

# JUDICIAL COUNCIL OF GEORGIA AMERICAN RESCUE PLAN ACT GRANT FUNDING OVERVIEW AND INSTRUCTIONS

## Process Overview

### 1. Background

The U.S. Department of the Treasury (“Treasury”) has established a process for the dissemination of Coronavirus State and Local Fiscal Recovery Funds (“ARPA funds”), as provided by the federal [American Rescue Plan Act of 2021](#) (Public Law No: 117-2; hereinafter “ARPA”). ARPA appropriated \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments to respond to the COVID-19 pandemic. Treasury has created a [website](#), a [Final Rule](#) (31 CFR Part 35), and [supporting guidance](#) detailing how ARPA funds may be used under federal laws and regulations.

The State of Georgia has been allocated \$4.8 billion in ARPA funds. Governor Brian P. Kemp (“Executive Branch”) has allocated up to \$110 million in ARPA funds to address backlogs of court cases (prioritizing cases involving serious violent felonies), which will be administered as follows:

- (a) The Judicial Council of Georgia (“Judicial Council”) and its Administrative Office of the Courts (“AOC”) will administer up to \$96 million in grants to authorized classes of court, prosecutors, and related agencies.
- (b) The remaining \$14 million in ARPA funds is allocated to the Georgia Public Defender Council (GPDC) for grants to public defenders and will be administered by the Governor’s Office of Planning and Budget (OPB). (Accordingly, the term “related agencies” used below does not include public defenders).

It is possible that additional ARPA funds may be allocated by the Executive Branch to the Judicial Council in the future for purposes other than addressing backlogs of court cases (prioritizing cases involving serious violent felonies). See section **6. Federally Eligible Uses Not Currently Authorized by the Executive Branch or the ARPA Committee** below for a list of ARPA expenditure categories permitted by federal law but not currently authorized by the Executive Branch or the ARPA Committee.

### 2. Authorized Courts and Judicial System Stakeholders

The Executive Branch has placed certain limitations on what entities are currently eligible for ARPA grant funds and what such funds may be used for. In accordance with these limitations, ARPA grant funds are currently available to all classes of trial court (except municipal courts), appellate courts, prosecutors, and related agencies for the limited purpose of addressing backlogs of court cases (prioritizing cases involving serious violent felonies). Municipal courts with *substantial* case backlogs are encouraged to pursue ARPA funds from the city that a municipal court serves. However, please e-mail [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) if such pursuit is unsuccessful.

The ARPA funds received by the Judicial Council will be disseminated through the process described herein. Each judicial circuit must apply to the ARPA Committee for ARPA funds on behalf of all authorized classes of trial court (excluding municipal courts), prosecutors, and related agencies within the circuit. Appellate courts are also eligible for ARPA grant funds and may apply directly to the ARPA Committee. All proposed expenditures must demonstrate a nexus to responding to backlogs of court cases (prioritizing cases involving serious violent felonies, as

defined in OCGA § 17-10-6.1 (a)). Administrative expenses to support such response effort and manage ARPA grant funds are also permitted. 31 CFR § 35.6 (b) (3) (ii) (E) (3)-(4); see (E) (6) *ARPA-Eligible Administrative Expenses* below for limitations on administrative costs.

On December 8, 2022, the ARPA Committee approved audio-visual equipment modernization in *existing* permanent courtrooms as an ARPA-eligible expenditure, subject to certain conditions and restrictions. See section **15. Audio-Visual Equipment Modernization** below for details. Effective July 26, 2023, the following are also an ARPA-eligible expenditure: (1) legal research software for ARPA-funded staff attorneys and prosecutors; and (2) digital evidence management software. See section **5. Eligible Expenditures and Limitations on Federally Eligible Uses** below for details and special rules for certain expenditure categories.

*Note: Prosecutors responding to case backlogs may pursue ARPA funds via a judicial circuit's application. However, please e-mail [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) if such pursuit is unsuccessful after asking to be included in an application in good faith with supporting data demonstrating an eligible need for ARPA funds.*

### **3. Application Review and Approval**

Chief Justice David E. Nahmias established the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) on October 28, 2021, to review and approve applications for ARPA grant funds from all authorized classes of trial court (excluding municipal courts), appellate courts, prosecutors, and related agencies for the limited purpose of addressing backlogs of court cases, prioritizing cases involving serious violent felonies (the order creating the ARPA Committee is available under Quick Links at [jcaoc.georgiacourts.gov/arpa](http://jcaoc.georgiacourts.gov/arpa)). The Chief Justice may change the composition of the ARPA Committee throughout the performance period based on the needs of the Judicial Branch and any changes in funding priorities established by the Governor and OPB. The ARPA Committee is staffed by the [Judicial Council/Administrative Office of the Courts \(AOC\)](#). To reach AOC's ARPA Grants Team (“ARPA Grants Team”), please e-mail [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov).

### **4. Eligible Uses Under the Federal American Rescue Plan Act of 2021**

Under federal law, ARPA funds may be used for expenditures in one of the following four statutory categories:

- (a) To respond to the COVID-19 public health emergency or its negative economic impacts;
- (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient;
- (c) For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; or
- (d) To make necessary investments in water, sewer, or broadband infrastructure.

ARPA § 9901 (a) (codified at 42 USC § 802 (c) (1)). Insight into Treasury's interpretation of these four statutory categories may be found in 31 CFR Part 35 (“[Final Rule](#)”) and Treasury's [Compliance and Reporting Guidance](#). ARPA funds allocated to the Judicial Council fall under statutory category (a) “negative economic impacts” above because Treasury has identified “backlogs in court systems” as a negative economic impact of the COVID-19 pandemic. 87 Fed. Reg. 4,341; 4,388 (Jan. 27, 2022) (Eligible use “must ‘respond to’ the identified negative economic impact,” “e.g., backlogs in court systems”); Treasury's Interim Final Rule [FAQ 2.19](#).

## 5. Eligible Expenditures and Limitations on Federally Eligible Uses

The Executive Branch and the ARPA Committee have placed certain limitations on: (1) which Judicial Branch entities are eligible for ARPA grant funds; and (2) what expenditures ARPA grant funds may be used for. Treasury has deemed steps to reduce court case backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional judges, court staff, security staff, or attorneys to increase the speed of case resolution, as well as other expenses to expedite case resolution, as eligible uses of ARPA funds. 31 CFR § (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,388 (Jan. 27, 2022) (“e.g., backlogs in court systems”); Treasury’s Interim Final Rule [FAQ 2.19](#). However, per Executive Branch limitations and ARPA Committee policies, *only the following expenditures are eligible for Judicial Branch ARPA Funds:*

(a) *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 awarded in each calendar year is dedicated to responding to serious violent felonies*, as defined in OCGA § 17-10-6.1 (a).

(b) *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).

(c) *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 or word processing 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 staff attorneys and 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, the purchase of which is subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327 (see **FAQ 28.2** for detailed federal procurement guidance from OPB) and the **Audio-Visual Equipment Modernization Policy** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](http://jcaoc.georgiacourts.gov/arpa));
- (xiv) Legal research software for ARPA-funded staff attorneys and prosecutors, the purchase of which is subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327 (see **FAQ 28.2** for detailed federal procurement guidance from OPB);
- (xv) Digital evidence management software, the purchase of which is subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327 (see **FAQ 28.2** for detailed federal procurement guidance from OPB); and
- (xvi) 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.

#### NOTES ON EXECUTIVE BRANCH LIMITATIONS

**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. 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.

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.

Per 87 Fed. Reg. 4,387 (Jan. 27, 2022), ARPA grant “recipients may use funds for direct and indirect administrative costs for administering the [ARPA grant] program and projects funded by the [ARPA grant] program.” ARPA funds may also be used for “[c]osts associated with addressing administrative needs of recipient governments that were caused or exacerbated by the pandemic.” 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,388 (Jan. 27, 2022) (“e.g., backlogs in court systems”).

Judicial Branch ARPA funds are authorized for supplies, furniture (valued at under \$5,000), and equipment (valued at under \$5,000; e.g., monitors, computers, *authorized* software licenses, phones, and printers) that are **necessary** for personnel to respond to the case backlogs or to perform ARPA grant administration. If valued at under \$5,000, such expenses are generally classified as eligible non-capital expenditures and must be listed in (E) (6) ARPA-Eligible Administrative Expenses and in the Administrative/Indirect Costs section of the ARPA Budget Form. *Grant recipients should rent equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure.*

Special rules apply to: (1) audio-visual equipment, as explained in section **15. Audio-Visual Equipment Modernization**; and (2) software, as explained in **Administrative Expenses Note #6** below.

## **6. Federally Eligible Uses Not Currently Authorized by the Executive Branch or the ARPA Committee**

Consistent with Executive Branch limitations on the ARPA funds allocated to the Judicial Council and ARPA Committee policies, the following are eligible uses of ARPA funds under federal law and regulations but are not currently authorized uses for Judicial Branch grant awards (but may become authorized uses in future grant cycles):

- Professional dues, continuing education, and training for staff (unless expressly authorized above in section **5. Eligible Expenditures and Limitations on Federally Eligible Uses**) (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”).
- 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”).
- Unauthorized software. Only the following software is currently authorized by OPB: (1) basic operating and word processing software; (2) digital evidence management software; and (3) legal research software for ARPA-funded staff attorneys and prosecutors. See **Administrative Expenses Note #6** below for special procurement rules for certain software.
- 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](#)).
- 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.
- 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.
- 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.

- 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 *are not authorized*. “Premium pay” is defined in 31 CFR §§ 35.3, 35.6 (c); (EC 4.1).
- 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*. See section **15. Audio-Visual Equipment Modernization** below for an exception for audio-visual equipment modernization projects in *existing* permanent courtrooms.
- 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)).
- 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)).
- General modernization of cybersecurity not related to broadband upgrades, including hardware, related 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).

## **7. Application Period**

Applications for ARPA grant funds will be accepted from *August 28, 2023, to September 15, 2023*. The ARPA Committee will schedule additional application periods throughout the performance period, which will be posted at [jcaoc.georgiacourts.gov/arpa](http://jcaoc.georgiacourts.gov/arpa). E-mail the ARPA Grants Team at [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) if you want to subscribe to updates from the ARPA Committee and be notified of future application periods.

## **8. Performance Period**

The overall performance period for the ARPA funds provided to the Judicial Council by the Executive Branch is *January 1, 2022, to December 31, 2026*. This means that the ARPA Committee may award and disseminate ARPA funds allocated to the Judicial Council until December 31, 2026. *Expenses for activities that occurred prior to a grant award date are not eligible for reimbursement*. Any funds allocated to the Judicial Council that are not expended for eligible uses by December 31, 2026, will be forfeited to the Executive Branch. 31 CFR § 35.5.

On July 26, 2023, the ARPA Committee approved the following policies and schedule for the duration of the overall performance period:

- All current CY 2023 grant awards will be extended through December 31, 2025.
- Subject to available funding, current grantees and new applicants may apply for award amendments or new awards during any authorized application period (August-September 2023, April 2024, September 2024, or April 2025).
- The closeout deadline for CY 2023-2025 awards is March 31, 2026.
- Subject to available funding, all circuits must reapply for new awards for the final award period of January 1, 2026, to September 30, 2026.

- All reimbursements for the entire program must be processed by December 31, 2026.

## 9. Application Procedures

ARPA grant applications will be accepted from judicial circuits on behalf of all authorized classes of trial court (excluding municipal courts), prosecutors, and related agencies during the application period stated in section 7. **Application Period** above. Appellate courts are also eligible for ARPA grant funds and may apply directly during the same application period. Applications will first be reviewed by the ARPA Grants Team for completeness and compliance. The ARPA Grants Team will then forward completed applications to the ARPA Committee for review. Incomplete applications or applications with compliance or other issues will be returned to the applicant by the ARPA Grants Team with a list of items that should be addressed prior to it being reviewed by the ARPA Committee. ***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** above for details.

Promptly notify the ARPA Grants Team at [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) if you need to revise or withdraw a submitted (but not approved) application. If an award recipient needs to amend an award, an amended **ARPA Grant Application** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](https://jcaoc.georgiacourts.gov/arpa)) may be submitted to the ARPA Committee during an authorized application period using the regular application process. *See section 14. Award Amendments and Administrative Budget Revisions below for important details and rules regarding modifications to current awards.*

### IMPORTANT APPLICATION SUBMISSION NOTICE

After an application is submitted to [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov), the ARPA Grants Team will confirm receipt via e-mail 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. *If you do not receive a confirmation e-mail that your application has been received within three business days after submission, please promptly notify the ARPA Grants Team at [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) and call 404-656-5171 to ensure receipt.*

## 10. Waiting to Apply Not a Negative Factor

Potential applicants should note that the ARPA Committee recognizes that some judicial system entities and stakeholders may choose to wait to apply for ARPA funds until a future application period. The ARPA Committee will distribute ARPA funds over the full course of the performance period with the goal of expending all ARPA funds awarded to the Judicial Council by December 31, 2026 (assuming a sufficient number of awards are approved and reimbursed to exhaust such funds). The ARPA Committee will accept applications for grant funds during multiple application periods throughout the performance period and the choice not to apply in a given grant cycle will not be counted against any applicant in a subsequent grant cycle.

## 11. Grant Awards

ARPA funds allocated to the Judicial Council will be awarded by the ARPA Committee to grant recipients after review and approval of an **ARPA Grant Application**, which is available under Quick Links at [jcaoc.georgiacourts.gov/arpa](https://jcaoc.georgiacourts.gov/arpa) and explained below. Notification of awards will be

communicated to grant recipients by the ARPA Grants Team on behalf of the ARPA Committee from the e-mail address: [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov). See section 8. **Performance Period** above for the current award policies and schedule.

## 12. Reporting and Reimbursement

ARPA grant recipients will be reimbursed upon submission of monthly requests as eligible costs are incurred, reported, and approved for payment by the AOC and OPB. *Please note: (1) no advances or retroactive payments are currently authorized by the Executive Branch; and (2) reimbursement requests are due by the 15<sup>th</sup> of each month following the month the expenditures were incurred.*

The AOC (on behalf of the ARPA Committee) and ARPA funding recipients are required to report to OPB on the use of ARPA funds allocated to the Judicial Council. Recipients must submit expenditure reports and supporting documentation to the ARPA Grants Team to initiate reimbursement for eligible expenditures. The AOC will submit the required reports and documentation to OPB on behalf of grant recipients. The ARPA Grants Team will provide ARPA grant recipients with instructions, deadlines, and templates to facilitate the reporting of eligible expenditures and initiate the reimbursement process.

## 13. Process for reimbursing senior judges with ARPA funds for time worked responding to case backlogs (prioritizing cases involving serious violent felonies) if paid by the Council of Superior Court Judges

The process for reimbursing senior judges with ARPA funds for time worked responding to case backlogs, with priority given to cases involving serious violent felonies, if paid by the Council of Superior Court Judges is as follows:

- A chief judge will request one or more senior judges to respond to case backlogs (with priority given to cases involving serious violent felonies) via their district court administrator (DCA) per the usual process for requesting senior judge assistance. However, such requests must clearly identify proposed ARPA eligible hours (only time spent responding to case backlogs, with priority given to cases involving serious violent felonies, is eligible for ARPA funds).
- Senior judges will submit timesheets to the applicable DCA monthly for approval after performing work responding to case backlogs. Each timesheet must clearly identify ARPA eligible hours (only time spent responding to case backlogs, with priority given to cases involving serious violent felonies, is eligible for ARPA funds).
- Each DCA will submit the approved senior judge timesheets to the Department of Audits and Accounts (DOAA) and the Council of Superior Court Judges per the usual process, but each timesheet must clearly distinguish ARPA eligible hours from State-funded hours.
- The Council of Superior Court Judges will process each senior judge's pay (using State and/or ARPA funds, as available) based on the hours submitted.
- Each DCA will submit a monthly request for reimbursement (invoice) to the AOC, which must include: (1) timesheets and case assignment forms (with senior judge's name) indicating ARPA eligible hours; and (2) a spreadsheet with the following fields:

Circuit Name	Grant Award Amount for Senior Judges	Year-To-Date Expenses	Current Month Reimbursement Request	Remaining Balance




- The AOC will match each DCA’s invoice to the approved ARPA budget for each circuit.
- The AOC will request reimbursement from OPB by circuit for senior judge payroll to respond to the case backlogs (with priority given to cases involving serious violent felonies).
- When the AOC receives the reimbursement from OPB, the AOC will reimburse the Council of Superior Court Judges, in one lump sum, with ARPA funds for the senior judge payroll responding to case backlogs (with priority given to cases involving serious violent felonies).

Please e-mail the ARPA Grants Team at [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) if you have questions about the reimbursement process.

#### **14. Award Amendments and Administrative Budget Revisions**

On May 19, 2023, the Ad Hoc Committee on American Rescue Plan Act Funding (ARPA Committee) approved the following revised policy regarding award amendments and administrative budget revisions:

##### ***Requests to Amend a Current Award***

(a) An awardee must submit an *ARPA Grant Application* (via [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) and subject to review by the ARPA Committee) to request an *amendment to a current award* for all the following requests:

- (1) Except as provided in (b) (2), moving funds from the “Personnel Services” category to the “Administrative/Indirect Cost” category on an approved Budget Form;
- (2) Except as provided in (b) (2), moving funds from the “Administrative/Indirect Cost” category to the “Personnel Services” category on an approved Budget Form;
- (3) Any request to add a new budget line item not currently listed on an approved Budget Form
- (4) Any request that would result in a net increase of the Total Overall Budget on an approved Budget Form; or
- (5) The *fifth* or more Budget Revision Request in a calendar year from the same awardee.

##### ***Budget Revision Requests***

(b) An awardee may submit a *Budget Revision Request* in writing to the ARPA Team (via [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov)) for *administrative approval* by the ARPA Team as follows:

- (1) A Budget Revision Request may be used to request moving *up to ten percent* of the total approved funds within a Budget Category (i.e., within “Personnel Services” or within “Administrative/Indirect Cost”) from one or more approved budget line items (e.g., bailiffs) to one or more other approved budget line items (e.g., district attorneys) within the same Budget Category.
- (2) If an approved position maintains the same function, a Budget Revision Request may be used to request that a public sector employee position be transitioned into a contractor position; or to request that a contractor position be transitioned into a public sector employee position.
- (3) A maximum of *one* Budget Revision Request is permitted *each quarter* per awardee.

- (4) Budget Revision Requests may be submitted only during the months of *March, June, September, and December*.
- (5) Any Budget Revision Request that includes significant changes to an approved Budget Form, in the judgment of the ARPA Team, may be referred to the ARPA Committee for review.
- (6) The ARPA Team is not required to approve any Budget Revision Request and reserves the option to refer any Budget Revision Request to the ARPA Committee for review.

## **15. Audio-Visual Equipment Modernization**

Treasury has authorized capital expenditures in technology infrastructure to reduce government backlogs caused or exacerbated by the COVID-19 pandemic, including backlogs in court systems, as an ARPA-eligible expenditure. 31 CFR § 35.6 (b) (3) (ii) (E) (4), (b) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022); Treasury [Compliance and Reporting Guidance](#), p. 28 (June 6, 2023).

On August 23, 2023, the ARPA Committee approved audio-visual equipment modernization in *existing* courtrooms as an eligible expenditure, subject to the following revised rules and procedures:

### (a) Definitions:

- (1) “Audio-visual equipment modernization” means the purchase and installation of fixed and movable equipment necessary to address audio-visual controls, video presentation, audio, video streaming, and video conferencing, including any of the following:
  - (i) Control panels to control an audio-visual system, commonly installed at a judge’s bench and/or clerk’s desk;
  - (ii) Displays for evidence presentation, control monitoring, and public access in a designated viewing area;
  - (iii) Speakers mounted on desks, ceilings, walls, or other locations;
  - (iv) Fixed and wireless microphones;
  - (v) Fixed video cameras;
  - (vi) An evidence presentation cart or station with document cameras and technology inputs;
  - (vii) A court reporter interface to connect to courtroom audio and/or video;
  - (viii) Assistive listening and assistive display devices;
  - (ix) Related peripheral items, such as hardware mounts, power supplies, and networking hardware;
  - (x) Design, engineering, and installation;
  - (xi) Troubleshooting services for a fixed period after installation; and
  - (xii) Other audio-visual equipment modernization costs approved by OPB and the Committee.
- (2) “Existing courtroom” means a room that is:
  - (i) Fully constructed and in use prior to the date of the award;
  - (ii) Permanently dedicated to the primary purpose of conducting court proceedings; and
  - (iii) Not a room or facility only temporarily used to conduct court proceedings.

(b) Audio-visual equipment modernization in an *existing* courtroom is an ARPA-eligible expenditure, on the condition that all the following documentation is submitted to the Committee for approval:

- (1) An ARPA Grant Application, as provided at <https://jcaoc.georgiacourts.gov/arpa/>;

- (2) A detailed justification letter stating that audio-visual equipment modernization expenditures are a necessary component of a response to court case backlogs caused by the pandemic, with a primary focus on cases involving serious violent felonies;
  - (3) A detailed summary of the project, including a complete project timeline;
  - (4) A detailed proposal from a vendor, including an estimate of the cost of the project and all equipment to be installed; and
  - (5) A revised Budget Form adding “Audio-visual equipment modernization” and the amount requested for such expenditures under the “ARPA-Eligible Administrative Expenses” category.
- (c) Requests for proposals from vendors for audio-visual equipment modernization shall be subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327. *See FAQ 28.2 for detailed federal procurement guidance from OPB.*
- (d) Per federal regulations and OPB requirements, audio-visual equipment 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. To determine the reasonableness of audio-visual modernization costs, consideration must be given to market prices for comparable goods or services for the geographic area where the courtroom is located, as provided in 2 CFR § 200.404 (c).
- (e) The following expenditures remain prohibited:
- (1) Permanent adaptations to existing facilities unrelated to audio-visual equipment modernization; and
  - (2) Construction of a new courtroom or new court facility, including the cost of audio-visual equipment for a new courtroom or new facility.
- (f) ARPA grant recipients will be reimbursed for audio-visual equipment modernization costs as eligible expenditures are incurred and reported with adequate documentation to AOC. *No advances or retroactive payments are authorized.*
- (g) Applicants may be reimbursed for costs incurred on an audio-visual equipment modernization project that is currently in progress if the entire audio-visual equipment modernization project is approved by the Committee, as provided in (b), subject to the following:
- (1) Reimbursement for an in-progress audio-visual equipment modernization project shall be limited to costs incurred on or after the date of award; and
  - (2) Audio-visual equipment modernization costs incurred prior to the date of award shall not be reimbursed.
- (h) ARPA funds *are subject to recoupment* if used for impermissible purposes, as provided in 31 CFR § 35.10.

*(Detailed Application Instructions start on the next page)*

## Detailed Application Instructions

Please carefully review the ARPA grant funding process overview above and the following application instructions before applying for Judicial Branch ARPA funds. If you are a current or prospective applicant and have questions or concerns, please contact the ARPA Grants Team at: [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov). The following is detailed outline of the **ARPA Grant Application** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](http://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** above for details.

### TYPE OF APPLICATION NOTE

On July 26, 2023, the ARPA Committee approved the continued use of CY 2023 awards in CYs 2024-2025. Therefore, no application is needed to use the funds awarded for CY 2023 in CYs 2024-2025 *with no changes*. Use this application only if you are: (1) applying for a new grant award; or (2) requesting an amendment to your current CY 2023 award, e.g., adding funds to account for additional CYs 2024-2025 and/or changes to personnel or administrative expenses.

### (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

All applicants must objectively demonstrate that case backlogs exist to qualify for ARPA grant funds or continued funding. *All expenditures requested in the 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 (Jan. 27, 2022). As used in this section, reasonably proportional “refers to the scale of the response compared to the scale of the harm” i.e., “backlogs in court systems.” *Id.* at 4,344; 4,388.

When calculating the need for additional resources to respond to case backlogs, a court may compare its case volume from a “normal” pre-pandemic year (e.g., case volume in 2019) versus current case volume. For example, if a court is currently experiencing a 30 percent increase in cases over “normal,” it may need 30 percent more resources to clear the pending cases that accumulated during the pandemic. Additionally, a 30 percent increase in resources could be broken down over a two-year period, which would equal a 15 percent temporary increase over two years. If statistics do not demonstrate the full picture of an applicant’s case backlog, other facts may be included in this section, 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).

### (C) TOTAL ARPA GRANT FUNDS REQUESTED FROM THE JUDICIAL COUNCIL TO ADDRESS CASE BACKLOGS

(1) Enter the grand total of ARPA funds *awarded and requested* for CYs 2023-2025.

(2) Indicate what portion of the funds awarded and requested will be used to address backlogs of serious violent felonies (as defined in OCGA § 17-10-6.1 (a)).

(3) Provide the number of full and part time staff and contractor positions *requested* for CYs 2024-2025 to respond to case backlogs generally.

(4) Provide the number of full and part time staff and contractor positions *requested* for CYs 2024-2025 that will be dedicated to addressing backlogs of serious violent felonies, as defined.

*Note: As used throughout the ARPA Grant Application, “staff” means government employee.*

#### **(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. Attach any correspondence to and from each county from which ARPA funds were requested. 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.*

Enter the ARPA funds requested and/or received from other sources and the amount of such funds expended and/or obligated to date. For ARPA grant funds requested or received 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).*

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)**

Enter the sub-total of ARPA funds requested and describe the proposed activities to be reimbursed by ARPA funds for each applicable ARPA expenditure category (EC). The ECs listed generally correspond to Treasury’s [Compliance and Reporting Guidance](#), Appendix 1: Expenditure Categories, which contains the full list of EC numbers and titles (many of which are not currently applicable to this grant program).

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

ARPA funds may be used to cover payroll costs for existing or additional staff to the extent that a staff member’s time is dedicated to responding to case backlogs (31 CFR § 35.6 (b) (3) (ii) (E) (1); 87 Fed. Reg. 4,341; 4,388 (Jan. 27, 2022) (Eligible use “must ‘respond to’ the identified negative economic impact,” “e.g., backlogs in court systems”). This includes payroll of new personnel hired to backfill existing personnel responding to case backlogs. If an employee’s wages or salary are an eligible use of ARPA funds, recipients may treat the employee’s covered benefits, including pension contributions, as an eligible payroll expense. 87 Fed. Reg. 4,429 (Jan. 27, 2022). *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 application section (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 percentages used in (E) (1) (c), divide the amounts provided under (E) (1) (b) by the amounts provided in (E) (1) (a).*

*Note:* Payroll costs for staff administering the ARPA grant application, compliance, reimbursement, and reporting processes must be listed under application section (E) (6) ARPA-Eligible Administrative Expenses, not (E) (1) Payroll-Public Sector Staff Responding to Case Backlogs.

The **ARPA Budget Form** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](https://jcaoc.georgiacourts.gov/arpa)), contains a list of examples of staff positions. Applicants should provide details and specifics in the description box under application section (E) (1) regarding precisely what each position listed on the ARPA Budget Form will be used for. A description like “Funds will be used to hire more senior judges, law clerks, prosecutors, etc.” would be an insufficient amount of detail to enable the ARPA Committee to adequately evaluate an application.

The **ARPA Budget Form** separates personnel costs into two categories: (1) Grant Administration and Clerical; and (2) Personnel Directly Responding to Case Backlogs. Payroll expenditures for staff listed under “Grant Administration and Clerical” on the ARPA Budget Form should be included in the description box under application subsection (E) (6) (not under (E) (1)) and may be reimbursed with ARPA funds to extent staff time is spent administering the ARPA grant application, awarding, compliance, reimbursement, and reporting processes. 31 CFR § 35.6 (b) (3) (ii) (E) (3)-(4); 87 Fed. Reg. 4,387 (Jan. 27, 2022). *See (E) (6) ARPA-Eligible Administrative Expenses below for certain clarifications and restrictions.*

Payroll expenditures for *new or existing* staff listed under “Personnel Directly Responding to Case Backlog” on the **ARPA Budget Form** should be listed under *application* section (E) (1) and may be reimbursed with ARPA funds to extent such time is spent directly responding (or backfilling others who respond) to the backlog of cases caused by the pandemic, with a particular focus on responding to the backlog of serious violent felony cases (as defined in OCGA § 17-10-6.1 (a)). 31 CFR § 35.6 (b) (3) (ii) (E) (1).

*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 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). 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 who respond) must be tracked and documented for reimbursement and auditing purposes.*

Per 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” or “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)*

Treasury recognizes that the pandemic exacerbated mental health needs in many communities and

that mental health and other behavioral health services are federally eligible expenditures. 31 CFR § 35.6 (b) (3) (i) (C); 87 Fed. Reg. 4,351; 4,355-4,357 (Jan. 27, 2022) (“[P]rograms for diversion from the criminal justice system” in the context of mental health treatment). Recipients may use ARPA funds for *court-based* mental health diversion programs to the extent that such programs respond to the case backlogs caused by the pandemic (to comply with Executive Branch limitations on the use of funds).

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). For purposes of this expenditure category, grant applicants *must provide a numerical estimate* in the description in section (E) (2) of the **ARPA Grant Application** regarding the staff hours and resources court-based mental health diversion services will conserve so staff is free to 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 out of court mental health treatment services.**

*Note: 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).*

For this expenditure category, Treasury requires recipients to: (a) report the amount of ARPA funds that are allocated to evidence-based interventions; and (b) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. Treasury reporting will be handled during the reimbursement process. See Treasury [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37-38; 42; 47 for details.

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

Treasury recognizes that the pandemic exacerbated substance use disorder needs in many communities and that substance use disorder services and other behavioral health services are federally eligible expenditures. 31 CFR § 35.6 (b) (3) (i) (C); 87 Fed. Reg. 4,351; 4,355-4,357 (Jan. 27, 2022) (“[P]rograms for diversion from the criminal justice system” in the context of substance use treatment). Recipients may use ARPA funds for *court-based* substance use disorder diversion programs to the extent that such programs respond to the case backlogs caused by the pandemic (to comply with Executive Branch limitations on the use of funds).

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). For purposes of this expenditure category, grant applicants *must provide a numerical estimate* in the description in section (E) (3) of the **ARPA Grant Application** regarding the staff hours and resources court-based substance use diversion services will conserve so staff is free to 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 out of court substance use treatment services.**

*Note: 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).*

For this expenditure category, Treasury requires recipients to: (a) report the amount of ARPA funds that are allocated to evidence-based interventions; and (b) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. Treasury reporting will be handled during the reimbursement process. See Treasury [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37-38; 42; 47.

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

Treasury guidance provides that responses to the negative economic impacts of the pandemic may include rent, mortgage, or utility assistance and counseling and legal aid to prevent eviction or homelessness. 31 CFR § 35.6 (b) (3) (ii) (A) (1), (5); 87 Fed. Reg. 4,360 (Jan. 27, 2022) (“[C]ourt-based eviction prevention or eviction diversion programs”). However, recipients of Judicial Branch ARPA funds may use such funds only for *court-based* eviction prevention or eviction diversion programs to the extent that such programs respond to the case backlogs caused by the pandemic (to comply with Executive Branch limitations on the use of funds).

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). For purposes of this expenditure category, grant applicants *must provide a numerical estimate* in the description in section (E) (4) of the **ARPA Grant Application** regarding the staff hours and resources court-based eviction prevention and diversion services will conserve so that staff is free to 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.**

*Note: 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).*

For this expenditure category, Treasury requires recipients to: (a) report the amount of ARPA funds that are allocated to evidence-based interventions; and (b) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. Treasury reporting will be handled during the reimbursement process. See Treasury [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37-38; 42; 47 for details.

*(E) (5) Temporary Facilities or Workspace to Respond to Case Backlogs (ECs 3.5, 7.1)*

Renting temporary additional facilities or workspace to accommodate additional activities and staff to respond to case backlogs or perform ARPA grant administration are eligible expenditures and may be reimbursed with ARPA funds. 31 CFR § 35.6 (b) (3) (ii) (E) (4). Except audio-visual equipment modernization, long-term permanent infrastructure (i.e., capital) investments in public facilities, such as physical plant improvements, permanent adaptations to existing public buildings, or constructing new facilities are *not currently authorized expenditures* per Executive Branch



limitations on the use of ARPA funds allocated to the Judicial Council. *Special rules apply to permit audio-visual equipment modernization expenditures, as explained above in section 15. Audio-Visual Equipment Modernization.*

*Note: Grant recipients should rent equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure.*

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

Recipients may use ARPA funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary to respond to case backlogs or perform ARPA grant administration. 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,387-4,389 (Jan. 27, 2022) (ARPA funds “may be used to address administrative needs of recipient governments that were caused or exacerbated by the pandemic,” “e.g., backlogs in court systems”). This includes costs related to disbursing payments of ARPA funds and managing new grant programs established using ARPA Funds. *Id.* at 4,435-4,436; 4,444. Administrative costs must be reasonable (as provided in 2 CFR § 200.404) and allocable (as provided in 2 CFR § 200.405). Treasury [Compliance and Reporting Guidance](#), pp. 8-9 (June 6, 2023).

**Administrative Expenses Note #1:** 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.

**Administrative Expenses Note #2:** ARPA funds are authorized for supplies, furniture (valued at under \$5,000), and equipment (valued at under \$5,000, e.g., monitors, computers, *authorized* 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 expenses are generally classified as eligible non-capital expenditures and must be listed in application section (E) (6) ARPA-Eligible Administrative Expenses and in the Administrative/Indirect Costs section of the **ARPA Budget Form**. *Special rules apply to: (1) audio-visual equipment modernization expenditures, as explained above in section 15. Audio-Visual Equipment Modernization; and (2) software, as explained in Administrative Expenses Note #6 below.*

**Administrative Expenses Note #3:** Travel costs of personnel and contractors paid for with ARPA grant funds are only permitted for travel between counties in multi-county judicial circuits to address the backlog in court cases (with a primary focus on cases involving serious violent felonies). 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 are also permitted expenditures. Additionally, travel expenditures are subject to the following restrictions:

- The travel must be necessary to address the backlog in court cases with a primary focus on serious violent felonies;
- The travel is reasonable; and
- Adequate documentation regarding the nature of and explanation for the travel is provided to OPB along with the request for reimbursement. See Judicial Branch FAQ 23.2 and the Fiscal Team for details.

***Administrative Expenses Note #4:*** ARPA funds may not be used for the reimbursement of administrative expenditures characterized as a lump sum, flat indirect rate, or a percentage rate of the award (e.g., 1.0% of the total grant to compensate a person or an entity for administrative or fiscal agent costs or a \$100 flat rate per grant funded position). All administrative costs must be specified, described in sufficient detail, and justified as an ARPA-eligible administrative expense, e.g., administrative positions and associated payroll plus fringe, office supplies with examples, furniture and what it will be used for, necessary equipment with examples, necessary travel, etc. *The one exception to this rule is that the administrative fee charged by the Prosecuting Attorneys' Council for State paid county reimbursed (SPCR) contracts is authorized by OPB.*

***Administrative Expenses Note #5:*** 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 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. See the **Audio-Visual Equipment Modernization Policy** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](http://jcaoc.georgiacourts.gov/arpa)) and section **15. Audio-Visual Equipment Modernization** above for details and restrictions. *Note: The purchase and installation of permanent audio-visual equipment is subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327. See FAQ 28.2 for detailed federal procurement guidance from OPB.*

***Administrative Expenses Note #6:*** Effective July 26, 2023, the following are an ARPA-eligible expenditure: (1) legal research software for ARPA-funded staff attorneys and prosecutors; and (2) digital evidence management software. Per OPB requirements, however, the purchase of such software is subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327. *See FAQ 28.2 for detailed federal procurement guidance from OPB and ARPA Grant Application section (E) (6) (d) for a corresponding certification that such procurement requirements will be followed.* Basic computer operating and word processing software remains an ARPA-eligible expenditure. *No other types of software are currently authorized.*

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

On August 23, 2023, the ARPA Committee approved audio-visual equipment modernization in *existing* permanent courtrooms as an eligible expenditure, subject to revised rules and procedures. See the **Audio-Visual Equipment Modernization Policy** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](http://jcaoc.georgiacourts.gov/arpa)) and section **15. Audio-Visual Equipment Modernization** for details and restrictions. *Use the AV Policy checklist provided in (E) (7) (c) to assist with*

*compliance. Note: The purchase and installation of permanent audio-visual equipment is subject to all applicable federal procurement requirements found in 2 CFR §§ 200.318-200.327. See FAQ 28.2 for detailed federal procurement guidance from OPB.*

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

The **ARPA Budget Form** (posted under Quick Links at <https://jcaoc.georgiacourts.gov/arpa/>) 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** (available under Quick Links at [jcaoc.georgiacourts.gov/arpa](https://jcaoc.georgiacourts.gov/arpa/)). 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.

**(G) CERTIFICATION**

By checking the box, you certify that (1) the information in your application is true and correct to the best of your 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”). The use of ARPA grant funds is subject to Treasury and Governor’s Office of Planning and Budget reporting requirements, audits, and recoupment if put toward impermissible uses. 31 CFR § 35.10.

**(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).

**IMPORTANT APPLICATION SUBMISSION NOTICE**

After an application is submitted to [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov), the ARPA Grants Team will confirm receipt via e-mail 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. *If you do not receive a confirmation e-mail that your application has been received within three business days after submission, please promptly notify the ARPA Grants Team at [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) and call 404-656-5171 to ensure receipt.*