

Kirsten Baesler
State Superintendent
Dr. Donna Fishbeck
Chief of Staff
Laurie Matzke
Assistant Superintendent



**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Phone (701) 328-2260
Fax (701) 328-2461
<http://www.nd.gov/dpi>

TO: Superintendents/Business Managers
FROM: Anne Butterworth, ESSER Manager
DATE: September 4, 2024
RE: Liquidation/Closeout ARP/ESSER III Funds- Action Required by September 30

School districts must fully obligate ALL funds on or before September 30, 2024, regardless of filing for an extension or not. An obligation includes a completed procurement process and a fully executed contract. School districts must complete the **liquidation process by closing out all final claim requests before December 30, 2024**, unless the district is approved for a liquidation extension.

Liquidation extensions can be requested by school districts that have extenuating circumstances and are in good standing with all federal reporting requirements.

Extended liquidation funds can ONLY be used to pay for:

- Services provided through contractors that are not a district or state employee.
- To receive real or personal property secured through a binding written commitment prior to September 30, 2024.

Late liquidation requests can be submitted on WebGrants through October 15, 2024. All requests will need to include:

- Completed Late Liquidation Status Report
- Narrative of how the funds will continue to support academic needs.
- Explanation of why the funds were not spent within the original performance period. The US Department of Education does NOT accept simply “needing more time” as a valid explanation.
- Attachment of all procurement documents and executed contracts.

Detailed instructions are attached and available on the [NDDPI Covid Funding](#) webpage.

If you have any questions, don't hesitate to contact Anne Butterworth at abutterworth@nd.gov.

ND School for the Deaf/RCDHH
Devils Lake, ND
(701) 665-4400

ND State Library
Bismarck, ND
(701) 328-2492

ND Vision Services/School for the Blind
Grand Forks, ND
(701)795-2700