



Good afternoon,

As of today, state agencies have the ability to register as an eligible entity to receive reimbursement for COVID-19 expenditures from the [Idaho Rebounds - State, Local, and Tribal Community Support Grant](#) portal on the [Transparent Idaho](#) website.

Step 1: Register Entity

- The first step in the process is to register your agency by [visiting the website](#) and creating a login. If you need assistance in the registration process, you can follow along in our [video tutorial](#).
- **Each agency must register one primary contact for submitting requests through the portal. Agencies can provide one additional contact to support entry of requests.**

Step 2: Submit Application for Reimbursement

- The second step will be to submit an application for reimbursement. Application submission is not currently available. You will be notified when you are able to begin submitting reimbursement applications, though you can expect them to be available before May 15. Additionally, there will be a webinar tutorial available prior to the Reimbursement Application going “live” to explain in greater detail the process for submitting expenses.

The funds are provided to the state of Idaho by the federal government as part of the CARES Act. Federal guidance from the US Treasury requires that distribution of funds may only be used to cover costs that:

1. are necessary expenditures incurred due to public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
2. were not accounted for in the budget most recently approved as of March 27, 2020 by your governmental organizations.
3. are incurred between March 1, 2020 and December 30, 2020.

You will have access to supporting resources on the web portal to help answer any questions. Guidance from Governor Brad Little’s Coronavirus Financial Advisory Committee (CFAC) will be available on the web portal and information will be updated as more direction is given by the US Treasury.

As the reimbursement application goes live, more information will be available on how agencies will enter the transactions for reimbursement of funds in the STARS accounting system.

The portal will facilitate all of your requests as well as act as an open government tool, giving the Citizens of Idaho a full view of all reimbursements and associated expenses legally permissible to share, including those going to local and Tribal jurisdictions.

Thank you for all the hard work you are doing to help Idahoans during this time.

Sincerely,

Brandon D Woolf
State Controller of Idaho

