



Judicial Council of Georgia

Ad Hoc Committee on American Rescue Plan Act Funding

Periodic Certification Form

General Information and Instructions

The use of ARPA grant funds is subject to U.S. Treasury and Governor's Office of Planning and Budget reporting requirements, audits, and recouplement if put toward impermissible uses. 31 CFR § 35.10.

All employees and other staff that are paid with ARPA grant funds are required to document the effort spent on grant-related activities.

By completing and submitting the Periodic Certification Form, the employee certifies (1) the time sheet submitted is true and correct to the best of his/her knowledge; and (2) the job duties performed are eligible expenditures under the federal American Rescue Plan Act of 2021 and 31 CFR Part 35 ("Final Rule").

The portion of the paid salary reimbursed through the ARPA grant should be reflective of the actual activity the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to the ARPA grant program. The individual must certify the understanding that his/her position is supported through the ARPA grant program and that the job duties performed were related to activities in compliance of the grant program during the grant period.

Periodic certification of individuals paid with ARPA grant funds will be completed one time-each calendar year. Periodic certification forms are verified against payroll detailed expenditure reports to ensure that all employees paid with ARPA grant funds are included in annual periodic certifications.

Individual certifications must be signed by both the employee and the employee's supervisor or person having firsthand knowledge of the employee's work. After each form is collected and reviewed for proper signature and date, the form should be submitted to the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding.

The Periodic Certification form is available in a Word document and fillable PDF that may be accessed at <https://jcaoc.georgiacourts.gov>.

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Periodic certification is required when grantees use ARPA federal funds to pay employees' compensation. Periodic certification must be completed annually. Please ensure that all employees paid with ARPA funds complete this form and submit to ARPA@georgiacourts.gov.

Judicial Circuit:

County:

I understand that my position is supported entirely by funds from the ARPA grant. I certify that 100% or _____ % of my job duties were related to activities in compliance with this grant during the period from ***January 1, 2023 to December 31, 2023***. The information recorded on this form is true and correct to the best of my knowledge.

Employee:

Employee's Name and Title

Employee's Signature

Date of Signature

Approved by:

Supervisor's Name and Title

Supervisor's Signature

Date of Signature