

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 6 / 22 / 2020

Date of meeting 7 / 15 / 2020

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

Linda Heiss, Grants & Performance Management Administrator

Address: 1123 Lake Street, Sandpoint, ID 83864

Phone number and email address: lheiss@sandpointidaho.gov

Authorized by: Jennifer Stapleton

*name of City official*

*City official's signature*

Subject: Accept Idaho Parks & Recreation WIF grant award and authorize agreement

Summary of what is being requested: The City has been awarded a WIF grant from Idaho Parks & Recreation in the amount of \$360,000 for improvements at the Memorial Field Boat launch.

The Council is asked to authorize approval of the agreement between the City and Idaho Parks & Rec.

**The following information MUST be completed before submitting your request to the City Clerk:**

1. Would there be any financial impact to the city?  Yes  No Budgeted?  Yes  No

If yes, in what way? \_\_\_\_\_

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: Improvements at the Memorial Field boat launch were identified as part of the City's Parks and Recreation master planning process.

4. Is an enforcement plan needed?  Yes  No Additional funds needed?  Yes  No

5. Have all the affected divisions been informed about this agenda item?  Yes  No

**This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

CITY OF SANDPOINT  
AGENDA REPORT

DATE: 7/7/2020

TO: MAYOR AND CITY COUNCIL

FROM: Linda Heiss, Grants & Performance Management Administrator

SUBJECT: Accept Idaho Parks & Recreation WIF grant award and authorize approval of the grant agreement between the City and Idaho Parks & Recreation

DESCRIPTION/BACKGROUND: Improvements to the Memorial Field boat launch were identified as part of the City's Parks and Recreation master planning process. To help fund those improvements a grant application, approved by the Council at its January 2, 2020 meeting, was submitted to the Idaho Parks & Recreation for Waterways Improvement Fund (WIF) grant funding in the amount of \$360,000. The City was awarded this grant and is requesting that Council approve the grant agreement.

STAFF RECOMMENDATION: Staff requests that the Council authorize approval of the WIF grant agreement between the City and Idaho Parks & Recreation.

ACTION: Authorize approval of the WIF grant agreement between the City and Idaho Parks & Recreation.

WILL THERE BE ANY FINANCIAL IMPACT? Y HAS THIS ITEM BEEN BUDGETED? Y

ATTACHMENTS:

Proposed Resolution  
Parks & Recreation Grant Agreement Form WW21-1-09-2 (Sandpoint Memorial Field Boat Launch Improvements)

No: 20-  
Date: July 15, 2020

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: IDAHO DEPARTMENT OF PARKS & RECREATION GRANT AGREEMENT  
FOR WAR MEMORIAL FIELD BOAT LAUNCH IMPROVEMENTS**

- WHEREAS: Improvements to the boat launch at War Memorial Field are included as part of the overall project underway at this facility;
- WHEREAS: On January 2, 2020, under Resolution 20-003, City Council approved a grant application for an Idaho Department of Parks and Recreation Waterways Improvement Fund (WIF) Grant; and
- WHEREAS: As a result, the City has been awarded \$360,000;
- WHEREAS: A match amount is not required for this grant, but it is encouraged; and
- WHEREAS: Improvements specific to the parking lot servicing the launch that exceed the amount of the grant will be used as a match.

NOW, THEREFORE, BE IT RESOLVED THAT: This grant is accepted, and the Mayor is authorized, on behalf of the City, to enter into the Idaho Department of Parks & Recreation Grant Agreement for War Memorial Field Boat Launch Improvements, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

\_\_\_\_\_  
Shelby Rognstad, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Ward, City Clerk

Moved by:	
Seconded by:	
Voted Yes:	
Voted No:	
Abstained:	
Absent:	



June 3, 2020

Linda Heiss  
City of Sandpoint  
1123 Lake Street  
Sandpoint, ID 83864

Dear Linda,

It is my pleasure to inform you that the Idaho Park and Recreation Board has approved funding for the Sandpoint Memorial Field Boat Launch in the amount of \$360,000.00. At the same time, I would like to commend you for your efforts to improve outdoor recreation facilities and services in Idaho.

The grant number assigned to this project is WW21-1-09-2. Please use this grant number on all correspondence regarding this project.

Enclosed are the necessary grant agreement forms which detail the scope of the project, funding sources, and specific commitments associated with the use of these funds. Please sign and return both agreements with original signature of the individual with authority to make long-term obligations for their respective agency or organization, within (60) days of this letter to:

Tiffany Brunson  
Idaho Department of Parks and Recreation  
North Region Office  
2885 Kathleen Avenue, Suite 1  
Coeur d'Alene, ID 83815

An original agreement will be returned to you along with other necessary forms and further instructions.

Funds for this project will be available after July 15, 2020. All work on this project must be completed and payments made by the end of the project period.

Thank you for your interest in IDPR's grant programs and for your service to Idaho's recreating public. If you have any questions, please contact Tiffany Brunson, North Region Grant Specialist, at (208) 769-1511.

Sincerely,

A handwritten signature in blue ink that reads "David R. Langhorst".

David R. Langhorst  
Director

Enclosures

**Brad Little**  
Governor

**David R. Langhorst**  
Director

.....  
**IDAHO PARK AND  
RECREATION BOARD**  
.....

**Doug Eastwood**  
*District One*

**Randy Doman**  
*District Two*

**Brian Beckley**  
*District Three*

**Cally Roach**  
*District Four*

**Pete J. Black**  
Board Chair  
*District Five*

**Louis Fatkin**  
*District Six*

.....  
**DIRECTOR'S OFFICE**  
.....

5657 Warm Springs Avenue  
P.O. Box 83720  
Boise, Idaho 83720-0065

Phone (208) 334-4199

[www.parksandrecreation.idaho.gov](http://www.parksandrecreation.idaho.gov)



Idaho Department of Parks and Recreation  
GRANT AGREEMENT FORM

Applicant: City of Sandpoint	Project No: WW21-1-09-2
Project Name: Boat Launch Area Improvements	Date Approved: 5/20/2020
Location: Sandpoint Memorial Field	Project Period: From: 7/1/2020 To: 6/30/2021

It is mutually agreed and understood that the use of these funds will be for the purposes stated on the attached budget sheet known as Exhibit A, which is incorporated herein by this reference and subject to the terms as described herein. It is also understood that the Grantee is responsible to obtain all necessary permits; follow applicable bidding laws; keep accurate records of expenses for audit purposes; construct all improvements according to mutually agreed upon construction standards and all applicable state, local, or federal codes and maintain improvements to be open and safe for public use, without regard to one's race, gender, national origin, religion, or disability. It is expressly agreed that the Department's sole involvement in the project covered by this agreement is in design and contribution of funds, that the Department shall acquire no interest in the property or improvements covered by this agreement, and that the Department and the state of Idaho, therefore, shall not bear any liability for use of the facilities or project area except insofar as such loss may be attributable to design by the Department. It is mutually agreed that the Grantee will comply with the rules governing the appropriate recreation program in effect as of the date of this agreement. **Grantees are required to understand and follow the rules outlined in IDAPA 26.01.31 Administration of IDPR Recreational State & Federal Grant Funds, including, but not limited to:**

**Expenditure of Grant Funds.** The grantee shall have only the designated state fiscal year to expend and request reimbursement of grant funds. If the grant funds are not expended within the designated fiscal year, the grant shall be revoked unless the applicant makes a written request and receives an extension of time from the Department.

**Documentation and System of Internal Controls.** The grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and match by grant or project. Accounting records shall be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms.

**Disbursement of Funds.** The Department shall authorize disbursement of funds allocated to a project on a reimbursement basis. This means that the grantee shall initially pay all project costs and then seek reimbursement through the Department using the approved IDPR form. Requests for reimbursement must be received within forty-five (45) days after completion of the project. In addition to reimbursement deadlines in IDAPA 26.01.31, the Department requires that all requests for project closeout reimbursements must be submitted no later than thirty (30) days prior to the end of the designated state fiscal year.

**Grant Modification.** Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified.

**Public Use/Nondiscrimination.** Physical facilities and real property purchased in whole or in part with grant moneys shall be available for public use regardless of race, color, religion, national origin, gender, age, or disability. Facilities constructed with grant moneys shall meet the requirements as set by the Americans with Disabilities Act Guidelines.

For a complete list of rules please refer to <https://adminrules.idaho.gov/rules/current/26/260131.pdf>

**Idaho Department of Parks and Recreation  
GRANT AGREEMENT FORM – page 2**

**Special Conditions:**

**By signing, the grantee acknowledges they understand the terms and conditions of accepting these funds, including any special conditions listed.**

In witness thereof:

**APPROVED:**

\_\_\_\_\_  
Signature-Applicant's Authorized Representative

\_\_\_\_\_  
Idaho Department of Parks and Recreation

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Application: Sandpoint Memorial Field Boat Launch

Linda Heiss - lheiss@sandpointidaho.gov  
Waterways Improvement Fund (WIF)

## Summary

**ID:** IDPR21-0613  
**Last submitted:** Jan 31 2020 12:53 PM (MST)  
**Labels:** North Region

## Budget

Completed - Mar 30 2020

### 10) BUDGET

*\*Round to the nearest dollar and percentage. Be sure to check your addition. Columns A+B=C.*

### Identify the Common Name of the Project

This should match the common name on the first page of your application!

Sandpoint Memorial Field Boat Launch

	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	(C) Total Cost
1.	Restroom Facility Specific to Boat Launch	136503	0	136503

	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	(C) Total Cost
2.	Boat Launch Improvements	223497		223497

	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	(C) Total Cost
9.				0

	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	(C) Total Cost
10.				0

**TOTAL GRANT REQUEST (A): 360000.0**

**TOTAL MATCHING SHARE (B): 770000.0**

**TOTAL COST (C): 1130000.0**

**Do not start work on the project prior to receipt of a signed agreement.**

**Percentages**

B/C	68 %
A/C	32 %

**Additional Detailed Budget Information**

If you need more than 10 lines, or have more detailed budget information you need to provide, please attach a separate document to your application here.

**Filename: Size: 0 Bytes**