



## Judicial Council of Georgia Administrative Office of the Courts

**Chief Justice Michael P. Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

December 14, 2023

The Honorable LaTisha Dear Jackson  
Chief Judge  
Stone Mountain Judicial Circuit  
565 North McDonough Street, Suite 7220  
Decatur, Georgia 30030

Re: The Judicial Council of Georgia American Rescue Plan Act Funding Award-CY2024-2025

Dear Chief Judge Jackson:

On behalf of the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act (ARPA Committee), I am pleased to inform you that the Stone Mountain Judicial Circuit has been awarded \$775,138 for CY2024-2025.

The effective date for the award begins on January 1, 2024 and will end December 31, 2025.

Attached are the CY2024-2025 Grant Agreement outlining the responsibilities and expectations of both parties and the CY2024-2025 approved budget. Please review and sign the Grant Agreement and return it within *ten* days of receipt. Upon acceptance of the award, as indicated by returning the signed agreement, the circuit will receive by email the instructions and budget reimbursement form to begin the reimbursement process. The agreement with the *original* signature may be mailed or emailed to both:

Kari Kitchens  
Administrative Office of the Courts  
244 Washington Street SW • Suite 300 • Atlanta, GA 30334-5900  
470.734.6655  
[Kari.kitchens@georgiacourts.gov](mailto:Kari.kitchens@georgiacourts.gov) and [arpa@georgiacourts.gov](mailto:arpa@georgiacourts.gov)

For future reporting reference, the CFDA is 21.027.

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

As always, we appreciate the ongoing efforts exerted in clearing your circuit's backlog of cases and continue to applaud you for your outstanding service to the State of Georgia and the Judiciary.

Sincerely,

*Regina Hailey*

Regina Hailey  
ARPA Grants Manager

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

cc: LeNora Hawkins Ponzio via email to [lhponzo@dekalbcountyga.gov](mailto:lhponzo@dekalbcountyga.gov)  
Bina Duggal via email to [binaduggal@dekalbcountyga.gov](mailto:binaduggal@dekalbcountyga.gov)  
Zachary Williams via email to [zwilliams@dekalbcountyga.gov](mailto:zwilliams@dekalbcountyga.gov)

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

*Judicial Circuit Name:* Stone Mountain

*Award Date:* November 3, 2023

**Section 1. Conditions**

*All the following conditions apply to the enclosed grant award:*

- (a) Grant recipients shall comply with the conditions and restrictions in this attachment.
- (b) Grant recipients shall comply with all procedures and instructions detailed in the current *Overview and Instructions, Judicial Branch ARPA FAQs, Award Amendments and Budget Revision Policy, and Audio-Visual Equipment Modernization Policy* (incorporated herein by reference and posted under Quick Links at <https://jcaoc.georgiacourts.gov/arpa/>).
- (c) The ARPA grants awarded by the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) on November 3, 2023, are subject to audit and were awarded for eligible expenses *beginning on November 3, 2023, through the balance of the 2025 calendar year only*. Funding in calendar year 2026 is not guaranteed and is subject to application and the approval of the ARPA Committee.
- (d) Any portion of this award that is not expended by the end of the 2025 calendar year shall revert back to the ARPA Committee on January 1, 2026. The ARPA Committee may award funds that revert back to the Committee to any and all applicants in a subsequent grant period.
- (e) *Grant recipients shall not submit a reimbursement request for any ineligible expenditure listed in Section 2 (b) of this attachment. Only the expenditures listed in Section 2 (a) of this attachment are currently authorized.*
- (f) If awarded funds for court-based mental health diversion services, recipient shall (for U.S. Treasury reporting purposes): (1) report the amount of the ARPA funds allocated to evidence-based interventions; and (2) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. See Treasury’s [Compliance and Reporting Guidance](#), “Project Demographic Distribution” and “Use of Evidence,” pp. 22-23; 39; 44-45; 48 for details. *Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.* EC 1.12; 31 CFR § 35.6 (b) (3) (i) (C).
- (g) If awarded funds for court-based substance use diversion services, recipient shall (for U.S. Treasury reporting purposes): (1) report the amount of the ARPA funds allocated to evidence-based interventions; and (2) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. See Treasury’s [Compliance and Reporting Guidance](#), “Project Demographic Distribution” and “Use of Evidence,” pp. 22-23; 39; 44-45; 48 for details. *Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.* EC 1.13; 31 CFR § 35.6 (b) (3) (i) (C).
- (h) If awarded funds for court-based eviction prevention and diversion services, recipient shall (for U.S. Treasury reporting purposes): (1) report the amount of the ARPA funds allocated to evidence-based interventions; and (2) report whether ARPA-funded activities are primarily serving a disproportionately impacted community. See Treasury’s [Compliance and Reporting Guidance](#), “Project Demographic Distribution” and “Use of Evidence,” pp. 22-23; 39; 44-45; 48 for details. *Such report shall be communicated monthly by letter accompanying the*

reimbursement requests for applicable expenditures. ECs 2.2, 2.18; 31 CFR § 35.6 (b) (3) (ii) (A) (1), (5).

(i) The enclosed grant award is subject to the following specific conditions: None.

## Section 2. Restrictions

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

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

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

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

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

- (i) The purchase of necessary supplies and materials used by personnel funded by the ARPA grant;
- (ii) The purchase or rental of equipment used by personnel funded by the ARPA grant, including any reasonable and required license, basic operating 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 law clerks, 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 and installation 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 law clerks, 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.

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

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

- (1) Professional dues, continuing education, and training for staff (unless expressly authorized in Section 2 (a) (3) of this attachment) (ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,438 (Jan. 27, 2022) (Uniform Guidance (2 CFR 200 Subpart E) applies to ARPA funds); 2 CFR § 200.473 (“The cost of training and education provided for employee development is allowable”)).
- (2) Case management systems and software (EC 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022) (“improvements to case management systems . . . are eligible”).
- (3) Unauthorized software. Only the following software is currently authorized by OPB: (i) basic operating and word processing software; (ii) digital evidence management software; and (iii) legal research software for ARPA-funded staff attorneys and prosecutors. See **Overview and Instructions, Administrative Expenses Note #6** for special procurement rules for certain software.
- (4) ARPA grants to municipal courts (pursue ARPA funds from cities before contacting the ARPA Committee), public defenders, or conflict attorneys (request ARPA funds from [GPDC](#)).
- (5) 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.
- (6) 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.

- (7) 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.
- (8) Payroll supplements, stipends, bonuses, “premium pay,” or any other payroll payments to staff that do not correspond to actual documented payroll time spent responding to case backlogs or performing ARPA grant administration. “Premium pay” is defined in 31 CFR §§ 35.3, 35.6 (c). EC 4.1.
- (9) 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 **Overview and Instructions, § 15. Audio-Visual Equipment Modernization** for an exception for audio-visual equipment modernization projects in existing permanent courtrooms.*
- (10) 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)).
- (11) 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)).
- (12) 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).



# Judicial Council of Georgia

## Administrative Office of the Courts

Chief Justice Michael P. Boggs  
*Chair*

Cynthia H. Clanton  
*Director*

### Judicial Council of Georgia American Rescue Plan Act Grant Funding Calendar Year 2024 – 2025 Grant Agreement

<b>Award Name:</b> 2024-25_ARPA_3Y024
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<b>Recipient Name:</b> STONE MOUNTAIN JUDICIAL CIRCUIT
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<b>Award Amount:</b> \$ 775,138	<b>CFDA:</b> 21.027
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<b>Grant Period:</b> January 1, 2024 - December 31, 2025	<b>Award Effective:</b> January 1, 2024
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With the acceptance of this award, you agree to administer this grant in compliance with your approved application, the grant budget, and the conditions and restrictions set forth in the grant package. Further, in accordance with Department of Treasury regulations 31 CFR Part 205, implementing the Cash Management Improvement Act, you agree to limit your request for reimbursement of federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate requirements in carrying out programs funded through this award. Failure to adhere to these requirements may cause the suspension of grant funds.

#### **Grantee Responsibilities:**

Monthly reimbursement requests should be submitted to the Administrative Office of the Courts via email to [Kari.Kitchens@georgiacourts.gov](mailto:Kari.Kitchens@georgiacourts.gov) and [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov), by the 15<sup>th</sup> of each month. The monthly requests should be submitted using the *ARPA Reimbursement Request Form* Excel document and the required supporting documentation as outlined on the *Reimbursement Request Form Checklist*.

#### **AOC Responsibilities:**

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

#### **Acceptance of Terms and Conditions**

**Signature and Title:**

**Date:**

**JUDICIAL BRANCH ARPA GRANT BUDGET TEMPLATE**

Submitted by: Stone Mountain Judicial Circuit

Budget Categories	Calendar Year 2023 Current Approved Award			Calendar Year 2023		Calendar Year 2024/2025			Total Budget
	Salary	Quantity	Total	Revision/Amendment	Total	Salary	Quantity	Total	
<b>Personnel Services</b>									
<b>Grant Administration and Clerical (include in application section (E) (6))</b>									
Grants Manager - Administrator	\$95,283	1	\$95,283	\$ 5,298	\$ 100,581	\$ -	0	\$ -	\$ 100,581
	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Total Grant Admin and Clerical Request</b>	\$ 95,283	1	\$ 95,283	\$ 5,298	\$ 100,581	\$ -	0	\$ -	\$ 100,581
<b>Personnel Directly Responding to Case Backlog (include in application section (E) (1))</b>									
Assistant District Attorney	\$138,300	3	\$414,900	\$ -	\$ 414,900	\$ -	0	\$ -	\$ 414,900
Court Reporter	\$86,575		\$86,575	\$ -	\$ 86,575	\$ 25,138	0	\$ 25,138	\$ 111,713
Deputy Court Clerk	\$66,879	4	\$267,516	\$ 12,279	\$ 279,795	\$ -	0	\$ -	\$ 279,795
Deputy Sheriff (Reservist)	\$501,584		\$501,584	\$ (30,413)	\$ 471,171	\$ 525,000	0	\$ 525,000	\$ 996,171
Investigator	\$84,475	1	\$84,475	\$ -	\$ 84,475	\$ -	0	\$ -	\$ 84,475
Senior Judges (283 days)	\$168,499		\$168,499	\$ -	\$ 168,499	\$ 225,000	0	\$ 225,000	\$ 393,499
Judicial Case Manager	\$75,510	1	\$75,510	\$ -	\$ 75,510	\$ -	0	\$ -	\$ 75,510
Legal Secretary, Sr. for DA's office	\$62,495	1	\$62,495	\$ 4,573	\$ 67,068	\$ -	0	\$ -	\$ 67,068
Victim Witness Program Coordinator	\$66,426	1	\$66,426	\$ -	\$ 66,426	\$ -	0	\$ -	\$ 66,426
Law Clerk Senior	\$114,237	1	\$114,237	\$ 8,263	\$ 122,500	\$ -	0	\$ -	\$ 122,500
<b>Total Personnel Directly Responding to Case Backlog</b>	\$ 1,364,980	12	\$ 1,842,217	\$ (5,298)	\$ 1,836,919	\$ 775,138	0	\$ 775,138	\$ 2,612,057
Percentage of "Total Personnel Directly Responding to Case Backlog" for CYs 2023-2025 Dedicated to Serious Violent Felonies									100.00%
<b>Personnel Court-Based Mental Health Diversion (include in application section (E) (2))</b>									
	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Total Personnel Court-Based Mental Health Diversion (include in application section (E) (2))</b>	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Personnel Court-Based Substance Use Diversion (include in application section (E) (3))</b>									
	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Total Personnel Court-Based Substance Use Diversion (include in application section (E) (3))</b>	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Personnel Court-Based Eviction Prevention and Diversion (include in application section (E) (4))</b>									
	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Total Personnel Court-Based Eviction Prevention and Diversion (E) (4)</b>	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Total Personnel Costs:</b>	\$ 1,460,263	13	\$ 1,937,500	\$ -	\$ 1,937,500	\$ 775,138	0	\$ 775,138	\$ 2,712,638
<b>Direct/Administrative Costs:</b>									
	Amount		CY23 Total	Adjustment	CY23 Budget	Amount		CY 2024/2025	Total Budget
<b>ARPA-Eligible Administrative Expenses (include in application section (E) (6))</b>									
Supplies and Materials	\$7,500		\$7,500	\$ -	\$ 7,500	\$ -	0	\$ -	\$ 7,500
Voice/Data Communications	\$5,000		\$5,000	\$ -	\$ 5,000	\$ -	0	\$ -	\$ 5,000
<b>Total ARPA-Eligible Administrative Expenses</b>	\$ 12,500	0	\$ 12,500	\$ -	\$ 12,500	\$ -	0	\$ -	\$ 12,500
<b>ARPA-Audio Visual Equipment Modernization (include in application section (E) (7))</b>									
	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Total ARPA Audio Visual Equipment Modernization</b>	\$ -	0	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -
<b>Temporary Facilities or Workspace (include in application section (E) (5))</b>									
Real Estate Rentals (temp offices for court staff)	\$50,000		\$50,000	\$ -	\$ 50,000	\$ -	0	\$ -	\$ 50,000
<b>Total Temporary Facilities or Workspace</b>	\$ 50,000	0	\$ 50,000	\$ -	\$ 50,000	\$ -	0	\$ -	\$ 50,000
<b>Total Direct/Administrative Costs:</b>	\$ 62,500	0	\$ 62,500	\$ -	\$ 62,500	\$ -	0	\$ -	\$ 62,500
<b>TOTAL OVERALL BUDGET</b>	\$ 1,522,763	13	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 775,138	0	\$ 775,138	\$ 2,775,138



