



Liquidation Extension Requests for CRRSA ESSER II and GEER II

Last Updated: Oct. 26, 2023

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Topics

1. CRRSA Act Background
2. Liquidation Extension Request Process Overview
3. Liquidation and Obligation Timeline
4. Liquidation and Obligation Requirements
5. Examples of Expenditures Eligible and Ineligible for a Liquidation Extension
6. Completing a Liquidation Extension Request Form



CRRSA Act Background



CRRSA Act Background

The Coronavirus Response and Relief Supplemental Appropriations Act, signed into law on Dec. 27, 2020, provided an additional \$54.3 billion for the ESSER II fund and \$1.3 billion for the GEER II fund.

- Illinois received approximately \$2.3 billion of this ESSER II total. This amount of funding was based on the proportion of funds that each state received under Part A of Title I of the Elementary and Secondary Education Act of 1965 in FY 2020.
 - 90% of these funds were allocated directly to school districts (LEAs) by formula based on FY 2019 Title I, Part A allocations
 - 10% of these funds were allocated by ISBE toward learning renewal initiatives aligned to the agency's strategic plan
- The U.S. Department of Education awarded these grants to state educational agencies (SEAs) for the purpose of providing local educational agencies (LEAs) and other subrecipients emergency relief funds to address the impact of the COVID-19 pandemic on elementary and secondary schools across the nation.



Liquidation Extension Process Overview



Liquidation Extension Request Process Overview



The deadline to obligate ESSER II and GEER II funds was Sept. 30, 2023.



The deadline to liquidate funds is Jan. 28, 2024 (120 days after the Sept. 30, 2023, deadline).



Should funds be properly and timely obligated by Sept. 30, 2023, the U.S. Department of Education has the authority to approve liquidation extension requests based upon the specific facts and circumstances of a given obligation and upon written request of a grantee, in accordance with 2 CFR § 200.344(b).



Liquidation Extension Request Process Overview



On behalf of grantees, ISBE may request an extension of up to 14 months beyond the automatic 120-day liquidation period. This would extend the liquidation period through March 31, 2025.



ISBE will release the Liquidation Extension Request forms on Oct. 24, 2023.



Liquidation Extension Request forms are due no later than Dec. 1, 2023. A separate form is required for each applicable program.



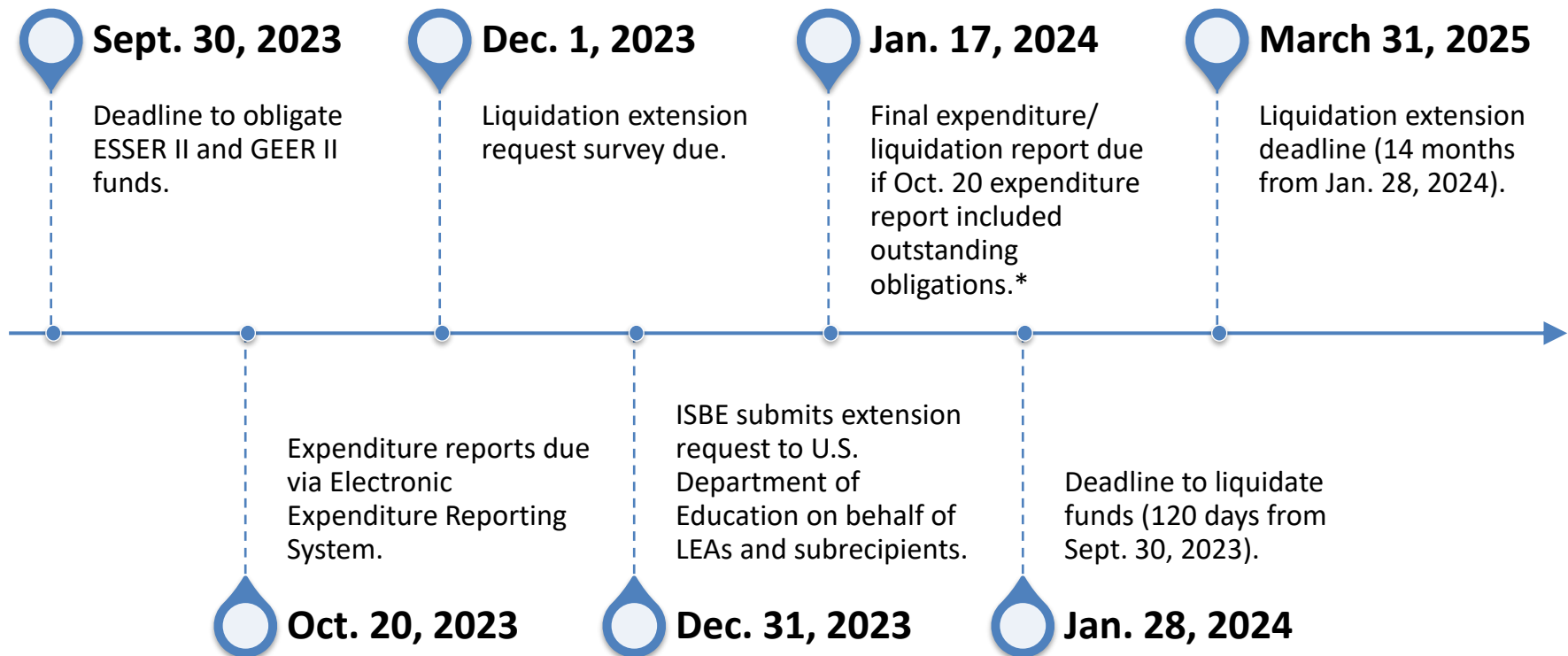
On behalf of grantees, ISBE will submit extension requests to the U.S. Department of Education prior to the Dec. 31, 2023 deadline.



Obligation & Liquidation Timeline and Requirements



Obligation & Liquidation Timeline



*Please note that this date is prior to the 120-day liquidation period. ISBE requests final expenditure/liquidation reports submitted by this date in order to avoid any unforeseen circumstances that might prevent timely processing prior to the Jan. 28, 2024 liquidation deadline.



Liquidation and Obligation Requirements

- 34 C.F.R. § 76.707 defines when an obligation of Federal funds by a state or subgrantee, such as an LEA, occurs. Specifically, **for services or assistance provided through a contract, the obligation is made on the date that the state or subgrantee makes a binding written commitment to obtain the services, work, or products.** For rental or lease of real or personal property, the obligation is made when the property is used.
- [This FAQ](#) provides additional guidance.



Obligation Specifics

If the obligation is for:	Then the obligation is made:
a) Acquisition of real or personal property	On the date on which the state or subgrantee makes a binding written commitment to acquire the property
b) Personal services by an employee of the state or subgrantee	When the services are performed
c) Personal services by a contractor who is not an employee of the state or subgrantee	On the date on which the state or subgrantee makes a binding written commitment to obtain the services
d) Performance of work other than personal services	On the date on which the state or subgrantee makes a binding written commitment to obtain the work
e) Public utility services	When the state or subgrantee receives the services
f) Travel	When the travel is taken
g) Rental of real or personal property	When the state or subgrantee uses the property
h) A pre-agreement cost that was properly approved by the secretary under the cost principles in 2 CFR part 200, Subpart E - Cost Principles	On the first day of the grant or subgrant performance period



Liquidation of Funds

- **Liquidation** is the drawing down and expenditure of funds by a grantee for obligations incurred during the grant's legal obligation period.
 - Timely liquidation occurs during the project performance period and through the first 120 days after the final day of that period or an extension of that period authorized by the Department of Education, pursuant to [2 C.F.R. § 200.344\(b\)](#).
- For contracted activities, grantees may carry out grant activities during liquidation.
 - The period of delivery of goods and services and the associated payments for those goods and services can extend to the end of the liquidation period, so long as a timely and valid obligation had been made pursuant to [34 C.F.R. § 76.707](#).



Examples of Eligible & Ineligible Expenditures

Eligible for Liquidation Extension	Ineligible for Liquidation Extension
Capital projects obligated prior to Sept. 30, 2023, that experienced unforeseeable delays/supply shortages where the equipment or supplies could not be delivered during the period of performance.	Capital projects obligated or amended after Sept. 30, 2023. No changes can be made to a project or contract approved for liquidation extension. If the executed contract cannot be fulfilled, the funds subject to late liquidation must be forfeited.
Contracts with third-party providers obligated prior to Sept. 30, 2023, that support the continuity of educational support services through the end of the school year, such as contracts for tutoring, mental health support, curriculum materials, professional development, or technology tools.	Staff salaries or benefits incurred after Sept. 30, 2023. Pursuant to 34 C.F.R. § 76.707, services performed by an employee of the state or subgrantee are considered obligated when the services are performed. Therefore, they are not eligible for liquidation extension.

Solely needing more time to expend funds is NOT an adequate justification for liquidation extension.



Guide to the Liquidation Extension Request Form



Liquidation Extension Request Form - Components

There are seven main components of the Liquidation Extension Request form, which will be made available via email on Oct. 24, 2023. The numbers below correspond to the questions as they are numbered in the form. The following slides provide additional details about each component and questions.

I. Identifying information

1. Subrecipient or LEA name
2. RCDT Code

II. Allocation, liquidation, and obligation totals

3. Allocation total
4. Amount obligated as of 9/30/2023
5. Amount liquidated as of 9/30/2023
6. Amount of obligated funds needing extension

III. Description of use of funds and justification for extension request for funds needing extension

7. Use of funds – amount of obligated funds needing extension
8. Justification for extension request

IV. Specific data notes

9. Other subrecipients – specific data notes

V. Supporting documentation

10. File upload

VI. Attestation

VII. Contact information



Liquidation Extension Request Form: Identifying Information

1. Subrecipient or LEA Name *

Enter your answer

2. Subrecipient or LEA RCDT Code *

Enter your answer



Liquidation Extension Request Form: Allocation, Liquidation, and Obligation Totals

Questions 3-6 require information about:

- The total ESSER II or GEER II allocation received by the LEA or subrecipient.
- The amount obligated on or before 9/30/2023.
- The amount liquidated as of 9/30/2023.
- The amount of funds for which a liquidation extension is being requested. This is the amount obligated on or before 9/30/2023 but not yet liquidated.

3. Allocation Total *

Enter your answer

4. Amount Obligated as of September 30, 2023 *

Enter your answer

5. Amount Liquidated as of September 30, 2023 *

Enter your answer

6. Amount of Obligated Funds Needing Extension

*This should represent the amount of funding anticipated to need a liquidation extension. The liquidation request amount must be aligned to specific projects or contracts and based on obligations completed by September 30, 2023 but not yet liquidated. **

Enter your answer



Liquidation Extension Request Form: Description of Use of Funds and Justification for Extension

Questions 7 and 8 require information about:

- The use of funds for which an extension is being requested. Please explain how the funds referred to in question 6 are being used.
- The justification for the extension request. Please explain the need for liquidation beyond Jan. 28, 2024.

7. Use of Funds - Amount of Obligated Funds Needing Extension

*Please state the use of funds for the amount anticipated to need a liquidation extension (e.g., the delivery of goods and services, construction contract(s), HVAC contract(s), instructional services contract(s), delayed materials/supplies, or other allowable uses). **

Enter your answer

8. Justification for Extension Request

Please provide an explanation for funds that may not be liquidated by the end of the liquidation period (January 28, 2024).

Needing more time to expend funds is not an adequate reason or justification for a liquidation extension request.

*The justification to substantiate an independent request will be reviewed consistent with State and Federal oversight practices. **

Enter your answer



Liquidation Extension Request Form: Specific Data Notes

Question 9 allows for additional information regarding amount not liquidated by 9/30/2023.

9. Other Subrecipients - Specific Data Notes

Provide any additional information the grantee or subrecipient may want to include regarding data outliers or other associated/applicable information.

*The approval of the State's request is not dependent upon the addition of notes for every subrecipient/LEA during the request and approval process. **

Enter your answer



Liquidation Extension Request Form: Supporting Documentation

Question 10 notifies the subrecipient of the requirement to provide documentation supporting the liquidation extension request. Please email these documents as attachments to ESSERGEEReporting@isbe.net per the instructions included in the request form. If the amount for which an extension is being requested corresponds to multiple expenditures, attach separate documents related to each expenditure. Examples of documentation might include specific purchase orders, communications from vendors regarding delays, and change orders.

10. Supporting Documentation

The U.S. Department of Education requires supporting documentation indicating that funds were obligated by September 30, 2023, even if delivery of goods and services may extend through the liquidation extension period. This may include purchase orders, contracts for services, or evidence of other allowable uses.

Please attach and email the supporting documents to ESSERGEEReporting@isbe.net and include the subject line "Liquidation Extension Request - Supporting Documentation." Attach separate documents for each extension request subject for review and approval (i.e., do not attach a single file that compiles all supporting documents for all expenditures subject to an extension request). Clearly label each file describing the contents of the attachment (e.g., construction contract, instructional service contract, etc.). *

☐ I understand that I must email supporting documentation to ESSERGEEReporting@isbe.net.



Liquidation Extension Request Form: Attestation

Question 11 is a required attestation wherein the LEA or subrecipient certifies that:

- the extension request is complete,
- all obligations were proper and made by 9/30/2023,
- sufficient supporting documentation will be emailed to ESSERGEEReporting@isbe.net,
- the LEA or subrecipient will continue to monitor the work of contractors or other subrecipients, and
- all data and responses included in the Liquidation Extension Request form are true and accurate.

11. *I certify that:*

- *This extension request is complete*
- *Obligations were proper and timely*
- *Sufficient documentation indicating timely obligation for allowable uses will be emailed to ESSERGEEReporting@isbe.net*
- *Continued monitoring and oversight of contractors or other subrecipients will occur throughout the liquidation extension period*
- *All data and responses contained in this request are true and accurate to my knowledge **

☐ Yes



Liquidation Extension Request Form: Date & Contact Information

12. Certification Date *

Please input date (M/d/yyyy)



13. Contact Name *

Enter your answer

14. Contact Title *

Enter your answer

15. Contact Telephone Number (###-###-####) *

Enter your answer

16. Contact Email Address *

Enter your answer

Question 12 requires the date the form is submitted.

Questions 13-16 requires the respondent's contact information.



Questions?

Attend ISBE Virtual Office Hours*

November 1
November 8
November 15
November 29

1:30-2:30 pm

[Click here](#) to register for Office Hours.

*Please note there will not be an office hour session on Wednesday, November 22 due to the Thanksgiving holiday.

ISBE Contact Information

If unable able to attend ISBE Office Hours, please contact
ESSERGEERreporting@isbe.net
to schedule a meeting.