](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 10.2, 10.5; 31 CFR § 35.6 (b) (10))

*(a) Subtotal of funds requested for this EC:* $ .

*(b) Number of new positions requested for this EC*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

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| *Describe proposed expenditures to administer ARPA grant funds. Type “N/A” if not asking for funds under this EC.* |

*Note:* The following clarifications have been provided by OPB regarding reimbursement for ARPA grant administration payroll expenditures: [revised 1/13/2022]

* **Current**, **hourly** employees performing ARPA grant administration duties may be paid from ARPA funds for time spent (including overtime) if the time is documented with timesheets.
* **Current, salaried** employees performing ARPA grant administration duties may not be paid extra from ARPA funds for added duties, but an **employer** may be reimbursed from ARPA funds for time spent by those employees performing ARPA grant administration duties if the time is documented with timesheets. To be clear, current employees performing ARPA grant administration duties may not be given a supplement or a raise to be paid from ARPA funds.
* **New** employees (hourly or salaried) may be paid from ARPA funds for time spent working on grant administration duties if the time is documented with timesheets.

Per Treasury’s [FAQ](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 10.2, grant administration “includes, but is not limited to, costs related to disbursing payments of [ARPA] Funds and managing new grant programs established using [ARPA] Funds.”

ARPA funds are authorized for supplies, furniture (valued at under $5,000), and equipment (valued at under $5,000) that are necessary for personnel to respond to the case backlogs or perform ARPA grant administration (e.g., computers, software licenses, phones, and printers). Such expenses are generally classified as non-capital permitted expenditures and should be listed here and in the Administrative/Indirect Costs section of the ARPA Budget Form. Grant recipients should rent high-cost equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure or preclear such purchases with the Governor’s Office of Planning and Budget to ensure reimbursement.

**(7) ARPA Grant Evaluation and Data Analysis** (EC 7.2; Treasury [FAQs](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf) 10.2, 10.5; 31 CFR § 35.6 (b) (10))

*(a) Subtotal requested for this EC:* $ .

*(b) Number of new positions requested for this EC*: .

*(i) Full time positions*: .

*(ii) Part time positions*: .

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| *Describe proposed research, planning, evaluation, or data analysis activities to administer ARPA grant funds. Type “N/A” if not asking for funds under this EC.* |

*Note:* See (D) (6) ARPA Grant Administration directly above for limitations on ARPA grant administration expenditures, which also apply to this expenditure category.

**(E) SUPPORTING DOCUMENTATION AND BUDGET**

[ ]  Check this box if supporting documentation (other than the required budget template form) is attached to the application. Applicants *must* complete and attach an **ARPA Budget Form** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](https://jcaoc.georgiacourts.gov/arpa)). *Notes:* *(1)* *The ARPA Budget Form must be submitted in an Excel spreadsheet format and not a pdf file format; and (2) please attach a cover letter indicating that this application seeks to amend an existing award (if applicable).*

**(F) CERTIFICATION**

[ ]  By checking this box, I, the undersigned, certify that (1) the information in this application is true and correct to the best of my knowledge; and (2) the proposed activities are eligible expenditures under the federal [American Rescue Plan Act of 2021](https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf) and [31 CFR Part 35](https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf) (“Interim Final Rule”). I understand that the use of ARPA grant funds is subject to U.S. Treasury and Governor’s Office of Planning and Budget reporting requirements and recoupment if put toward impermissible uses.

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Chief Judge/Justice Signature

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(G) SUBMIT APPLICATION**

E-mail a pdf of your completed, certified, and signed application to ARPA@georgiacourts.gov.

*Note:* Please ensure that an **ARPA Budget Form** (in an Excel spreadsheet file format) is attached as well as any other supporting documentation the ARPA Committee will need to sufficiently and efficiently review your application. The ARPA Grants Team will confirm receipt and follow up with you regarding any issues or problems with your application and next steps. Applications that are not timely completed during the application window may need to be considered by the ARPA Committee in a subsequent grant cycle. Promptly notify the ARPA Grants Team at ARPA@georgiacourts.gov if you need to amend or withdraw a submitted application to ensure your application is removed from the review process. Please also attach a cover letter indicating that this application seeks to amend an existing award, if applicable.