

## **SUPPLEMENTAL ALLOCATIONS OF COST SHARE FINANCIAL ASSISTANCE**

This policy specifies the process for allocating supplemental funds for cost share financial assistance to districts each spring.

### **Supplemental allocation requirements**

By January 15<sup>th</sup> of each year, the division will determine if sufficient funding is available to conduct a supplemental allocation. Sufficient funding is defined as having \$200,000 or more available for allocation to districts. Division staff will send a notice to districts stating the amount of funds available for a supplemental allocation, and requesting cancellations be completed by February 1<sup>st</sup>.

### **Eligibility**

To be eligible to request funds, a district must meet the requirements below:

- Obligate 75% or more of BMP funds to contracts in the cost share online contracting system by March 1<sup>st</sup>. Contracts do not have to be approved by the district board or division in order to meet this percentage.
- Request a supplemental allocation amount by March 1<sup>st</sup>.

### **Allocation methodology**

Funds will be allocated using the same parameters as the initial allocations for the current program year. Districts will not receive more than the amount of their supplemental allocation request.

### **Policy distribution**

- Information about this policy will be distributed electronically with the initial financial assistance allocation of the program year.
- A reminder will be distributed electronically by January 15<sup>th</sup> regarding the supplemental allocation request and contract cancellation timeline.
- A final reminder will be distributed electronically by February 1<sup>st</sup>.