**JUDICIAL COUNCIL ARPA GRANT APPLICATION**

Prior to completing this application, please review the ARPA [**Overview and Instructions**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/11/ARPA-Funding-Overview-and-Instructions-Final-v.10.1-Nov-2022.pdf). The Application Notes on pages 10-14 of this document also highlight important instructions for certain sections. Please complete all sections to receive full consideration for federal [American Rescue Plan Act](https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf) (ARPA) grant funding allocated to the Judicial Branch. Type “N/A.” if a particular section is not applicable.

**Type of Application (check applicable box):**

**New grant application (no current award)**

**Amend CY 2023 Award as described below**

**Judicial Circuit or Appellate Court Name**

|  |
| --- |
|  |

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

First Name Last Name

|  |  |
| --- | --- |
|  |  |

Street

|  |
| --- |
|  |

City ZIP Code

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

E-mail Address Business Phone

|  |  |
| --- | --- |
|  |  |

**Application Contact**

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

First Name Last Name

|  |  |
| --- | --- |
|  |  |

Job Title Business Phone

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
|  |

E-mail Address (application status updates):

**Grant Compliance Official**

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

First Name Last Name

|  |  |
| --- | --- |
|  |  |

Job Title Business Phone

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
|  |

E-mail Address (grant compliance/reporting):

**Grant Reimbursement Official (Fiscal Agent)**

Name the person from the lead county serving as the fiscal agent for the requested ARPA funds:

First Name Last Name

|  |  |
| --- | --- |
|  |  |

Job Title Business Phone

|  |  |
| --- | --- |
|  |  |

Street

|  |
| --- |
|  |

City ZIP Code County

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

|  |
| --- |
|  |

E-mail Address (grant reimbursement matters)

**(A) USE OF ARPA FUNDS SUMMARY**

|  |
| --- |
| *Describe the progress of your circuit to implement your plan since the effective date of your first ARPA grant award. Also identify data supporting successes and any barriers to implementation you have experienced. Type “N/A.” if this is a new grant application (i.e., no current award).* |

**(B) CASE BACKLOGS REQUIRED TO JUSTIFY ARPA FUNDS**

**(1)** Description of Case Backlogs

|  |
| --- |
| *Provide objective facts and summarize the data presented in the tables below to demonstrate that case backlogs exist in your circuit to justify a need for ARPA grant funds or continued funding.* |

**(2)** Case Backlog Data

(a) Cases Pending

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| As of Date | Cases Pending by Case Type | | | |
| All Cases  (Civil & Criminal) | All Felony Cases | Serious Violent Felony Cases | Serious Violent Felony Cases % of All Felony Cases Pending |
| 12/31/2019 |  |  |  |  |
| 12/31/2020 |  |  |  |  |
| 12/31/2021 |  |  |  |  |
| 12/31/2022 |  |  |  |  |
| 2/28/2023 |  |  |  |  |
| *Note*: For this chart, enter the number of cases pending in each box. Only include cases pending in the courts applying for ARPA funds. “Serious Violent Felony Cases” means the types of cases listed in OCGA § 17-10-6.1 (a) (1)-(7) only. | | | | |

(b) Number of Jury Trials

|  |  |  |  |
| --- | --- | --- | --- |
| Date Range | Number of Jury Trials by Case Type | | |
| All Cases  (Civil & Criminal) | All Felony Cases | Serious Violent Felony Cases |
| 1/1/19 - 12/31/19 |  |  |  |
| 1/1/20 - 12/31/20 |  |  |  |
| 1/1/21 - 12/31/21 |  |  |  |
| 1/1/22 - 12/31/22 |  |  |  |
| 1/1/23 - 2/28/23 |  |  |  |
| *Note*: For this chart, include the total number of jury trials conducted during the date ranges indicated. “Serious Violent Felony Cases” means the types of cases listed in OCGA § 17-10-6.1 (a) (1)-(7) only. | | | |

(c) Clearance Rates

|  |  |  |  |
| --- | --- | --- | --- |
| Date Range | Clearance Rates (%) by Case Type | | |
| All Cases  (Civil & Criminal) | All Felony Cases | Serious Violent Felony Cases |
| 1/1/19 - 12/31/19 |  |  |  |
| 1/1/20 - 12/31/20 |  |  |  |
| 1/1/21 - 12/31/21 |  |  |  |
| 1/1/22 - 12/31/22 |  |  |  |
| 1/1/23 - 2/28/23 |  |  |  |
| *Note*: For this chart, include the number of disposed cases as a percentage of the number of filed cases for the date ranges indicated within each category. “Serious Violent Felony Cases” means the types of cases listed in OCGA § 17-10-6.1 (a) (1)-(7) only. | | | |

(d) Description of Pending Warrants and Unindicted Cases

|  |
| --- |
| *Describe the volume of pending warrants and unindicted cases impacting case backlogs in your circuit.* |

**(C) TOTAL ARPA GRANT FUNDS REQUESTED FROM THE JUDICIAL COUNCIL 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 staff and contractor positions requested: .

(a) Overall number of full time staff positions: .

(b) Overall number of part time staff positions: .

(c) Overall number of contractor positions: .

**(4)** Portion of overall number of staff and contractor 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 staff positions dedicated to serious violent felonies: .

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

(c) Contractor positions dedicated to serious violent felonies: .

*Note*: As used in this application, “staff” means government employee.

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

**(1)** Applicants (except appellate courts) are required to request ARPA funds from one or more counties in their circuit. Have you requested ARPA funds from any counties in your circuit?

Yes  No

**(2)** List the counties from which you have requested ARPA funds (attach request & response):

|  |  |  |  |
| --- | --- | --- | --- |
| County | Purpose(s) For Which ARPA Funds Were Requested with Dates Requested | Amount Requested | Amount Approved |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |

*Note*: If your request for county ARPA funds and/or the county’s response was verbal (i.e., not in writing), please attach a memorandum documenting your request and/or the county’s response.

**(3)** County Resources Provided to Courts

|  |
| --- |
| *Describe what additional funding or resources counties have provided to courts in your circuit from calendar year 2020 to the present to support a response to case backlogs (if any). Include both county ARPA funds and county general funds. Type “None.” if no such additional funding or resources have been provided.* |

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

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

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

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

**(E) REQUESTS UNDER EACH ARPA EXPENDITURE CATEGORY (EC)**

**(1) Payroll-Public Sector Staff Responding to Case Backlogs** (EC 3.1; 31 CFR § 35.6 (b) (3) (ii) (E) (1))

(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) More than 50 percent of **total personnel costs** awarded each calendar year **under this EC** must be dedicated to serious violent felonies, as defined in OCGA § 17-10-6.1 (a). What percentage of the personnel costs requested under this EC will be dedicated to serious violent felonies? \_\_\_\_\_\_\_%.

(d) Overall number of staff positions to be funded under this EC: .

(i) Full time staff positions: .

(ii) Part time staff positions: .

(e) Number of staff positions requested under this EC dedicated to serious violent felonies, as defined in OCGA § 17-10-6.1 (a): .

(i) Full time staff positions: .

(ii) Part time staff positions: .

(f) The following applies for this EC only (check one):

Maintain CY 2023 award for this EC with no amendments.

Maintain CY 2023 award for this EC with the following amendments:

No funds have been awarded for this EC in CY 2023, so the following describes a new request:

No funds are requested for this EC.

|  |
| --- |
| *Describe how ARPA grant funds under this EC will be used by government employees (i.e., staff) to respond to case backlogs (prioritizing serious violent felonies). Contractor positions responding to case backlogs must be requested under (E) (6) “ARPA-Eligible Administrative Expenses” to comply with federal guidance and regulations. If applicable, describe any amendments requested to your CY 2023 award.* |

**(2) Court-Based Mental Health Diversion** (EC 1.12; 31 CFR § 35.6 (b) (3) (i) (C))

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

(b) Overall number of staff and contractor positions to be funded under this EC: .

(i) Full time staff and contractor positions: .

(ii) Part time staff and contractor positions: .

(c) The following applies for this EC only (check one):

Maintain CY 2023 award for this EC with no amendments.

Maintain CY 2023 award for this EC with the following amendments:

No funds have been awarded for this EC in CY 2023, so the following describes a new request:

No funds are requested for this EC.

|  |
| --- |
| *Describe how ARPA grant funds under this EC will be used by government employees (i.e., staff) and/or contractors to respond to case backlogs. If applicable, describe any amendments requested to your CY 2023 award.*  *Include a numerical estimate of the staff time and resources conserved to dedicate additional existing resources to serious violent felonies. As used in this section, “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) Court-Based Substance Use Diversion** (EC 1.13; 31 CFR § 35.6 (b) (3) (i) (C))

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

(b) Overall number of staff and contractor positions to be funded under this EC: .

(i) Full time staff and contractor positions: .

(ii) Part time staff and contractor positions: .

(c) The following applies for this EC only (check one):

Maintain CY 2023 award for this EC with no amendments.

Maintain CY 2023 award for this EC with the following amendments:

No funds have been awarded for this EC in CY 2023, so the following describes a new request:

No funds are requested for this EC.

|  |
| --- |
| *Describe how ARPA grant funds under this EC will be used by government employees (i.e., staff) and/or contractors to respond to case backlogs. If applicable, describe any amendments requested to your CY 2023 award.*  *Include a numerical estimate of the staff time and resources conserved to dedicate additional existing resources to serious violent felonies. As used in this section, “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.* |

**(4) Court-Based Eviction Prevention and Diversion** (ECs 2.2, 2.18; 31 CFR § 35.6 (b) (3) (ii) (A) (1), (5))

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

(b) Overall number of staff and contractor positions to be funded under this EC: .

(i) Full time staff and contractor positions: .

(ii) Part time staff and contractor positions: .

(c) The following applies for this EC only (check one):

Maintain CY 2023 award for this EC with no amendments.

Maintain CY 2023 award for this EC with the following amendments:

No funds have been awarded for this EC in CY 2023, so the following describes a new request:

No funds are requested for this EC.

|  |
| --- |
| *Describe how ARPA grant funds under this EC will be used by government employees (i.e., staff) and/or contractors to respond to case backlogs. If applicable, describe any amendments requested to your CY 2023 award.*  *Include a numerical estimate of the staff time and resources conserved to dedicate additional existing resources to serious violent felonies. As used in this section, “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.* |

**(5) Temporary Facilities or Workspace to Respond to Case Backlogs** (ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4))

(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) The following applies for this EC only (check one):

Maintain CY 2023 award for this EC with no amendments.

Maintain CY 2023 award for this EC with the following amendments:

No funds have been awarded for this EC in CY 2023, so the following describes a new request:

No funds are requested for this EC.

|  |
| --- |
| *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. If applicable, describe any amendments requested to your CY 2023 award.* |

**(6) ARPA-Eligible Administrative Expenses** (ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (3)-(4))

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

(b) Overall number of staff and contractor positions to be funded under this EC: .

(i) Full time staff and contractor positions: .

(ii) Part time staff and contractor positions: .

(c) The following applies for this EC only (check one):

Maintain CY 2023 award for this EC with no amendments.

Maintain CY 2023 award for this EC with the following amendments:

No funds have been awarded for this EC in CY 2023, so the following describes a new request:

No funds are requested for this EC.

|  |
| --- |
| *Describe proposed ARPA-eligible administrative expenses. Contractors performing mental health, substance use, or eviction prevention diversion services must be requested under (E) (2), (3), or (4) respectively. All other contractors responding to case backlogs must be requested under this EC. Staff or contractors performing grant administration must be requested under this EC. If applicable, describe any amendments requested to your CY 2023 award.* |

**(7) Audio-Visual Equipment Modernization** (ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4), (b) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022))

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

(b) Per federal regulations and OPB requirements, audio-visual modernization costs must be necessary, reasonable, and proportional to the objectively demonstrated need to respond to case backlogs caused by the pandemic, with a primary focus on cases involving serious violent felonies. The total number of staff and contractor positions responding to case backlogs to be funded in CY 2023 by this ARPA grant if approved, including all staff and contractor positions requested in sections (E) (1)-(4), (6) of this application, are as follows:

(i) Full time staff and contractor positions: .

(ii) Part time staff and contractor positions: .

*Note*: No staff or contractor positions should be requested under this EC, which is reserved for “audio-visual equipment modernization” expenditures only, as defined in the [**Audio-Visual Equipment Modernization Policy**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/12/12.8.22-ARPA-AV-Equipment-Modernization-Policy-Final-Approved-Dec-2022.pdf) (“AV Policy”). All staff and contractor positions should be requested under sections (E) (1)-(4), (6) of this application. The intent of (b) (i)-(ii) directly above is to make sure your overall ARPA-funded staff and contractor headcount is proportional to the number of courtrooms you intend to modernize to comply with federal regulations and OPB requirements. AV Policy § (d).

(c) **Audio-Visual Equipment Modernization Policy** checklist (check all that apply to indicate compliance):

A detailed justification letter is attached stating that audio-visual equipment modernization in the courtrooms listed in table (7) (d) below is a necessary component of a response to court case backlogs caused by the pandemic, with a primary focus on cases involving serious violent felonies. Id. at § (b) (2).

A detailed summary of each audio-visual modernization project requested under this EC is attached, including a complete project timeline. Id. at § (b) (3).

A detailed proposal from each vendor is attached, including an estimate of the cost of each project and all equipment to be installed. Id. at § (b) (4).

Each attached proposal was subject to local competitive bidding requirements and procedures and reflects market prices for comparable goods and services for the geographic area where the courtroom is located. Id. at §§ (c)-(d).

The projects are requested for existing courtrooms only, as defined. Id. at § (a) (2).

The projects are requested for courtrooms where personnel are responding to case backlogs caused by the pandemic, with first priority given to courtrooms where personnel are responding to cases involving serious violent felonies. Id. at §§ (b) (2), (d).

The projects requested are compliant with all other provisions of the ARPA Committee’s [**Audio-Visual Equipment Modernization Policy**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/12/12.8.22-ARPA-AV-Equipment-Modernization-Policy-Final-Approved-Dec-2022.pdf).

(d) For each existing permanent courtroom where new audio-visual equipment is to be installed, fill in the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| County | Location of Courtroom | Classes of Court That Use Courtroom | Amount Requested |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |

*Note*: Add additional rows to the table above if requesting funds for more than three courtrooms.

**(F) SUPPORTING DOCUMENTATION AND BUDGET FORM**

The following supporting documentation is attached to this application (check all that apply):

A completed [**ARPA Budget Form**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/09/final.-CY-23-Budget-Form-Template-revised.xlsx) in an Excel spreadsheet file format (required).

Correspondence to and from county governments requesting ARPA funds (required).

All documents required under section (b) (2)-(4) of the [**Audio-Visual Equipment Modernization Policy**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/12/12.8.22-ARPA-AV-Equipment-Modernization-Policy-Final-Approved-Dec-2022.pdf) (if requesting funds under section (E) (7) of this application).

Any other documentation needed to support this application (if applicable).

**(G) 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 and 31 CFR Part 35 (“Final Rule”). I understand that the use of ARPA grant funds is subject to certain reporting requirements, audits, and recoupment if put toward impermissible uses. 31 CFR § 35.10.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Judge/Justice Signature

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

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

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

**(H) SUBMIT APPLICATION**

E-mail a .pdf of your completed, certified, and signed application (with supporting documentation) to [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov).

**APPLICATION NOTES**

**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 the [**Overview and Instructions**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/11/ARPA-Funding-Overview-and-Instructions-Final-v.10.1-Nov-2022.pdf) for full details beyond the basic instructions presented below.

. . .

**(B) CASE BACKLOGS REQUIRED TO JUSTIFY ARPA FUNDS**

All applicants must objectively demonstrate that case backlogs exist to qualify for ARPA grant funds or continued funding. All expenditures requested in this application must be reasonably 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)). 87 Fed. Reg. 4,344; 4,388 (Jan. 27, 2022). 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 in the description, e.g., space constraints or other factors. Applicants should also identify what portion of case backlogs are serious violent felony cases, as defined in OCGA § 17-10-6.1 (a).

. . .

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

**Applicants (except appellate courts) must request ARPA funds from their respective county governments**. For ARPA grant funds 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, 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). Also attach any correspondence to and from each county from which ARPA funds were requested.

As used in this section, “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).

**(E) REQUESTS UNDER EACH ARPA EXPENDITURE CATEGORY (EC)**

**(E) (1) Payroll-Public Sector Staff Responding to Case Backlogs (EC 3.1)**

**More than 50 percent of total personnel costs awarded each calendar year under this EC must be dedicated to responding to serious violent felonies, as defined in OCGA § 17-10-6.1 (a)**. As used in (E) (1) (c), “total personnel costs” means the subtotal of funds requested under section (E) (1) only, as stated in (E) (1) (a). To get the percentage used in (E) (1) (c), divide the amount provided under (E) (1) (b) by the amount provided in (E) (1) (a).

**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 for time spent actually responding to case backlogs may be reimbursed with ARPA grant funds. 87 Fed. Reg. 4,341; 4,388 (Jan. 27, 2022) (Eligible use must “respond to the identified negative economic impact” of the pandemic, “e.g., backlogs in court systems”). 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 (or backfilling others so they can respond) must be tracked and documented for reimbursement and auditing purposes.

Per U.S. Treasury Compliance and Reporting Guidance, federal “EC 3.1” is reserved for “Public Sector Workforce” payroll and benefits, so (E) (1) must exclude contractors, which fall under federal administrative ECs “3.5” and “7.1.” 31 CFR § 35.6 (b) (3) (ii) (E) (1). To categorize contractors correctly under federal guidance, request contractors responding to case backlogs generally (i.e., not performing mental health, substance use, or eviction prevention diversion services) under (E) (6), which corresponds to federal administrative expenditure ECs “3.5” and “7.1.” 31 CFR § 35.6 (b) (3) (ii) (E) (3)-(4).

**(E) (2) Court-Based Mental Health Diversion (EC 1.12)**

Per Executive Branch limitations, ARPA funds for court-based mental health diversion services must: (a) respond to case backlogs; and (b) conserve staff time and resources to respond to case backlogs of serious violent felony cases, as defined in OCGA § 17-10-6.1 (a). Accordingly, for purposes of this expenditure category, grant applicants **must provide** a **numerical estimate** in the description regarding the staff hours and resources court-based mental health diversion services will conserve so staff may respond to serious violent felonies. As used in this section, “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. 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.

Contractors performing court-based mental health division services to respond to case backlogs must be requested under (E) (2) and not (E) (6) because federal “EC 1.12” applies to “Mental Health Services” generally. 31 CFR § 35.6 (b) (3) (i) (C).

**(E) (3) Court-Based Substance Use Diversion (EC 1.13)**

Per Executive Branch limitations, ARPA funds for court-based substance use diversion services must: (a) respond to case backlogs; and (b) conserve staff time and resources to respond to case backlogs of serious violent felony cases, as defined in OCGA § 17-10-6.1 (a). Accordingly, for purposes of this expenditure category, grant applicants **must provide** a **numerical estimate** in the description regarding the staff hours and resources court-based substance use diversion services will conserve so staff may respond to serious violent felonies. As used in this section, “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. 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.

Contractors performing court-based substance use diversion services to respond to case backlogs must be requested under (E) (3) and not (E) (6) because federal “EC 1.13” applies to “Substance Use Services” generally. 31 CFR § 35.6 (b) (3) (i) (C).

**(E) (4) Court-Based Eviction Prevention and Diversion (ECs 2.2, 2.18)**

Per Executive Branch limitations, ARPA funds for court-based eviction prevention and diversion services must: (a) respond to case backlogs; and (b) conserve staff time and resources to respond to case backlogs of serious violent felony cases, as defined in OCGA § 17-10-6.1 (a). Accordingly, for purposes of this expenditure category, grant applicants **must provide** a **numerical estimate** in the description regarding the staff hours and resources court-based eviction prevention and diversion services will conserve so that staff may respond to serious violent felonies. As used in this section, “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. Please also note that ARPA funds allocated to the Judicial Council may not be used for direct payments to landlords or tenants.

Contractors performing court-based eviction prevention and diversion services to respond to case backlogs must be requested under (E) (4) and not (E) (6) because federal ECs “2.2” and “2.18” respectively apply to “Household Assistance: Rent, Mortgage, and Utility Aid” and “Housing Support: Other Housing Assistance” generally. 31 CFR § 35.6 (b) (3) (ii) (A) (1), (5).

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**(E) (6) ARPA-Eligible Administrative Expenses (ECs 3.5, 7.1)**

Describe proposed ARPA-eligible administrative expenses in the space provided. Contractors performing mental health, substance use, or eviction prevention diversion services must be requested under (E) (2), (3), or (4) respectively. All other contractors responding to case backlogs and contractors performing grant administration must be requested under (E) (6). 31 CFR § 35.6 (b) (3) (ii) (E) (1), (3)-(4).

*Grant Administration Payroll*

The following clarifications have been provided by OPB regarding reimbursement for ARPA grant administration payroll expenditures only:

* **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 part-time** 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.
* **New full-time** employees (hourly or salaried) may be paid from ARPA funds for time spent working on grant administration duties if the time is documented on a timesheet, labor report, and a Personnel Action or Periodic Certification Form upon hire and a chart of accounts for ARPA funding is provided. See ARPA Fiscal Team for details.

Grant administration includes costs related to disbursing payments of ARPA funds and managing ARPA grant programs. 87 Fed. Reg. 4,435-4,436; 4,444 (Jan. 27, 2022).

*Supplies, Materials, and Equipment*

ARPA funds are authorized for supplies, furniture (valued at under $5,000), and equipment (valued at under $5,000; e.g., monitors, computers, software licenses, phones, and printers) that are necessary for personnel to respond to case backlogs or perform ARPA grant administration. If valued at under $5,000, such expenditures are generally classified as non-capital permitted expenditures and should be listed under (E) (6) and in the Administrative/Indirect Costs section of the [**ARPA Budget Form**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/09/final.-CY-23-Budget-Form-Template-revised.xlsx). Grant recipients should rent equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure. Special rules apply to audio-visual equipment, as explained below.

*Audio-Visual Equipment*

Effective December 8, 2022, audio-visual equipment modernization in existing permanent courtrooms is an ARPA-eligible expenditure and not subject to the OPB prohibition on capital expenditures mentioned immediately above. Movable or temporary audio-visual equipment for temporary courtrooms must be requested under (E) (6). The purchase and installation of permanent audio-visual equipment (i.e., fixtures) in existing permanent courtrooms must be requested under section (E) (7) and is subject to specific rules and procedures.

**(E) (7) Audio-Visual Equipment Modernization (ECs 3.5, 7.1)**

On December 8, 2022, the ARPA Committee approved audio-visual equipment modernization in existing permanent courtrooms as an eligible expenditure, subject to certain rules and procedures. See the [**Audio-Visual Equipment Modernization Policy**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/12/12.8.22-ARPA-AV-Equipment-Modernization-Policy-Final-Approved-Dec-2022.pdf) and section 15 of the [**Overview and Instructions**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/11/ARPA-Funding-Overview-and-Instructions-Final-v.10.1-Nov-2022.pdf) for details and restrictions. Use the Audio-Visual Equipment Modernization Policy checklist provided in (E) (7) (c) to assist with compliance.

**(F) SUPPORTING DOCUMENTATION AND BUDGET FORM**

The [**ARPA Budget Form**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/09/final.-CY-23-Budget-Form-Template-revised.xlsx) must be submitted in an Excel spreadsheet format and not a .pdf file format. Copies of correspondence requesting county ARPA funds must also be attached, as well as any response to such request. If requesting funds under (E) (7), attach all documents required under section (b) (2)-(4) of the [**Audio-Visual Equipment Modernization Policy**](https://jcaoc.georgiacourts.gov/wp-content/uploads/sites/6/2022/12/12.8.22-ARPA-AV-Equipment-Modernization-Policy-Final-Approved-Dec-2022.pdf). Attach any other supporting documentation the ARPA Committee will need to sufficiently and efficiently review your application. Use the checklist provided in this section to assist with compliance.

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**(H) SUBMIT APPLICATION**

The ARPA Grants Team will confirm receipt and follow up with you regarding any issues with your application and next steps. Applications that are not timely completed during the application review window may need to be considered by the ARPA Committee in a subsequent application period. Promptly notify the ARPA Grants Team at [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) if you need to revise or withdraw a submitted application.