

06/24/2025

End-of-Year Reminders

Please be aware of the upcoming June 30th deadlines below.

Extension Requests

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 30th at 5:00 PM. The Division Director will follow Commission policies and extend all contracts that meet justified criteria. The Division will notify you when extension decisions are made. If the extension is not approved by the Director, Districts may submit a [special request](#) to the Commission and appear in person at their July meeting.

Please note the following items while considering extensions:

- Expiring contracts will not be automatically extended. Districts must submit an [Extension Request](#) form for any FY2023 or older contract.
- Make sure you use the correct form. The [2025 Extension of Previous Program Year Contracts Form](#) is correct. Please do **not** use the 6-month contract extension form.
- Be sure the form is submitted in Formsite. Incomplete forms will not be reviewed.

Please contact your cost share specialist with any questions or issues accessing the forms.

Item	Due Date
Extension Requests	June 30, 2025
END OF FISCAL YEAR – Submit all initiated contracts in CS2 to retain encumbered funds	June 30, 2025