



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice David E. Nahmias
Chair

Cynthia H. Clanton
Director

February 23, 2022

The Honorable John Simpson
Chief Judge
Coweta Judicial Circuit
311 Newnan Street
Carrollton, Georgia 30117

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

Dear Chief Judge Simpson:

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 Coweta Judicial Circuit in the amount of \$1,983,773. This grant award is effective March 1, 2022.

Please be advised that your grant award is subject to the attached conditions and restrictions. The grant award agreement and approved budget are also attached. Please read and review the award agreement 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, 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



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

Cynthia H. Clanton

Director

cc: Sean Patterson via email to judge.john.simpson.clerk@gmail.com
Alecia Searcy via email to asearcy@carrollcountyga.com
Will Simmons via email to wtsimmons@gmail.com



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

Award Name: **2022_ARPA_3Y032**

Recipient Name: **Coweta Judicial Circuit**

Award Amount: **\$1,983,773**

Grant Period: **March 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

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Date:

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

Judicial Circuit Name: Coweta

Award Date: February 18, 2022

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) The ARPA grants awarded by the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) on February 18, 2022, were awarded for eligible expenses beginning on March 1, 2022, through the balance of the 2022 calendar year only. Funding in future calendar years is not guaranteed and is subject to application and the approval of the ARPA Committee in future award cycles.
- (d) 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. 25 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. 25 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. 17-18, 25 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 the following specific conditions: Denied “Bar Dues” (\$1,800) and “Continuing Legal Education” (\$8,406) and approved balance of application as submitted on January 17, 2022.

Section 2. Restrictions

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

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

(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 equipment, when 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 costs for recording reimbursements and disbursing payments of ARPA funds and managing an ARPA grant program (EC 7.1; [FAQ](#) 10.2, 10.5; 31 CFR § 35.6 (b) (10)). The following applies to reimbursement for ARPA grant administration payroll expenditures:

- **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 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.

(7) All travel and corresponding per diem are subject to preclearance by the Governor’s Office of Planning and Budget (OPB). Travel and per diem for senior judges have been precleared by OPB. On February 22, 2022, OPB precleared travel expenditures on the following conditions:

- (i) The travel must be necessary to address the backlog in court cases with a primary focus on serious violent felonies;
- (ii) The travel is reasonable; and
- (iii) Adequate documentation regarding the nature of and explanation for the travel is provided to OPB along with the request for reimbursement.

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

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

- (1) Professional dues, continuing education, and training (added by the ARPA Committee on February 18, 2022).
- (2) Case management systems and software.
- (3) ARPA grants to municipal courts (pursue ARPA funds from cities before contacting ARPA Committee).
- (4) Public defender or conflict attorney expenditures (funds available from [GPDC](#)).
- (5) COVID-19 Testing (EC 1.2; [FAQ 2.1](#)). 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; [FAQ 2.1](#)). Contact the [GEMA](#) for personal protective equipment.
- (7) 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.
- (8) Payroll supplements, stipends, bonuses, “premium pay,” and similar payments to staff that do not correspond to actual payroll time spent responding to case backlogs or performing ARPA grant administration are not authorized. This includes “premium pay” (as defined in 31 CFR §§ 35.3, 35.6 (c)) 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](#)).
- (9) 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 equipment, if possible, practical, and cost-effective, to avoid violating the prohibition on purchasing permanent infrastructure.*
- (10) Adding or upgrading a court’s broadband connection (EC 5.16; [FAQ 6.16](#)).
- (11) 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).

(12) 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).

(13) Any other expenditure not authorized by the federal [American Rescue Plan Act of 2021](#) or [31 CFR Part 35](#) (“Interim Final Rule”), the ARPA Committee, or OPB.

JUDICIAL BRANCH ARPA GRANT BUDGET TEMPLATE					COMMITTEE ADJUSTMENTS			
Submitted by: Coweta Judicial Circuit								
Budget Categories	Previously Approved Amount (Cycle 1)	New Application Request (Cycle 2)			Adjustments	Revised New Request Total	Cumulative Circuit Total	Comments
		Salary	Quantity	New Request Total				
Personnel Services								
Grant Administration and Clerical (include in application section (C) (7) or (8) as applicable)								
Grants Accountant		\$ 44,000	1	\$ 44,000	\$ -	\$ 44,000	\$ 44,000	
		\$ -		\$ -	\$ -	\$ -	\$ -	
Total Grant Admin and Clerical Request	\$ -	\$ 44,000	1	\$ 44,000	\$ -	\$ 44,000	\$ 44,000	
Personnel Directly Responding to Case Backlog (include in application section (C) (1))								
Assistant District Attorney		\$ 98,000	3	\$ 294,000	\$ -	\$ 294,000	\$ 294,000	
Court Clerk		\$ 55,103	1	\$ 55,103	\$ -	\$ 55,103	\$ 55,103	
Court Legal Assistant		\$ 78,000	1	\$ 78,000	\$ -	\$ 78,000	\$ 78,000	
Court Program Manager		\$ 84,000	1	\$ 84,000	\$ -	\$ 84,000	\$ 84,000	
Court Program Assistant		\$ 31,200	2	\$ 62,400	\$ -	\$ 62,400	\$ 62,400	
Court Reporter		\$ 21,600	7	\$ 151,200	\$ -	\$ 151,200	\$ 151,200	
Deputy Court Clerk		\$ 12,000	1	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	
Deputy Sheriff		\$ 70,971	1	\$ 70,971	\$ -	\$ 70,971	\$ 70,971	
Deputy Sheriff, Supervisor		\$ 18,000	1	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	
Investigator		\$ 82,149	1	\$ 82,149	\$ -	\$ 82,149	\$ 82,149	
Judge (Pro Tem)		\$ 250,000	1	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	
Judge (Senior)		\$ 200,000	1	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	
Judicial Assistant		\$ 12,000	7	\$ 84,000	\$ -	\$ 84,000	\$ 84,000	
Judicial Staff Attorney		\$ 98,000	1	\$ 98,000	\$ -	\$ 98,000	\$ 98,000	
Judicial Staff Attorney, Senior		\$ 20,000	6	\$ 120,000	\$ -	\$ 120,000	\$ 120,000	
Judicial Staff Attorney, Supervisor		\$ 25,000	1	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	
Jurors		\$ 25	3600	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	
Jury Assistant		\$ 31,200	2	\$ 62,400	\$ -	\$ 62,400	\$ 62,400	
Jury Coordinator		\$ 65,100	1	\$ 65,100	\$ -	\$ 65,100	\$ 65,100	
					\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	
Total-Personnel Directly Responding to Case Backlog	\$ -	\$ 1,252,348	3639	\$ 1,902,323	\$ -	\$ 1,902,323	\$ 1,902,323	
Personnel Court-Based Mental Health Services Program (include in application section (C) (2))								
(List employee title)		\$ -		\$ -	\$ -	\$ -	\$ -	
Personnel Court-Based Mental Health Services Program		\$ -	0	\$ -	\$ -	\$ -	\$ -	
Personnel Court-Based Substance Use Services Program (include in application section (C) (3))								
(List employee title)		\$ -		\$ -	\$ -	\$ -	\$ -	
Personnel Court-Based Substance Use Services Program	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	
Personnel Court-Based Eviction Prev. and Div. Program (include in application section (C) (4))								
					\$ -	\$ -	\$ -	
Personnel Court-Based Eviction Prev. and Div. Program	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	
Premium Pay to Essential Public Employees (include in application section (C) (5))								
		\$ -		\$ -	\$ -	\$ -	\$ -	

Budget Categories	Previously	New Application Request (Cycle 2)			Adjustments	Revised New Request Total	Cumulative Circuit Total	Comments
		Amount	Quantity	Total				
Premium Pay to Essential Public Employees		\$ -	0	\$ -	\$ -	\$ -		
Total Personnel Costs:	\$ -	\$ 1,296,348	\$ 3,640	\$ 1,946,323	\$ -	\$ 1,946,323	\$ 1,946,323	
Administrative/Indirect Costs:		Amount	Quantity	Total				
Grant Administration (include in application section (C) (7))								
Equipment < \$5,000 (Computers & Printers for add'l staff)		\$ 22,586	1	\$ 22,586	\$ -	\$ 22,586	\$ 22,586	
Postage		\$ 3,000	1	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	
Supplies and Materials		\$ 1,200	1	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	
Voice/Data Communications		\$ 9,800	1	\$ 9,800		\$ 9,800	\$ 9,800	
Continuing Legal Education		\$ 8,406	1	\$ 8,406	\$ (8,406)	\$ -	\$ -	Denied: Committee decision
Lexis		\$ 864	1	\$ 864		\$ 864	\$ 864	
Bar Dues		\$ 1,800	1	\$ 1,800	\$ (1,800)	\$ -	\$ -	Denied: Committee decision
						\$ -		
Total Indirect/Grant Administration	\$ -	\$ 47,656	\$ 7	\$ 47,656	\$ (10,206)	\$ 37,450	\$ 37,450	
Temporary Facilities or Workspace (include in application section (C) (6))								
		\$ -		\$ -		\$ -		
Total Temporary Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Administrative Costs:	\$ -	\$ 47,656	\$ 7	\$ 47,656	\$ (10,206)	\$ 37,450	\$ 37,450	
TOTAL OVERALL BUDGET	\$ -			\$ 1,993,979	\$ (10,206)	\$ 1,983,773	\$ 1,983,773	