

HELLO 

Idaho Commerce

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Grants and Contracts Team

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WELCOME

The logo for Idaho Commerce, featuring a stylized mountain range above the text "IDAHO" and "COMMERCE" below it.

Agenda

- Rules Update
- Administrative Funds Cap
- Scope of Work Changes
- Travel Reimbursement Update
- Monitoring/Training
- 2020 ITC Grant Application
- 2020 ITC Application Budget
- Process Reminders
- Important Dates

Rules Update

- Where have we been in 2019/2020?
 - Commerce combined all grants into one chapter for their rules
 - There were no substantive program changes
 - Pending rule has been approved by both the House and Senate
 - As of March 20th (Sine Die), rule is finalized and adopted by the Legislature.
 - Handbook will be updated to reflect change

Administrative Funds Cap

- The ITC Council asked staff to research increasing the cap on the administrative funds on October 24, 2019
- We conducted research on national grant programs and created a survey that was sent to all grantees
- We received 27 total responses

Administrative Funds Cap

- 78% indicated that they did ask for administrative funds
- Of those that asked for administrative funds, 80% asked for the full amount allowed
- 47% of those who responded are capped at \$25,000
- Of those with capped amounts, 60% indicated that \$25,000 was not sufficient

Administrative Funds Cap

- ITC Council voted to increase the administrative funds cap based on feedback from the grantees to \$50,000
- Handbook and grant application have been updated to reflect this change
- Commerce will be monitoring the 2020 grant to see if there is a significant increase in administrative burden to grantees and Commerce or if any funds are reverted

Administrative Funds Cap

- Grantees do not have to ask for administrative funds
- Those that were subject to the capped amount at \$25,000 do not need to request more administrative funds if they do not want them
- ITC Council will review cap on an annual basis to determine if changes need to be made

Scope of Work Changes

- On February 7th, 2020, the ITC Council voted to allow for scope of work changes within 10% of the grant award amount to be reviewed and approved by the Grants & Contracts Manager of Commerce
- Scope of work changes will be submitted to the council representative for the region for review before proceeding
- Changes to the budget that are deemed substantive or exceed the 10% budget restriction will be presented to the ITC Council with the same process as before
- This is in line with the ITC Council's strategic planning objectives

Travel Reimbursement Update

- Effective January 1, 2020
 - Mileage has been updated to **\$0.575** per mile.
 - Travel Reimbursement form has been updated on the site to reflect the change
 - Ensure correct form is being used for time of travel
 - Handbook has been updated to reflect change

Monitoring/Training

- We will be increasing monitoring of grants and sending letters to grantees who are not meeting minimum requirements
 - Spend to date
 - Submitting RFF's on a quarterly basis
 - Issues with RFF's or nonresponsiveness
 - Narrative reports
 - Late grant close out
 - Training requirement notices

Monitoring/Training

Training

- We will be creating training assets to live on the Commerce webpage. These will include webinars that will go over pain points and have a general overview of the grant
- New grant administrators or grantees who are struggling with a specific subject will be required to review these trainings or attend an in person training with Commerce staff

Monitoring/Training

- These changes will be effective for the 2020 Grant
- Reports on where grantees are at will be communicated to the ITC Council on a quarterly basis
- Spend to date will be communicated with ITC Council monthly
- Narrative reports will be improved to include spend to date tied to original application budget
- These changes are in line with the ITC Council's strategic planning objectives

Review

- 2020 ITC Grant Application
- 2020 ITC Application Budget

Process Reminders

Advertorials

- Program credit requirement
 - use of the approved ITC logo
- OR
 - “Paid for in part by a grant from Idaho Tourism.”
 - This is mandatory requirement



Process Reminders

Public Relations/One page

- Influencers/content creators/blogs
 - Define Scope of Work
 - Define Messaging
 - Define Fee/other amenities
 - Define Delivery Date
 - Define Deliverables
 - FTC disclosure of connection (hash tag/giving credit)
 - All deliverables should be billed after completion. Grantees should not be paying upfront.

Process Reminders

Co-operative partnerships (for profit)

- For-profit co-operative partnerships have a recommended 50% buy-in for their for-profit partners.
- Exceptions can be submitted to Commerce staff for additional review.
- Ads should have a strong tourism focus.

Important Dates:

- **Application Closes** – April 10 4:30pm MST
- ITC Reviews Applications – April 10 – May 6
- Grant Presentations – May 7th and 8th
- Applications reopen to draft status – May 9
- **Final Close** – May 29 4:30pm MST
- Grant Awards – July 27th and 28th

Resources

- RFF Spreadsheet
- RFF Checklist
- RFF FAQ
- 2019 ITC Grant Handbook Draft
- Travel Reimbursement Form
- Administrative Expenses Presentation
- grants@commerce.idaho.gov

Questions?





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