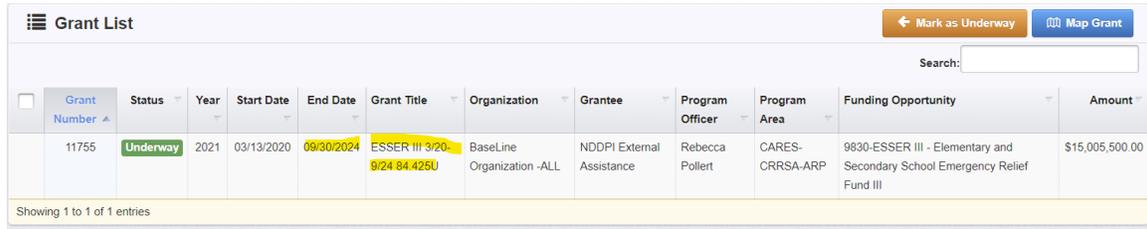


# ARP ESSER III- Late Liquidation Webgrants Instructions

## 1. Navigate to the ESSER III grant in Webgrants



Grant Number	Status	Year	Start Date	End Date	Grant Title	Organization	Grantee	Program Officer	Program Area	Funding Opportunity	Amount
11755	Underway	2021	03/13/2020	09/30/2024	ESSER III 3/20-9/24 84.425U	BaseLine Organization -ALL	NDDPI External Assistance	Rebecca Pollert	CARES-CRRSA-ARP	9830-ESSER III - Elementary and Secondary School Emergency Relief Fund III	\$15,005,500.00

## 2. Under Grant Components

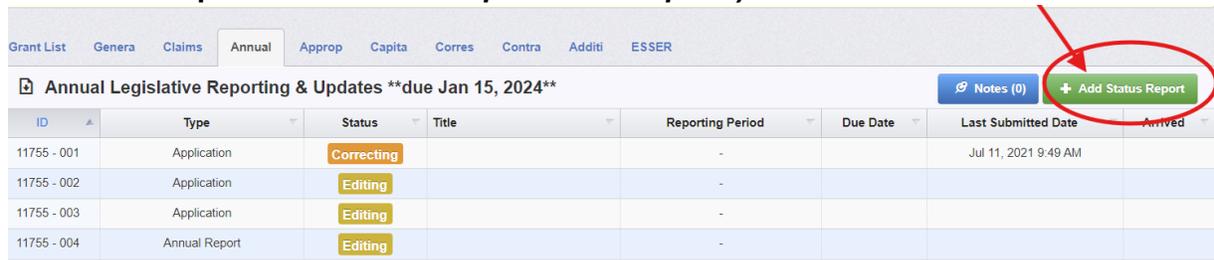
### Click "Annual Legislative Reporting & Updates"



Component	Form Type / Source / Security
General Information	Settings, Edit
Claims (Request for Funds)	Document, Settings, Lock
Annual Legislative Reporting & Updates**due Jan 15, 2024**	Document, Settings, Lock
Appropriations	Settings, Settings, Lock

## 3. Click "Add Status Report"

Create a NEW Status Report (ignore ALL existing unless titled "*Late Liquidation Request*"). If you are returning to complete an in-progress report, choose the newest report labeled *Late Liquidation Request*)



ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
11755 - 001	Application	Correcting		-		Jul 11, 2021 9:49 AM	
11755 - 002	Application	Editing		-			
11755 - 003	Application	Editing		-			
11755 - 004	Annual Report	Editing		-			

4. From the pull-down menu

**Click “Late Liquidation Request”**

**General Information - Status Report - Edit**

Status\*:

Sub Type\*:

Title:

Due Date:

Report Dates:

- Quarterly Report
- Annual Report
- Final Report
- Application
- IET Grant Report
- Math Report
- Late Liquidation Request

5. Complete the remaining texts with the information below

**General Information - Status Report - Edit**

Status\*:

Sub Type\*:

Title:

Due Date:

Report Dates:

Start Date      End Date

6. Click “Late Liquidation Request” to open the form

Status Report Details Preview Status Report

Status Report cannot be Submitted Currently  
• Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 9, 2024 11:18 PM - Anne Butterworth
Late Liquidation Request		

7. Review the text in the blue box which refers to the stated federal requirements. Complete the highlighted boxes and Click “Save Form” BEFORE Step 8 will populate.

Fund Details

Total ESSER III allocation\*:

Amount of allocation anticipated to be liquidated (claimed from NDDPI) by 12/30/24\*:

**8. Review the text in the blue box, which provides additional details and instructions.**

**Click “Add Row”**

**Obligated funds requested for activities beyond the liquidation period** - Multi-List ✓ Mark as Complete + Add Row

Those that are pre-approved for late liquidation (beyond September 30, 2024 + 90 days) must confirm

- Whether the funds were properly obligated and liquidated in a timely manner
- Whether the activities would be allowed to extend beyond the liquidation period under applicable procurement rules (i.e., an LEA must follow the same policies and procedures it uses for procurements from its non-Federal funds) (see 2 CFR §§ 200.317 through 200.327, 200.403(o)); Whether the extended activities constitute a reasonable and necessary use of Federal funds; and
- Whether prudent business practices (2 CFR § 200.404(b) & (d)) and internal controls (which generally limit prepayment) would support the continued activities for the length of time proposed.

Use of funds - **ALL** funds must be properly obligated **BY 9/30/2024** for allowable uses and aligned to specific projects or special circumstances. (Examples might include Construction contracts, HVAC contracts, instructional services contracts, delayed materials/supplies, or other allowable uses).

Justification - Provide an explanation for funds that may not be liquidated by 12/30/24. (Needing more time to expend funds is **NOT** an adequate reason per the USDE. (Examples might include supply or labor shortages impeding the liquidation of funds).

Describe how the requested late liquidation funds contribute to the acceleration of academic success for students.

Describe how the district is expediting the liquidation of funds to ensure that funds are leveraged, based on an analysis of data, to maximize investments to address academic recovery.

Contract Name and Number (district identifier)	Contract Total	Contract End Date	Justification	How funds contribute to academic success	Data used to address academic recovery
No Data for Table					

Last Edited By: Anne Butterworth - Sep 9, 2024 7:25 AM + Add Row

**9. Review the text in the blue box and complete each of the text boxes using the examples below.**

**Contract Name and Number (district identifier)\*:**   
 233 character(s) left

**Contract Total\*:**

**Contract End Date\*:**

**Justification\*:**

**How funds contribute to academic success\*:**

**Data used to address academic recovery\*:**

**10. Repeat steps 8 & 9 for all late liquidation funds. When all contracts are entered, click “Mark as Complete”**

Contract Name and Number (district identifier)	Contract Total	Contract End Date	Justification	How funds contribute to academic success	Data used to address academic recovery
BU End of service	\$250.00	01/31/2025	Justification - Provide an explanation for funds that may not be liquidated by 12/30/24. (Needing more time to expend funds is NOT an adequate reason per the USDE. (Examples might include supply or labor shortages impeding the liquidation of funds).	Describe how the requested late liquidation funds contribute to the acceleration of academic success for students.	Describe how the district is expediting the liquidation of funds to ensure that funds are leveraged, based on an analysis of data, to maximize investments to address academic recovery.
BU End of service 2	\$200.00	01/31/2025	Provide an explanation for funds that may not be liquidated by 12/30/24. (Needing more time to expend funds is NOT an adequate reason per the USDE. (Examples might include supply or labor shortages impeding the liquidation of funds).	Describe how the requested late liquidation funds contribute to the acceleration of academic success for students.	Describe how the district is expediting the liquidation of funds to ensure that funds are leveraged, based on an analysis of data, to maximize investments to address academic recovery.
	\$450.00				

Last Edited By: Anne Butterworth - Sep 9, 2024 7:35 AM + Add Row

**Obligated funds requested for activities beyond the liquidation period** - Multi-List ✓ Mark as Complete + Add Row

Those that are pre-approved for late liquidation (beyond September 30, 2024 + 90 days) must confirm

- Whether the funds were properly obligated and liquidated in a timely manner

+ Add Row

**11. Attach procurement documents and an executed contract for all late liquidation funds. Click “Mark as Complete” when finished.**

Supporting Documentation - Other Attachments

Subgrantees must attach all procurement documents and contracts for obligated funds requested for activities beyond the liquidation period

Description	File Name	Type	Size	Upload Date	Delete
BU Contract 1	ESSER - One Page 1.pdf	pdf	218 KB	09/09/2024 07:38 AM	Delete
BU Late Service Contract 1	USED Annual Report FIG 12.8.21.pdf	pdf	1 MB	09/09/2024 07:40 AM	Delete

Last Edited By: Anne Butterworth - Sep 9, 2024 7:40 AM

**12. Click “Edit Form”**

Agreement Acknowledgement

Mark as Complete Edit Form

- I attest that, to the best of my knowledge and belief, all the information and data contained in this request are complete and accurate.
- I attest that this late liquidation request is based on an extenuating circumstance
- I attest that the activities and services included within the liquidation extension are allowable and will be properly obligated by September 30, 2024, according to the American Rescue Plan Act (ARP Act).
- I attest that none of the late liquidation funds will be paid to district or state employees.
- I attest that all certifications and assurances detailed within the grant Certification and Agreement document remain in effect for the duration of the grant, including the entirety of the liquidation period, including inventory, reporting, and documentation.
- I attest that data verification of updated obligation and liquidation figures will be provided upon request, as additional data verification may be necessary.
- I attest that sufficient documentation to support the extension request contained herein will be submitted to NDDPI through WebGrants when requesting reimbursement. Required documentation will include procurement process documents and contracts, and evidence of proper obligation prior to September 30, 2024.

Name Date

Last Edited By: Anne Butterworth - Sep 9, 2024 7:40 AM Edit Form

**13. Review all agreements in the blue text. IF you agree to all of agreements sign by typing the completers name and the date.**

**Click “Save Form”**

Agreement Acknowledgement

Save Form

- I attest that, to the best of my knowledge and belief, all the information and data contained in this request are complete and accurate.
- I attest that this late liquidation request is based on an extenuating circumstance
- I attest that the activities and services included within the liquidation extension are allowable and will be properly obligated by September 30, 2024, according to the American Rescue Plan Act (ARP Act).
- I attest that none of the late liquidation funds will be paid to district or state employees.
- I attest that all certifications and assurances detailed within the grant Certification and Agreement document remain in effect for the duration of the grant, including the entirety of the liquidation period, including inventory, reporting, and documentation.
- I attest that data verification of updated obligation and liquidation figures will be provided upon request, as additional data verification may be necessary.
- I attest that sufficient documentation to support the extension request contained herein will be submitted to NDDPI through WebGrants when requesting reimbursement. Required documentation will include procurement process documents and contracts, and evidence of proper obligation prior to September 30, 2024.

100 character(s) left Name Date

Save Form

**14. Review all information for accuracy and completeness. When ready to submit Click “Submit Status Report”**

Status Report Preview Attachments Alert History Map Versions

Submit Status Report Withdraw Copy Notes (0) Feedback Preview Status Report

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 9, 2024 7:20 AM - Anne Butterworth
Late Liquidation Request	✓	Sep 9, 2024 7:45 AM - Anne Butterworth