

05/22/2025

## End-of-Year Reminders

### **Update: The Extension Request Form is now OPEN.**

The Commission approved the exceptions listed below to the [Criteria for extension of previous program year contracts](#) policy.

1. A District Supervisor is not required to appear before the Commission to request the extension.
2. The Division Director has been granted extension authority this year.

Districts must submit the [Extension Request](#) form by June 30<sup>th</sup> at 5:00 PM. The Director will follow Commission policies and extend all contracts that meet justified criteria. The Division will notify you when extension decisions are made. Contracts not approved by the Director may request an extension to the Commission in person at their July meeting.

### **Please be aware of the upcoming June 1<sup>st</sup> deadlines below.**

All program deadlines can be found on the [Division website](#) and below. Program Year due dates are specified in [policy](#) and may fall on weekends in certain years. Districts are always welcome to submit forms early.

Formsite links for FY2026 Strategic Plans and FY2025 Spot Check Forms are now open. Fillable strategic plan and spot check form templates are available, but submitting through Formsite is required. Please contact your cost share specialist with any questions or issues accessing the forms.

Item	Due Date
Technical Assistance Billing	June 1, 2025
Strategic Plans	June 1, 2025
Fillable Planning Template	
TA Requests and RFPs for Expiring Contracts (Priority deadline to process payment by June 30)	June 1, 2025
Spot Check Forms	June 1, 2025
Extension Requests	June 30, 2025
All <u>Contracts</u> Submitted in CS2 – END OF FISCAL YEAR	June 30, 2025

**New Resource:** A reference list of active [cost share funding codes](#) has been added to the CS2 page on the Division's website. This list shows the CS2 funding code, the full fund name and the associated cost share program.