



Idaho Department of Parks and Recreation

GRANT AGREEMENT FORM

Applicant: City of Sandpoint	Project No: RV26-1-09-1
Project Name: Sandpoint City Beach RV Campground Rebuild	Date Approved: 06/11/2025
Location: Address: 102 Bridge Street, Sandpoint, ID 83864 Facility: City Beach Park	Project Period: From: 07/01/2025 To: 06/30/2026

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>

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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

Title

Date

Date

Grant Budget Narrative / Milestone Plan

Project Name:	City Beach RV Campground Improvements	Date Prepared:	1/28/2025
Applicant Name:	City of Sandpoint, ID	Project Start:	7/15/2025 (*If Grant Funds Awarded)
Total Project Cost :	\$1,000,000.00	Acquisition:	N/A
GRANT Share:	\$950,000.00	Development:	N/A
Grant Share as % of project:	95%		

Scope of Work (basic description):

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	MILESTONES - projected dates by scope element
1. Architectural and Engineering Fees				
Professional Services: Site Survey/Geotech	\$1,900.00	\$100.00	\$2,000.00	7/15/2025-9/15/2025
Professional Services including: Civil & Electrical Engineering of design development, construction documentation, construction bidding management, and permitting applications.	\$80,750.00	\$4,250.00	\$85,000.00	8/1/2025-10/1/2025
			\$87,000.00	
2. Other Architectural & Engineering Fees				
N/A				
			\$0.00	
3. Project Inspection Fees				
Electrical, Construction Administration and Special Inspections (if needed).	\$2,850.00	\$150.00	\$3,000.00	3/1/2026-10/30/2026
*Construction administration and construction management including regular inspections, planned to be completed by professional City Staff (unless additional Professional Services are required for unseen circumstances). This amount will be calculated during the span of the project and noted at end of project as "In-Kind" contributions.	\$0.00	\$0.00	\$0.00	3/1/2026-10/30/2026
			\$3,000.00	
4. Site Work				3/1/2026-10/30/2026
Grading, Utilities, Earthwork	\$114,000.00	\$6,000.00	\$120,000.00	
Sedimentation Control (SWPPP) & Erosion Control	\$9,500.00	\$500.00	\$10,000.00	
Construction Survey	\$2,375.00	\$125.00	\$2,500.00	
Construction Traffic Control	\$2,375.00	\$125.00	\$2,500.00	
Temporary Dust Abatement	\$2,375.00	\$125.00	\$2,500.00	
Clearing & Grubbing	\$34,200.00	\$1,800.00	\$36,000.00	
			\$173,500.00	
5. Demolition & Removal				3/1/2026-10/30/2026
Demolition & Removal of Existing Asphalt Pavement & Existing Concrete	\$38,000.00	\$2,000.00	\$40,000.00	
Unsuitable Material Excavation & Hauling	\$23,750.00	\$1,250.00	\$25,000.00	
			\$65,000.00	
6. Construction				3/1/2026-10/30/2026
Mobilization (10% of Total Project Cost)	\$90,250.00	\$4,750.00	\$95,000.00	
Plant Mix Asphalt Pavement	\$95,000.00	\$5,000.00	\$100,000.00	

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	MILESTONES - projected dates by scope element
Concrete, flatwork, Curb replacement/Repair,etc.	\$46,550.00	\$2,450.00	\$49,000.00	
Pavement Markings	\$2,375.00	\$125.00	\$2,500.00	
Utility Repairs & Upgrades	\$114,000.00	\$6,000.00	\$120,000.00	
Stormwater Improvements	\$9,500.00	\$500.00	\$10,000.00	
Landscaping & Reseeding Disturbed Areas	\$19,000.00	\$1,000.00	\$20,000.00	
ADA-compliant improvements	\$33,250.00	\$1,750.00	\$35,000.00	
Lighting	\$47,500.00	\$2,500.00	\$50,000.00	
			\$481,500.00	
7. Equipment (no labor)				
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
8. Labor				
			\$0.00	
9. Supplies & Materials				10/1/2025-10/30/2026
Restroom Building/Shower Facility	\$104,500.00	\$5,500.00	\$110,000.00	
			\$0.00	
			\$110,000.00	
10. Miscellaneous				10/1/2025-10/30/2026
Wifi Internet Hook-up	\$9,500.00	\$500.00	\$10,000.00	10/1/2025-10/30/2026
Additional Facility Amenities (Signs, benches, etc.)	\$47,500.00	\$2,500.00	\$50,000.00	10/1/2025-10/30/2026
Bonding & Permitting	\$19,000.00	\$1,000.00	\$20,000.00	10/1/2025-10/30/2026
			\$80,000.00	
Subtotals - grant cost share	\$950,000.00		\$1,000,000.00	
Subtotal - match cost share (<i>all sources</i>)		\$50,000.00		
16. TOTAL PROJECT COSTS	\$1,000,000.00			
Total project cost by type of cost share	95%	5%		
Notes: These are preliminary cost estimates used for budgetary purposes only, as based on 2024 construction costs for the region, and shouldn't be considered a formal bid or estimate.				
Cost estimates prepared by: City of Sandpoint Staff: Maeve Nevins-Lavtar, Park Planning & Dev. Mgr.				