



OFFICE OF THE STATE  
SUPERINTENDENT OF EDUCATION

April 9, 2024

Dear LEA Leaders and Federal Grant Managers,

We are writing to update you on the Office of the State Superintendent of Education's (OSSE's) efforts to support the District of Columbia's local education agencies (LEAs) to extend the period for spending American Rescue Plan (ARP) funding beyond Sept. 30, 2024. This letter describes the application process for requesting an ARP-ESSER liquidation extension through OSSE and the technical supports we will provide to LEAs that elect to exercise this flexibility.

### USED Liquidation Extension

The US Department of Education (USED) has offered liquidation extension opportunities for the following ARP programs: the Elementary and Secondary School Emergency Relief (ARP-ESSER or ESSER III) Fund, Emergency Assistance for Nonpublic Schools (EANS II), the Homeless Children and Youth (ARP-HCY) Fund, and Individuals with Disabilities Education Act (ARP-IDEA) supplemental funds. This letter details the liquidation extension application process for ARP-ESSER and we will separately contact recipients of other ARP funds with more information on extension requests for those programs. LEAs cannot apply directly to USED for extensions; OSSE must apply on LEAs' behalf.

We understand that many LEAs in the District are grappling with challenging budget questions related to sustaining key strategies initiated through recovery funding. This spring and summer, OSSE will provide a variety of [sustainability planning supports](#), including technical assistance on how to leverage federal grants to continue delivering successful recovery strategies. This includes supporting LEAs to extend ARP funding to pay for those costs and/or shift them to other federal grants, such as the Elementary and Secondary Education Act (ESEA) Title grants or the Individuals with Disabilities Education Act (IDEA).

OSSE's ARP-ESSER liquidation extension application to USED must describe how our request connects to the "acceleration of academic success for students, particularly those furthest from opportunity and with the greatest need" (see [here](#)). Grantees may request extensions for any allowable use of ARP-ESSER if obligated by Sept. 30, 2024. However, to the greatest extent practicable, **we encourage LEAs to connect extension requests to their intended impact on student academic acceleration.**

## LEA Application Process

OSSE’s application form is now available on our [sustainability planning supports website](#). Starting today, LEAs can complete the application and email to [OSSE.ESSER@dc.gov](mailto:OSSE.ESSER@dc.gov), and we will review applications on a rolling basis.

For each good or service included in your extension request, you will need to provide the following information:

- A brief description of the good or service.
  - For example, an LEA could write “contract with vendor XYZ for high-impact tutoring services to be delivered in FY25.”
- The cost of the obligation.
- A brief justification for the extended use of funds for the good or service.
  - To the greatest extent practicable, this justification should connect to the intended impact on student academic acceleration. For example, an LEA could indicate that “tutoring services are needed to continue to support academic recovery of learning loss due to the COVID-19 pandemic.”
- Supporting documentation that demonstrates obligation by Sept. 30, 2024.
  - Per [federal regulation](#), this obligation should be in the form of “binding written commitment” (e.g., an executed contract) for allowable uses under this grant program.

OSSE will accept preliminary requests where LEAs describe costs which they intend to obligate by Sept. 30 even if they do not yet have final written commitments. Upon execution of those commitments, LEAs should provide supporting documentation to OSSE as soon as possible for review.

After the close of FY24, OSSE will complete a final review of requests and supporting documentation. OSSE must receive all supporting documents no later than Oct. 15, 2024, in order for those expenditures to be considered for extension.

## Timeline

If approved by USED for an extension, OSSE would have until March 28, 2026, to draw down ESSER funds from the USED grants management system. To support OSSE’s timely review prior to that date, OSSE will require LEAs to submit all reimbursement requests under approved extensions by Dec. 1, 2025. For all other ARP-ESSER expenditures not approved for extension, LEAs must request reimbursements by the current ARP program deadline of Dec. 1, 2024.

Date	Activity
April-September 2024	LEAs submit preliminary extension request applications. OSSE will review on a rolling basis.
Oct. 15, 2024	Deadline for LEAs to submit final requests and provide all supporting documents.
November 2024	OSSE submits requests on behalf of LEAs to USED.

Date	Activity
Dec. 1, 2024	Deadline for LEAs to submit reimbursement requests for all ARP-ESSER expenditures not included in approved extension request.
Jan. 28, 2025	Statutory deadline for OSSE to liquidate non-extended ARP-ESSER funds.
Dec. 1, 2025	Deadline for LEAs to submit reimbursement requests for expenditures approved for extension.
March 28, 2026	Deadline for OSSE to liquidate all extended ARP-ESSER funds.

### OSSE Technical Assistance Offerings

To support LEAs as you explore extending the use of ARP-ESSER funds, OSSE will host a webinar on Tuesday, April 23, at 11 a.m. to provide an overview of the application process and answer your initial questions. Please register to attend [here](#). We will release guidance on the types of expenditures that are eligible for extension and OSSE staff will also host office hours to help you work through examples specific to your LEAs.

Thank you for your continued work to accelerate learning for students in the District of Columbia. For questions, please email [OSSE.ESSER@dc.gov](mailto:OSSE.ESSER@dc.gov).

Sincerely,



Nikki Stewart  
Assistant Superintendent for Systems and Supports, K-12

CC: LEA Fiscal Leads