



Brad Little, Governor
Tom Kealey, Director

April 28, 2026

The Honorable Jeremy Grimm
Mayor, City of Sandpoint
1123 W. Lake St.
Sandpoint, Idaho 83864

Re: Idaho Community Development Block Grant (ICDBG) - Award Letter

Dear Mayor Grimm:

The City of Sandpoint has been awarded a \$650,000 Idaho Community Development Block Grant (CDBG) for your Phase 3b Downtown Revitalization Project.

Any of the project's property acquisition and/or construction activities must not commence until the City has completed (and Commerce approval of) the ICDBG environmental review.

This project will require compliance with CDBG's Build America Buy America version 3.0 requirements – all iron and steel, construction materials, and manufactured products used in the project are to be produced in the United States as per the provisions of the Build America, Buy America Act (BABA). This will require that the project's design professional, manufacturers, and the prime contractor certify compliance to BABA.

The City will also need to complete and forward the following documents to Commerce prior to execution of the CDBG agreement:

- The project's Environmental Review Record.
- Enclosed Financial Management Information Page
- Design Professional's Build America, Buy America Certification for CDBG Funding

Your designated project number is ICDBG-26-I-03-PF. If you have any questions concerning ICDBG funding, please call or email Tony Tenne, Community Development Specialist, at (208)780-5147 or tony.tenne@commerce.idaho.gov.

Sincerely,

A handwritten signature in blue ink that reads "Dennis J. Porter".

Dennis J. Porter
Manager

cc: Jeremy Grimm, Economic Advisory Council
Eve Knudtsen, Economic Advisory Council
Cheryl Hughes, City of Sandpoint

Grantee Financial Management Information for ICDBG Funding				
Grantee Name: <u>City of Sandpoint</u>		YES	NO	NA
1.	Are the City's financial functions and duties structured to segregate the responsibilities such as separate individuals who <ul style="list-style-type: none"> • approve financial transactions; • keep summary (control) records; • maintain custody of funds and property? 			
2.	Will the City be maintaining an Accounts Receivable showing post of ICDBG funds?			
3.	Will the City be maintaining an Accounts Payable showing ICDBG payments?			
4.	What accounting software systems will the City be utilizing? _____			
5.	What person will be signing the request for ICDBG funds? Person: _____ Title: _____			
6.	What person receipts the mail (or the electronic receipt)? Person: _____ Title: _____			
7.	What person deposits the ICDBG check into your bank account? Person: _____ Title: _____			
8.	What financial institution do you bank with? _____			
9.	Is the account receiving ICDBG funds interest bearing?			
10.	What person prepares checks/warrants for payment? Person: _____ Title: _____			
11.	What person(s) approves or signs the check? Person: _____ Title: _____ Person: _____ Title: _____			
12.	Are two signatures required on the checks/ warrants?			
13.	Will the City be able to disburse the ICDBG funds within 5 days of receipt?			
14.	What firm is currently conducting audits on the City's financial statements? _____			
15.	From the City's last financial audit were there any findings?			
16.	From the City's last financial audit were there any material weakness(es)?			
17.	Are all employees who handle cash required to take regular vacations, their duties being assigned to other employees?			

	Recordkeeping			
18.	As the CDBG grantee we recognize we are responsible for keeping CDBG project related documents on file, either in electronic format or hardcopy.			
19.	<p>We further recognize the following CDBG-related documents need to be kept as a hard copy at our place of business.</p> <ul style="list-style-type: none"> ▪ All Contracts / Agreements ▪ Environmental Review Record ▪ ADA Transition Plan ▪ Fair Housing Assessment ▪ Certificate of Substantial Completion 			
<p>Completed by: _____</p>				