



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice David E. Nahmias
Chair

Cynthia H. Clanton
Director

December 27, 2021

The Honorable Asha Jackson
Chief Judge
Stone Mountain Judicial Circuit
556 North McDonough Street
Decatur, Georgia 30030

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

Dear Chief Judge Jackson:

Congratulations! I am pleased to notify you that the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) has awarded a grant to the Stone Mountain Judicial Circuit in the amount of \$2,000,000. This grant award is effective January 1, 2022.

Please be advised that your grant award is subject to the attached conditions and restrictions. The grant award and approved budget are also attached. Please read and review the award and budget form to ensure your understanding of its terms, sign it, and submit it to me by email or the mailing address below.

If you discover any errors in your attached award or budget, including that your budget was approved for compensation for existing staff to perform ARPA grant administration, please notify me of the error and reduce your award amount accordingly.

Andrew McGee
Administrative Office of the Courts
244 Washington Street, Suite 300
Atlanta, GA 30334-5900
Andrew.McGee@georgiacourts.gov

I wish you success and appreciate your dedication to clearing your circuit’s backlog of cases. Thank you for your service to the State of Georgia and the Judiciary.

Please feel free to contact me should you have any questions or need additional assistance.

Sincerely,

Andrew McGee
Grants Coordinator

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

cc: LeNora Hawkins Ponzo via email to lhponzo@dekalbcountyga.gov
Zachary Williams via email to zlwilliams@dekalbcountyga.gov



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Judicial Council of Georgia American Rescue Plan Act Grant Funding Calendar Year 2022 Grant Agreement

Award Name:	2022_ARPA_01
Recipient Name:	Stone Mountain Judicial Circuit
Award Amount:	\$2,000,000
Grant Period:	January 1, 2022 – December 31, 2022

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:

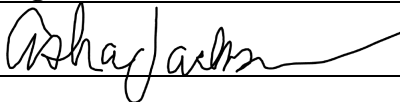
Monthly reimbursement requests should be sent to the Administrative Office of the Courts via email to ARPA@georgiacourts.gov, by the 15th of each month. The monthly requests are to include invoice copies, payroll reports/timesheets, and receipts and additional documentation as requested for the prior month's expenditures.

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. Upon reimbursement, the AOC will remit reimbursements to the grantees.

Acceptance of Terms and Conditions:

Signature and Title:



Date:

December 30th, 2021

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

Judicial Circuit Name: Stone Mountain

Award Date: December 20, 2021

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* posted under Quick Links at <https://jcaoc.georgiacourts.gov/arpa/>.
- (c) All ARPA grants awarded by the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) are awarded for one calendar year only. Funding in future calendars is not guaranteed and is subject to application and the approval of the ARPA Committee in future award cycles.
- (d) This grant award is available for eligible expenditures during the 2022 calendar year only. Any portion of this award that is not expended in the 2022 calendar year shall revert back to the ARPA Committee on January 1, 2023. The ARPA Committee may award funds that revert back to the Committee to any and all applicants in a subsequent grant cycle.
- (e) Grant recipients shall not submit a reimbursement request for any ineligible expenditure listed in Section 2 (b) of this attachment.
- (f) If awarded funds for court-based mental health services, recipient shall report the amount of the funds allocated to evidence-based interventions (for U.S. Treasury reporting purposes). See Treasury’s [Compliance and Reporting Guidance](#), “Use of Evidence” section, p. 26 for details. Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.
- (g) If awarded funds for court-based substance use services, recipient shall report the amount of the funds allocated to evidence-based interventions (for U.S. Treasury reporting purposes). See Treasury’s [Compliance and Reporting Guidance](#), “Use of Evidence” section, p. 26 for details. Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.
- (h) If awarded funds for court-based eviction prevention and diversion services, recipient shall (1) report the amount of the funds allocated to evidence-based interventions; and (2) indicate whether activities are primarily serving a disadvantaged community (both for U.S. Treasury reporting purposes). See Treasury’s [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 17, 26 for details. Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.
- (i) The enclosed grant award is subject to all the following specific conditions:
 - (1) Award capped at \$2,000,000.
 - (2) Awardee shall e-mail the following to arpa@georgiacourts.gov by close of business on December 31, 2021:
 - (i) Revised budget form reflecting the \$2,000,000 award; and

- (ii) Cover letter explaining the revisions made to the budget form to reflect the \$2,000,000 award.

Section 2. Restrictions

(a) Federally Eligible Uses Currently Authorized by the Executive Branch

Only the following federally eligible ARPA expenditure categories (ECs) **are** currently authorized by the Executive Branch for reimbursement:

(1) Payroll of existing personnel responding to case backlogs caused by the pandemic (prioritizing cases involving serious violent felonies); or the payroll of new personnel hired to backfill existing personnel responding to case backlogs (prioritizing cases involving serious violent felonies) (EC 1.9; [FAQs](#) 2.14, 2.19, 4.8, 8.1; 31 CFR § 35.6 (b) (2)).

(2) Supplies and equipment used by personnel responding to case backlogs or performing ARPA grant administration (equipment includes office furniture, computers, and phones, etc. valued at under \$5,000, which are classified as non-capital administrative costs under State accounting rules) (EC 7.1; [FAQ](#) 10.2; 31 CFR § 35.6 (b) (10)). *Grant recipients should rent high-cost equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure.*

(3) Court-based eviction prevention or eviction diversion programs to the extent that such programs respond to case backlogs caused by the pandemic (prioritizing cases involving serious violent felonies) on the condition that a recipient provides an estimate of the hours and resources that the court-based eviction prevention or eviction diversion program conserves so more staff time may be devoted to respond to serious violent felony cases. (EC 2.5; [FAQs](#) 2.5, 2.21; 31 CFR § 35.6 (b) (8)).

(4) Court-based mental health and substance use disorder diversion programs to the extent that such programs respond to case backlogs caused by the pandemic (prioritizing cases involving serious violent felonies) on the condition that a recipient provides an estimate of the hours and resources that the court-based mental health and substance use disorder diversion programs respectively conserve so more staff time may be devoted to respond to serious violent felony cases. (ECs 1.10, 1.11; [FAQ](#) 4.8; 31 CFR § 35.6 (b) (1) (xviii)).

(5) Additional temporary facilities and workspace to respond to the case backlogs caused by the pandemic (prioritizing cases involving serious violent felonies) (EC 7.1; [FAQ](#) 10.2; 31 CFR § 35.6 (b) (10)).

(6) Administrative expenses to: (i) support personnel responding to case backlogs caused by the pandemic (prioritizing cases involving serious violent felonies); or (ii) perform grant application, awarding, compliance, reimbursement, and reporting activities (EC 7.1; [FAQ](#) 10.2, 10.5; 31 CFR § 35.6 (b) (10)), except that payroll for existing employees performing ARPA grant administration is not an authorized expenditure. Payroll for new employees performing ARPA grant administration is is an authorized expenditure.

(b) Federally Eligible Uses Not Currently Authorized by the Executive Branch

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

(1) Payroll for existing employees performing ARPA grant administration (only payroll for new employees performing ARPA grant administration is currently authorized).

(2) ARPA grants to municipal courts (pursue ARPA funds from cities before contacting ARPA Committee).

(3) Public defender or conflict attorney expenditures (funds available from [GPDC](#)).

- (4) COVID-19 Testing (EC 1.2; [FAQ 2.1](#)). Contact the [Georgia Emergency Management and Homeland Security Agency](#) (GEMA) for COVID-19 testing assistance.
- (5) The purchase of personal protective equipment (e.g., gloves, masks, and hand sanitizer) (EC 1.5; [FAQ 2.1](#)). Contact the [GEMA](#) for personal protective equipment.
- (6) Expenditures to prevent COVID-19 in congregate settings (e.g., plexiglass and cleaning supplies or services) (EC 1.4; [FAQ 2.1](#)). Contact [GEMA](#) for assistance with supplies to prevent COVID-19 in congregate settings.
- (7) “Premium pay” to State or local government employees “who regularly perform in-person work, interact with others at work, or physically handle items handled by others,” particularly for “lower income workers” (EC 4.1; [FAQ 5.1](#); 31 CFR §§ 35.3, 35.6 (c)).
- (8) Long-term infrastructure (i.e., capital) investments in public facilities, such as physical plant improvements or permanent adaptations to existing public buildings to implement COVID-19 mitigation tactics (EC 1.7; [FAQ 2.1](#)). *Grant recipients should rent high-cost equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure.*
- (9) Adding or upgrading a court’s broadband connection (EC 5.16; [FAQ 6.16](#)).
- (10) Offsets to a reduction in government revenue due to the public health emergency, 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; [FAQs 3](#); 4.1; 4.2; 4.7; 9.4).
- (11) Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of the provision of government services up to the amount of revenue lost due to the public health emergency (EC 6.1; [FAQs 3.8](#); 6.6).
- (12) Any other expenditure not authorized by the federal [American Rescue Plan Act of 2021](#) or [31 CFR Part 35](#) (“Interim Final Rule”).

JUDICIAL BRANCH ARPA GRANT BUDGET TEMPLATE				COMMITTEE ADJUSTMENTS		
Submitted by: Stone Mountain Judicial Circuit						
Note: The following expenditure categories are currently pending final approval by the Governor's Office of Planning and Budget: Court-Based Mental Health Services Programs; Court-Based Substance Use Services Programs; and Court-Based Eviction Prev. and Div. Programs.						
Budget Categories			Calendar Year 2022	Adjustments	Revised Total	Comments
Personnel Services			Salary	Quantity	Total	
Grant Administration and Clerical (include in application section (C) (7) or (8) as applicable)						
Grants Project Manager	\$ 84,137	1	\$ 84,137	\$ -	\$ 84,137	
<i>(Insert, remove, or adjust titles as needed)</i>	\$ -		\$ -	\$ -	\$ -	
	\$ -		\$ -	\$ -	\$ -	
	\$ -		\$ -	\$ -	\$ -	
Total Grant Admin and Clerical Request	\$ 84,137	1	\$ 84,137	\$ -	\$ 84,137	
Personnel Directly Responding to Case Backlog (include in application section (C) (1))						
Assistant District Attorney II	\$ 108,705	3	\$ 326,115	\$ -	\$ 326,115	
Comt Reporter	\$ 86,575	1	\$ 86,575	\$ -	\$ 86,575	
Deputy Court Clerk	\$ 66,879	4	\$ 267,516	\$ -	\$ 267,516	
Investigator	\$ 86,575	1	\$ 86,575	\$ -	\$ 86,575	
Senior Judge (450 hours)	\$ 450	574	\$ 258,300	\$ -	\$ 258,300	
Judicial Assistant	\$ 66,224	1	\$ 66,224	\$ -	\$ 66,224	
Judicial Calendar Clerk	\$ 61,444	1	\$ 61,444	\$ -	\$ 61,444	
Judicial Staff Attorney	\$ 103,249	1	\$ 103,249	\$ -	\$ 103,249	
Victims Witness Program Coordinator	\$ 81,042	1	\$ 81,042	\$ -	\$ 81,042	
Legal Secretary, Sr.	\$ 64,445	1	\$ 64,445	\$ -	\$ 64,445	
Reservist/Retirees/Deputy Sheriff (up to 29 hours/week)	\$ 12,939	40	\$ 517,560	\$ -	\$ 517,560	
	\$ -		\$ -	\$ -	\$ -	
	\$ -		\$ -	\$ -	\$ -	
Total-Personnel Directly Responding to Case Backlog	\$ 738,527	628	\$ 1,919,045	\$ -	\$ 1,919,045	
Personnel Court-Based Mental Health Services Program (include in application section (C) (2))						
Expansion/support of CJC Mental Health Court	\$ -		\$ -	\$ -	\$ -	
Personnel Court-Based Mental Health Services Progr	\$ -	0	\$ -	\$ -	\$ -	
Personnel Court-Based Substance Use Services Program (include in application section (C) (3))						
Drug Court Expansion	\$ -	0	\$ -	\$ -	\$ -	
Clerk	\$ -		\$ -	\$ -	\$ -	
Personnel Court-Based Substance Use Services Progr	\$ -	0	\$ -	\$ -	\$ -	
Personnel Court-Based Eviction Prev. and Div. Program (include in application section (C) (4))						
<i>(List employee title)</i>	\$ -		\$ -	\$ -	\$ -	
	\$ -		\$ -	\$ -	\$ -	

Budget Categories			Calendar Year 2022	Adjustments	Revised Total	Comments
Personnel Court-Based Eviction Prev. and Div. Progr	\$ -	0	\$ -	\$ -	\$ -	
Premium Pay to Essential Public Employees (include in application section (C) (5))						
	\$ -		\$ -	\$ -	\$ -	
Premium Pay to Essential Public Employees	\$ -	0	\$ -	\$ -	\$ -	
Total Personnel Costs:	\$ 822,664	629	\$ 2,003,182	\$ -	\$ 2,003,182	

Administrative/Indirect Costs:	Amount		Total			
Grant Administration (include in application section (C) (7))						
Equipment < \$5,000 (Computers & Printers for add'l staff)	\$3,000	15	\$ 45,000	\$ -	\$ 45,000	
Adobe Acrobat License	\$632	15	\$ 9,480	\$ -	\$ 9,480	
Microsoft 365 with Windows 10 enterprise license	\$1,536	23	\$ 35,328	\$ -	\$ 35,328	
Secure Send License	\$480	1	\$ 480	\$ -	\$ 480	
Professional Services (Expenses)	\$250	150	\$ 37,500	\$ -	\$ 37,500	
Professional Services (Per Diem - Interpreters)	\$250	150	\$ 37,500	\$ -	\$ 37,500	
Workstations and other furniture	\$200,000	1	\$ 200,000	\$ -	\$ 200,000	
Supplies and Materials	\$15,000	1	\$ 15,000	\$ -	\$ 15,000	
Voice/Data Communications	\$6,500	1	\$ 6,500	\$ -	\$ 6,500	
Law enforcement Equipment- Ballistic Vest	\$1,054	1	\$ 1,054	\$ -	\$ 1,054	
Law enforcement Equipment-Police Radio	\$3,294	1	\$ 3,294	\$ -	\$ 3,294	
Law enforcement Equipment-Weapon	\$410	1	\$ 410	\$ -	\$ 410	
Law enforcement Equipment-Other (Holster/Handcuff Combo/Flashlight/ Ar	\$250	1	\$ 250	\$ -	\$ 250	
	\$ -		\$ -	\$ -	\$ -	
	\$ -		\$ -	\$ -	\$ -	
Total Indirect/Grant Administration	\$ 232,656		\$ 391,796	\$ -	\$ 391,796	
Temporary Facilities or Workspace (include in application section (C) (6))						
Real Estate Rentals	\$ -		\$ -	\$ -	\$ -	
Total Administrative Costs:	\$ 232,656		\$ 391,796	\$ -	\$ 391,796	

TOTAL OVERALL BUDGET			\$ 2,394,978	\$ -	\$ 2,394,978	Please revise budget to reflect \$2,000,000 award amount.
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