


HELLO 

Idaho Commerce

Ewa Szewczyk

Manager, Grant & Contracts

October 2020

Grants and Contracts Team

Ewa Szewczyk
Grants & Contracts Manager

Holly Stevenson
Grants & Contracts Analyst

Magaly “Maggie” Carrillo
Administrative Assistant 2

Mark Blaiser
Grants & Contracts Analyst

WELCOME

The word "WELCOME" is written in large, light gray, sans-serif capital letters. The letter "O" is replaced by a circular logo containing a stylized mountain range and the text "IDAHO COMMERCE".

Agenda

- Spend To Date Reports
- 2019 ITC Grantee Spend/regional balances
- Scope of Work Changes Approved
- Monitoring
- Narrative Reports

Organization Name	Amount Approved	Grant request summary	Grant Funds Available	Percent of use
Idaho Outfitters & Guides Assoc (IOGA)	\$93,000.00	\$57,372.73	\$35,627.27	62%
Idaho RV Campgrounds Assoc (IRVCA)	\$86,919.00	\$43,663.60	\$43,255.40	50%
Idaho Lodging & Restaurant Assoc (ILRA)	\$30,700.00	\$0.00	\$30,700.00	0%
Idaho Ski Areas Assoc (ISAA)	\$64,200.00	\$64,200.00	\$0.00	100%
Coeur d'Alene Convention & Visitors Bureau (CVB)	\$715,000.00	\$669,433.54	\$45,566.46	94%
North Idaho Tourism Alliance (NITA)	\$108,000.00	\$96,348.01	\$11,651.99	89%
Post Falls Chamber of Commerce	\$75,500.00	\$36,873.42	\$38,626.58	49%
Greater Sandpoint Chamber of Commerce	\$205,000.00	\$169,835.37	\$35,164.63	83%
Visit Lewis Clark Valley	\$99,000.00	\$88,283.07	\$10,716.93	89%
North Central Idaho Travel Assoc (NCITA)	\$94,068.00	\$58,096.85	\$35,971.15	62%
Moscow Chamber of Commerce	\$99,638.00	\$50,233.21	\$49,404.79	50%
Boise Metro Chamber of Commerce (BMCC)	\$1,144,258.00	\$830,388.44	\$313,869.56	73%
Southwest Idaho Travel Assoc (SWITA)	\$570,458.00	\$524,360.22	\$46,097.78	92%
Cascade Chamber of Commerce	\$79,000.00	\$78,983.92	\$16.08	100%
McCall Area Chamber of Commerce & Visitors Bureau	\$329,735.00	\$249,057.25	\$80,677.75	76%
Nampa Chamber of Commerce	\$90,000.00	\$31,860.84	\$58,139.16	35%
Southern Idaho Tourism	\$389,790.00	\$364,757.45	\$25,032.55	94%
Bear Lake Valley Convention and Visitor Bureau	\$47,000.00	\$47,000.00	\$0.00	100%
Southeast Idaho High Country Tourism	\$137,174.00	\$74,843.44	\$62,302.16	55%
Greater Pocatello Convention & Visitors Bureau	\$170,800.00	\$37,109.91	\$133,690.09	22%
Yellowstone Teton Territory (YTT)	\$461,844.00	\$307,455.08	\$154,388.92	67%
Greater Idaho Falls Chamber of Commerce	\$290,000.00	\$117,710.23	\$172,289.77	41%
Teton Regional Economic Coalition Inc (TREC)	\$157,000.00	\$97,256.65	\$59,743.35	62%
Lemhi County Economic Development Assoc (LCEDA)	\$26,500.00	\$26,482.01	\$17.99	99%
Stanley-Sawtooth Chamber of Commerce	\$79,000.00	\$40,795.01	\$38,204.99	52%
Sun Valley Marketing Alliance Inc	\$405,526.00	\$382,198.00	\$23,328.00	94%
Challis Chamber of Commerce	\$6,910.00	\$4,426.52	\$2,373.52	64%
Hailey Chamber of Commerce Inc	\$85,250.00	\$33,942.14	\$51,307.86	40%

2019 Regional Balances

REGION 1	\$131,009.66
REGION 2	\$96,092.87
REGION 3	\$498,800.33
REGION 4	\$62,302.16
REGION 5	\$195,992.25
REGION 6	\$386,422.04
REGION 7	\$115,232.36
Multi-Regional	\$109,582.67
Total Remainder	\$1,595,434.34

Scope of Work Changes Approved

- McCall Chamber:
 - Moving \$3,500 from print and digital advertising to social media and website redesign
- IOGA:
 - Moving \$3,566.78 from print advertising and training to visual broadcast advertising
- ILRA:
 - Moving \$11,300 in digital advertising to social media advertising and website.

Scope of Work Changes Approved

- YTT:
 - Moving \$39,700 from FAM tours, sponsorships, trade shows, cap-ex and training to advertising.
- BCVB:
 - Moving \$132,500 from website, FAM tours, sponsorships, and trade shows to advertising.
- Visit Lewis Clark Valley:
 - Moving \$6,400 from digital advertising and professional development to content creation and audio advertising.

Monitoring

- We have begun monitoring 2020 grantees and will be sending letters to those 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

- These changes will be effective for the 2020 Grant
- Monitoring emails will be sent to the grantee and the ITC Regional Council member
- 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

Hello GRANTEE,

We are writing to inform you that we have not received your narrative report submission which was due (DATE). Section XX of the (YEAR) ITC Grant agreement that you signed shows that:

Reporting. Grantee shall submit quarterly narrative reports, as well as a final report, in the grant portal on the following schedule:

	Reporting Period	Due Date
Progress Report 1	August to December	January 15
Progress Report 2	January to March	April 15
Progress Report 3	April to June	July 15
Progress Report 4	July to September	October 31
Progress Report 5 (all grantees are required to submit 5 quarterly reports)	September to December	January 31

In order to process your narrative report, we will need to reopen the portal to allow late submissions. Please email grants@commerce.idaho.gov and advise when you can complete the narrative report so that we can reopen the portal for your submission. Please correct this deficiency within 15 calendar days. Failure to respond may result in suspending reimbursements until the Grantee is compliant with the agreement. Please let us know if you have questions or need further clarification.

Best Regards,

Grants & Contracts Team

Idaho Commerce
grants@commerce.idaho.gov
700 W State Street, Boise, Idaho 83702
Office: 208.334-2470





Brad Little, Governor
Tom Kealey, Director

Monitoring Notification - Quarterly Inactivity

Hello GRANTEE,

We are writing to inform you that we have not received a request for funds (RFF) in the grant portal from you in the last quarter. Please advise if you are submitting an RFF in the coming days or if there is a reason for the delay within the next 10 business days. Please let us know if you have questions or need further clarification.

Best Regards,

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Monitoring Notification - Spend to Date

Hello GRANTEE,

Your current spend to date is \$0.00 and your current match is \$0.00. This is in line with your organization utilizing your award in conjunction with your budget. Please let us know if you have questions about this number or if your records do not match.

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Monitoring Notification - Underutilization of Spend

Hello GRANTEE,

We are writing to inform you that you have under utilized your grant award in the last 3 months. Your grant application budget indicated that XX of your grant award would be utilized in Quarter XX and yet only XX was spent.

Please advise of any changes to your budget and utilization and let us know if you will be submitting an RFF in the coming days or if there is a reason for the low utilization of grant funds within the next 10 business days. An ongoing underutilization of funds may impact funding decisions in the future. Please let us know if you have questions or need further clarification.

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Monitoring Notification - Training Required

Hello GRANTEE,

We are writing to inform you that you have a requirement to attend XX training because your organization has recently had <CHOOSE FROM LIST issues with travel reimbursements/administration/appointed| a new grant administrator/have had recent match issues>.

Please attend the training within 15 business days of this email to ensure that you are compliant with the grant. You will need to advise us by emailing grants@commerce.idaho.gov when you have completed the training. Failure to attend this training and advise of your completion may result in suspending reimbursements until the Grantee is compliant with the grant. Please let us know if you have questions or need further clarification.

Best Regards,

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Monitoring Notification - Non-responsive

Hello GRANTEE,

We are writing to inform you that your grant period ended on XX/XX/20XX. You have 30 days from that date to close out your grant to remain compliant. It is now <ENTER DAYS> past this date. Please correct this deficiency within 15 calendar days. Failure to respond may result in suspending reimbursements for your current grant or impact funding decisions in the future. Please let us know if you have questions or need further clarification.

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Narrative Report Changes

- Added language tying the spend to date to the budget submitted and the quarter identified
 - “Is this (expended funds) in line with your budget in regards to the quarterly spend?”
 - This replaces “Enter the required cash match amount.”
 - “Have there been issues/delays for identified quarterly budget spends? If so, describe the issue and what action you are taking to address the issue/delay.”
 - This replaces “Have there been issues/delays with any element of the marketing plan? If so, describe the issue and what action you are taking to address the issue/delay.”

Questions?





commerce.idaho.gov