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Board of Commissioners
Agenda Item Transmittal Form
Procurement/Contract Transmittal Form

RATIFICATION

Type of contract: 1 year <input checked="" type="checkbox"/> Multi-year <input type="checkbox"/> Single Event <input type="checkbox"/>	Contract #: BOC Approval Date:
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<input type="checkbox"/> Submission Information	<input type="checkbox"/> Vendor Information
Dept Contact Name: Robert Mumford Department: Rockdale County Judicial Circuit Superior Court Project Title: ARPA Backlog Cases Funding Account Number: 250-2151-531711-21 <i>B</i> Contract Amount: Grant Revenue Account Number: 250-2151-331151-21 Grant Amount: 2,000,000.00 Contract Type: Goods () Services () Grants (X) Contract Action: New () Renewal (X) Change Order () Original Contract Number: C-2022-59	Vendor Name: Judicial Council of Georgia Address: 244 Washington Street SW Suite 300 Atlanta, Ga 30334 Address: Email: Phone #: 470-734-6655 Contact: Kari Kitchens Term of contract: 1/1/2023-12/31/2023

*AME
12/13/22*

Finance Director Signature I have reviewed the attached contract, and the amount is approved for processing. Signature: <i>[Signature]</i> Date: 1/10/2023	Procurement Manager Signature I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County. Signature: <i>[Signature]</i> Date: 12/13/22
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Detailed Summary of Contract:

Review/Approve/Initial & Date:
SPLOST _____ TECH SERVICES _____
GRANTS _____

Department Head/Elected Official Signature: *[Signature]* Date: 12/8/22

2023-12



Judicial Council of Georgia
Administrative Office of the Courts

Chief Justice Michael P. Boggs
Chair

Cynthia H. Clanton
Director

November 7, 2022

The Honorable Robert Mumford
Chief Judge
Rockdale Judicial Circuit
958 Milstead Avenue
Conyers, Georgia 30012

Re: The Judicial Council of Georgia American Rescue Plan Act Funding Award-CY23

Dear Chief Judge Mumford:

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 Rockdale Judicial Circuit has been awarded \$2,000,000 for CY23. This grant period is January 1, 2023-December 31, 2023. The grant award is effective January 1, 2023.

Attached are the CY23 Grant Agreement, CY23 Approved Budget, and CY23 Grant Award Conditions and Restrictions, outlining the responsibilities and expectations of both parties. Please review and sign the Grant Agreement and return it within **ten days** of receipt. Upon acceptance of the award indicated by returning the signed agreement, the circuit will receive a grant reimbursement packet containing forms needed for the reimbursement process. The agreement with the *original* signature may be mailed or emailed to:

Kari Kitchens
Administrative Office of the Courts
244 Washington Street SW • Suite 300 • Atlanta, GA 30334
kari.kitchens@georgiacourts.gov and ARPA@georgiacourts.gov

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

Thank you for your service to the State of Georgia and the Judiciary. We recognize and appreciate the significant effort exerted in clearing your circuit's backlog of cases and wish you continued success in the upcoming year.

Sincerely,

Regina Hailey
ARPA Grants Manager

Attachments: CY23 Grant Award Agreement
CY23 Grant Award Approved Budget
CY23 Grant Award Conditions and Restrictions

cc: David Mitchell via email at grants.management@rockdalecountyga.gov
Derek Marchman via email at derek@marchmanconsulting.com
Shannon Dean via email at shannon.dean@rockdalecountyga.gov
Lenora Hawkins Ponzo via email at lhponzo@dekalbcountyga.gov

244 Washington Street SW • Suite 300 • Atlanta, GA 30334
404-656-5171 • www.georgiacourts.gov



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 2023 Grant Agreement**

Award Name: 2023_ARPA_3Y038	
Recipient Name: ROCKDALE JUDICIAL CIRCUIT	
Award Amount: \$2,000,000	CFDA: 21.027
Grant Period: January 1, 2023 – December 31, 2023	Award Effective: January 1, 2023

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:

Submit monthly reimbursement requests via email to the Administrative Office of the Courts to Kari.Kitchens@georgiacourts.gov and ARPA@georgiacourts.gov, by the 15th of each month. The monthly requests are to include invoice copies, payroll reports/time sheets, receipts, and, in some cases, check copies, general ledger reports, 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 (OPB). Upon reimbursement from OPB, the AOC will remit reimbursements to the grantees.

Acceptance of Terms and Conditions

Signature and Title:

Robert H. Mansford
Chief, Judge Rockdale Circuit

Date: 11/15/22

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

Judicial Circuit Name: Rockdale

Award Date: November 7, 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 and Judicial Branch ARPA FAQs (also 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 7, 2022, were awarded for eligible expenses beginning on January 1, 2023, through the balance of the 2023 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 2023 calendar year shall revert back to the ARPA Committee on January 1, 2024. 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 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 disproportionately impacted community (both for U.S. Treasury reporting purposes). See Treasury’s Compliance and Reporting Guidance, “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37; 42 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 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 disproportionately impacted community (both for U.S. Treasury reporting purposes). See Treasury’s Compliance and Reporting Guidance, “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37; 42 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 disproportionately impacted community (both for U.S. Treasury reporting purposes). See Treasury’s Compliance and Reporting Guidance, “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37; 42 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: Approved application as revised on October 27, 2022, on the condition that the applicant submits documentation of a request for ARPA funds from Rockdale County.

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) *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).

(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 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 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; and
- (xiii) 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 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 for staff (unless an exception is expressly listed in Section 2 (a) 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) 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).
- (4) 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.
- (5) 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.
- (6) 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.
- (7) 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).
- (8) 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) (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.*
- (9) 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)).
- (10) 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. 4,423-4,430 (Jan. 27, 2022)).

(11) General modernization of cybersecurity not related to broadband upgrades, including hardware, 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 BRANCH ARPA GRANT BUDGET TEMPLATE Submitted by: Rockdale Judicial Circuit		For AOC Staff Only			
		Adjustments	Revised Total	Comments	
Budget Categories	Calendar Year 2023				
Personnel Services	Salary	Quantity	Total		
Grant Administration and Clerical (include in application section (E) (6))					
Grants Manager - Administrator / Evaluator	\$ 90,000	1	\$ 90,000	\$ 90,000	
Total Grant Admin and Clerical Request	\$ 90,000	1	\$ 90,000	\$ 90,000	
Personnel Directly Responding to Case Backlog (include in application section (E) (1))					
Assistant District Attorney	\$ 108,705	2	\$ 217,410	\$ 217,410	
Court Reporter	\$ 86,575	1	\$ 86,575	\$ 86,575	
Deputy Court Clerk	\$ 66,879	4	\$ 267,516	\$ 267,516	
Deputy Sheriff (Reservist/Retirees)	\$ 12,939	40	\$ 517,560	\$ 517,560	
Investigator	\$ 86,757	1	\$ 86,757	\$ 86,757	
Judge	\$ 595	225	\$ 133,875	\$ 133,875	
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	
Victim Witness Program Coordinator	\$ 81,042	1	\$ 81,042	\$ 81,042	
Legal Secretary, Sr.	\$ 64,445	1	\$ 64,445	\$ 64,445	
Total Personnel Directly Responding to Case Backlog	\$ 738,854	278	\$ 1,686,097	\$ 1,686,097	
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))					
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))	\$-	0	\$-	\$-	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))	\$-	0	\$-	\$-	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))	\$-	0	\$-	\$-	
Personnel Court-Based Eviction Prevention and Diversion (include in application section (E) (4))	\$-	0	\$-	\$-	
Personnel Court-Based Eviction Prevention and Diversion (E) (4)	\$-	0	\$-	\$-	
Total Personnel Costs:	\$ 738,854	279	\$ 1,776,097	\$ 1,776,097	
Administrative/Indirect Costs:					
ARPA-Eligible Administrative Expenses (include in application section (E) (6))					
Interpreter	\$ 123,903		\$ 123,903	\$ 123,903	
Total ARPA-Eligible Administrative Expenses	\$ 123,903		\$ 123,903	\$ 123,903	
Temporary Facilities or Workspace (include in application section (E) (5))					
Real Estate Rentals	\$ 100,000		\$ 100,000	\$ 100,000	
Total Indirect/Grant Administration	\$ 100,000		\$ 100,000	\$ 100,000	
Total Administrative Costs:	\$ 223,903		\$ 223,903	\$ 223,903	
TOTAL OVERALL BUDGET			\$ 2,000,000	\$ 2,000,000	