

September 17, 2026

Subject: Change in Payment Methods – Milestones to Reimbursements Only

Dear CPF Grant Recipient,

As the Capital Projects Fund (CPF) program moves toward completion and closeout, the Idaho Department of Commerce is changing the CPF payment process. Effective September 1, 2026, all CPF payments will be reimbursement-based. Milestone payments will no longer be made.

Under the reimbursement process, you must incur and pay eligible project costs before requesting reimbursement. Continue submitting all reimbursement requests through Salesforce using the existing Request for Funds (RFF) process. Your request must include documentation showing the costs were incurred and paid, such as invoices, bank statements, cleared checks, ACH or wire confirmations, payroll records, contracts, and other applicable records. The existing RFF process is not changing. The only change is that Commerce will no longer make milestone payments.

Budget vs. Actual Reporting

As a reminder, effective March 1, 2026, Budget vs. Actual reports were required to be submitted in Salesforce with requests for payment. This requirement remains in effect. Please continue submitting your current Budget vs. Actual report with each reimbursement request.

CPF True-Up Process

BMC will continue the true-up process to reconcile the amounts Commerce has paid you with your actual project expenditures.

- If you have provided all requested true-up information, you will receive separate communication from BMC with your reconciled Budget vs. Actual and true-up reconciliation as of February 28, 2026. This will become the starting point for reconciling activity beginning March 1, 2026.
- If you have not completed the true-up process, you will receive separate communication identifying the outstanding documentation. This request will require your immediate attention so that BMC can complete your reconciliation.

BMC will use the documentation in Salesforce to validate your project expenditures. We may request additional information if the documentation in Salesforce is not enough to confirm that a cost was incurred and paid and is allowable, reasonable, and necessary for the project.

How Future Reimbursements Will Be Applied

If Commerce has already paid you more than the amount of expenditures BMC has been able to validate, the difference will be considered an unvalidated balance. Future reimbursement requests will first be applied against this balance before Commerce sends additional funds.

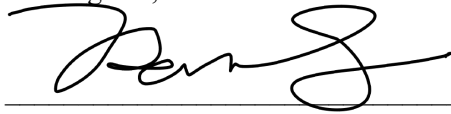
For example, if Commerce has paid you \$3,000,000 and BMC has validated \$2,500,000 of actual project expenditures, you have a \$500,000 unvalidated balance. If you later submit and support a \$400,000 reimbursement request, that amount will be applied against the \$500,000 balance. Commerce will not issue an additional \$400,000 payment, and your remaining unvalidated balance will be \$100,000.

Once your cumulative validated expenditures exceed the amount Commerce has already paid, additional reimbursement payments may resume, subject to Commerce's normal review and approval process and your remaining grant balance.

Please continue to submit reimbursement requests, Budget vs. Actual reports, and supporting documentation through Salesforce. Keeping this information current will help Commerce and BMC complete the reconciliation and closeout process efficiently.

Thank you for your continued cooperation as we work toward successful completion and closeout of the CPF Program.

Best regards,



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