

ARP Homeless 1.0, 2.0, & System Navigator Liquidation Extension Request Instructions

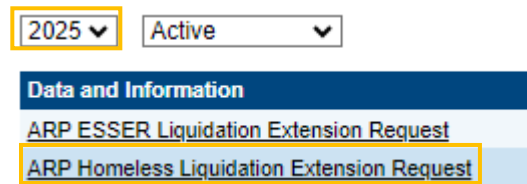
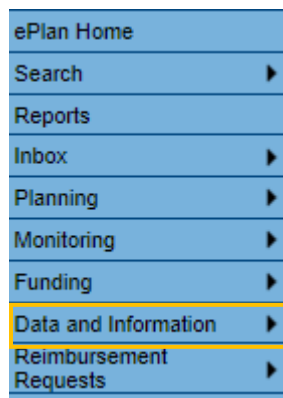
On Jan. 9, 2024, the United States Department of Education (ED) released a [letter](#) about the ARP homeless liquidation extension. As communicated to grantees on Sept. 18, 2023, the liquidation extension request process that has been available under the Coronavirus Aid, Relief, and Economic Security (CARES) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Acts will also be available for ARP.

Under 2 C.F.R. § 200.344(b), properly obligated funds must be liquidated within 120 calendar days (by **Jan. 28, 2025**, for ARP Act funds). ED has the authority to approve liquidation extension requests for **properly obligated funds** upon review of a written request made by a grantee (i.e., the SEA) on its own behalf or on behalf of its subgrantees (i.e., LEAs). Final approval of a grantee’s written request will be based upon the specific facts and circumstances, in accordance with 2 C.F.R. § 200.344(b). If approved under this process, grantees and subgrantees may have an extension to the liquidation period of up to 14 months beyond the 120 days already available to liquidate funds.

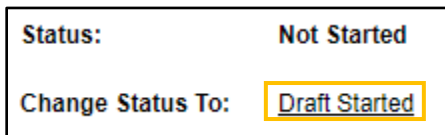
LEAs should follow the steps below in [ePlan](#) to submit an ARP Homeless Liquidation Extension Request to the Tennessee Department of Education (department).

Note: Any extension request to ED must be made by the department on behalf of its subgrantees.

1. Navigate to [ePlan](#) > Data and Information and select **2025** from the year dropdown and choose **ARP Homeless Liquidation Extension Request**.



2. Change the status to **Draft Started**.



3. Select **Cover Page** on the *Sections* page. Complete all fields in the cover page before continuing to the next page.

ARP Homeless Liquidation Extension Request

Cover Page
Overview and Attestation
Funding
Related Documents
Checklist

4. Select the **Overview and Attestation** page and thoroughly review the two attestations located at the bottom of the page. By checking each statement, the LEA affirms that they have read and understand all requirements and assures the department that the LEA meets the listed conditions.
5. Select **Funding** on the *Sections* page (or Save and Go To Next Page). Complete all portions of the *Funding* page, providing accurate and thorough responses under **Use of Funds/Budget Narrative** and **Liquidation Extension Justification**. LEAs must select the funding source (ARP 1.0, 2.0, or System Navigator) for which they are seeking an extension. **Any funding that the LEA does not wish to apply for late liquidation must have the NA box marked at the top left.**

Note: All funds must be properly obligated by **Sept. 30, 2024**. The total amount obligated must match the allocation total provided.

ARP Homeless Funding				
UEI	Allocation Total	* Amount Obligated as of 09/30/2024	* Amount Liquidated as of 9/30/24	Balance Remaining as of 09/30/2024
	\$651,790.52 ARP Homeless 1.0	* \$ []	* \$ []	\$ [651,790.52]
	\$1,849,066.76 ARP Homeless 2.0	* \$ []	* \$ []	\$ [1,849,066.76]
	\$80,000.00 ARP Homeless Systems Navigator	* \$ []	* \$ []	\$ [80,000.00]

6. If needed, LEAs may add additional rows for each project for which they are requesting late liquidation.

[Add Row](#)

\$ [0.00]

7. Check the box under **Supporting Documentation Uploaded**. *At least one supporting document is required for each row.*
8. Select the **Related Documents** section and upload all supporting documentation needed. **Document names should align with the corresponding item name on the *Funding* page.** Supporting documentation providing further context and verification applicable to the LEA's request for liquidation extension may include copies of correspondence, contracts, invoices, etc. showing the necessity of the late liquidation request.

Type	Required Documents
(ARP Homeless Liquidation) Supporting Documentation [Upload at least 1 document(s)]	Document Template N/A

9. Change the status to **Draft Completed**.

Status:	Draft Started
Change Status To:	<u>Draft Completed</u>

10. Ensure all appropriate personnel have reviewed and approved the request before submitting to the department as **LEA Authorized Representative Approved**.