



## **FY22 ARP-Homeless Children and Youth (ARP-HCY) Grant Liquidation Extension Request & Justification Survey Requirements**

The US Department of Education has announced that an extension of the FY22 American Rescue Plan - Homeless Children and Youth (ARP-HCY) liquidation period may be granted to subgrantees under certain circumstances. This opportunity is inclusive of all the FY22 ARP-HCY grants, including the FY22 ARP-Homeless Mini-Grant, ARP-Homeless I, ARP-Homeless II – Entitlement, and ARP-Homeless II – Consortium grants.

Please note that since the liquidation extension does not apply to the obligation of funds, only the liquidation period of approved expenditures, **all FY22 ARP-HCY grant funds must be obligated by September 30, 2024.**

The process by which an LEA may request a liquidation extension is comprised of four (4) phases. Please see below for a brief overview of each phase:

- **Phase 1:** Eligible LEAs with obligated expenditures that may require a liquidation extension must complete the FY22 ARP-HCY Liquidation Extension Request and Justification Survey in the appropriate FY22 ARP-HCY grant application History Log in Grants Management Enterprise (GME) by Friday, August 30, 2024.
- **Phase 2:** LEAs that completed Phase 1, were determined to be eligible, and requested liquidation extensions for eligible, obligated expenditures will be notified to complete an official request for the liquidation extension via an application in GME. The window during which eligible LEAs are to complete the application in GME is October 1, 2024-November 1, 2024. The Arizona Department of Education (ADE) will compile and submit each LEA's official request for liquidation extension to the US Department of Education for approval.
- **Phase 3:** Once the US Department of Education provides an approval status for each LEA's liquidation extension request, ADE will notify the LEAs. It is anticipated that ADE will receive a response from the US Department of Education in January 2025.
- **Phase 4:** Based on the response provided by the US Department of Education, any LEA with approved liquidation extensions will be required to submit a final application in GME for the approved expenditures. The submitted applications will be processed using the same Specialist and Director approval workflow for a grant application to allow for the LEA to begin liquidating approved expenditures.

To determine whether your LEA is eligible to request a liquidation extension for its FY22 ARP-HCY funds, please review the following requirements **prior to submitting the FY22 ARP-HCY Liquidation Extension Request & Justification Survey:**

- **LEA Eligibility:** LEAs with an **FY25 Risk Assessment score of low or medium are eligible** to request a liquidation extension. LEAs with a FY25 Risk Assessment score of **high risk are not eligible** to request a liquidation extension.
  - Log into GME to locate your LEA's FY25 Risk Assessment score to determine if your LEA is eligible to request a liquidation extension.

- **Expenditure Eligibility:** The liquidation extension only applies to **obligated funds for specific expenditures** in the LEA's approved FY22 ARP-HCY application for which the LEA anticipates **requiring additional time to liquidate** beyond the regulatory 90-day liquidation period.
  - All funds must be obligated by September 30, 2024.
  - The liquidation extension does not apply to the LEA's entire FY22 ARP-HCY grant, only the specific expenditures requiring additional time to liquidate after December 28, 2024, the conclusion of the regulatory 90-day liquidation period.
  - Each expenditure for which the LEA is seeking a liquidation extension must be addressed individually when submitting the required elements for the FY22 ARP-HCY Liquidation Extension Request & Justification Survey in the applicable FY22 ARP-HCY grant's History Log in GME.

If your LEA has obligated funds for a particular expenditure that was approved in your FY22 ARP-HCY application and anticipates requiring additional time to liquidate beyond the regulatory 90-day liquidation period, **please submit a History Log comment with the following elements in the appropriate FY22 ARP-HCY grant application by Friday, August 30, 2024.** LEAs that do not complete these steps will not be eligible to apply for a liquidation extension.

- **Amount of Obligated Funds:** Include the **AMOUNT OF FUNDS TO BE OBLIGATED BY SEPTEMBER 30, 2024.**
- **Amount of Obligated Funds Needing Extension:** Include the **AMOUNT OF OBLIGATED FUNDS REQUIRING AN EXTENDED PERIOD TO LIQUIDATE.** This amount must be aligned to the approved projects, contracts, or expenditures that have been obligated by September 30, 2024.
- **Use of Funds:** Describe the approved **USE OF FUNDS.** Examples may include instructional services contracts, transportation services contracts, other support services contracts, delayed purchases that will not be delivered until after the conclusion of the regulatory liquidation period, or other allowable, approved uses.
- **Justification:** To provide sufficient justification, **EACH of the following prompts must be answered.** Please note that "needing more time" is not an adequate reason or justification.
  - **Prompt 1:** Explain why the specific amount of obligated funds may not be liquidated by the end of the 90-day regulatory liquidation period, December 28, 2024.
  - **Prompt 2:** Explain how the LEA plans to liquidate the funds prior to the liquidation extension deadline of March 28, 2026.
  - **Prompt 3:** Explain how the LEA has utilized data to inform the obligation of the expenditures for which the LEA is requesting a liquidation extension to address the academic recovery of students experiencing homelessness.
- **Help Desk Ticket:** To submit a liquidation extension request, the LEA must convert its History Log comment with all the above required elements into a Help Desk Ticket. To accomplish this requirement, please complete the following steps:
  1. Check the box to "Send Email to GME Contacts".
  2. Select "Grants Management" from the "ADE Contacts" dropdown menu.


**Tom Horne, Superintendent of Public Instruction**

1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-4963 • [www.azed.gov/homeless](http://www.azed.gov/homeless)

3. Click "Add" to have the Grants Management team added as a recipient.
4. Confirm that "Grants Management" is located under "Contact Group(s) Selected".
5. Click "Save and Go To" and select "History Log" to confirm your comment posted.

**Create Comment**


Phoenix Union

Save And Go To 


**Create Comment**


Comment


Attachments



Send Email to GME Contacts  



**Available Contact Groups**


LEA Contacts By Funding Application: ARP - Homeless II Entitlement 

LEA Contacts By Role: LEA Adult Education Consolidated-Continuation Update, LEA Adult Education Distance Learning Update, LEA Adult Education EL Civics Update, LEA Adult Education ELAA State Update, LEA Adult Education ELAA-Federal Update, LEA Adult Education I-ESST-Continuation Update 

Other LEA Contacts: County Business Manager, Planning Tool Contact 



ADE Contacts: Program Specialist, Director, Completion Report User, Fiscal Monitoring, Grants Management  

ADE Miscellaneous Contacts: Bailey Acevedo, Ryan Adame, Dana Agnew, Cara Alexander, Cara Alexander  

Additional Recipients 

**Recipient Summary**

**Contact Group(s) Selected**

 Grants Management 

If you have any questions, please submit a [Help Desk Ticket](#) by creating a [History Log comment](#) in [GME](#) or visiting the [ADE Help Desk](#).