



Brad Little, Governor  
Tom Kealey, Director

## PROGRAM NOTICE

### Idaho Regional Travel and Convention Grant Program

**Notice Date:** August 12, 2021

**Title:** ITC Request For Funds (RFF) Processing

**Effective Date:** Immediately

During the Idaho Travel Council (Council) meeting on July 26<sup>th</sup>, 2021, the Council discussed the ITC Grant Handbook section 1.6 that addresses submissions of Request For Funds (RFF's). The Grants Team at the Idaho Department of Commerce presented a new process for reviewing RFF's. The handbook states that the department has 30 days to ensure payment of received *completed* requests. Incomplete requests are typically out of order, missing documents, or calculated incorrectly.

*Reference: 1.6 Request for Funds For reimbursement of project expenses, a Request for Funds (RFF) is submitted through the Commerce Grants Portal. Back up documentation is required to process the RFF, which includes, but is not limited to, the RFF Summary Sheet, invoices, and any other documentation as requested by the ITC Grant administrator. ...*

*Review of RFFs will be completed within 30 days of a completed submission. Submittal of complete documentation will help facilitate processing. The grantee will be notified by email if minor corrections/explanations are needed and the RFF will be held in pending no longer than five (5) working days. If an explanatory response or requested documentation is not received by the ITC Grant Administrator, the pending items will be removed from the RFF and eligible costs will be processed. Subject to clearance by the ITC Grant Administrator, removed costs may be resubmitted in subsequent RFFs. If major corrections are needed, the RFF will be returned to the grantee so corrections can be made. The following tips will expedite review of RFFs:*

- *Arrange backup documents in the order entered on the RFF Summary Sheet.*
- *If reimbursement amount and cash match amount on the RFF spreadsheet do not match the total invoice amount, please explain why you are claiming less than the invoiced amount.*
- *Minor corrections to RFFs will be made by the ITC Grant Administrator.*
- *Major corrections, multiple or repeated errors will be returned to the grantee for correction and resubmission.*

Going forward, the Grants team will review submitted RFF's, and send an email if there are any questions asking for clarification. We will be amending our process to detail that if we have not heard back from the grantee within 7 calendar days (5 business), we will either return any incomplete or

indecipherable RFFs or, remove any questionable items and process the remainder for payment through our Fiscal team. Returned RFF's will need to be re-submitted by the grantee in order to ensure payment is processed.

This change is effective immediately.

If you have any questions or concerns, please contact the grants team at [grants@commerce.idaho.gov](mailto:grants@commerce.idaho.gov) .