

September 11, 2025

Christalle Thompson, ARPA Grant Specialist  
Montana DNRC

Dear Chrissy,

The City of Sidney seeks relief from ARPA grant agreement AM-23-0207, Section 7 that states that the Subrecipient agrees to submit documentation of grant expenses it has incurred to receive reimbursement from DNRC. The City of Sidney does not maintain reserves for expenditures as large as this reimbursement requires.

The invoice tracking and status of funds spreadsheet shows that expenses for ARPA MAG Draw #6, for \$9,944.50, have not been paid to date.

We request that you release the funds to the City of Sidney.

Sincerely,

Rick Norby  
Mayor





**PLEASE MAIL PAYMENTS TO:**  
INTERSTATE ENGINEERING, INC.  
PO BOX 2035 • JAMESTOWN, ND 58402  
PH. 701.252.0234

City of Sidney  
Attn: Jessie Chamberlin  
115 2nd Street SE  
Sidney, MT 59270

September 5, 2025  
Project No: WR2300047  
Invoice No: 59242

Task Order No. 7 - North Park Elevated Water Tank  
Removal of 300,000 Gallon Water Storage Tank Located at North Park  
and Replace With 750,000 Gallon Elevated Tank  
Sidney, Montana

**Professional Services through August 23, 2025**

**Design Engineering Services Fee**

Billing Phase	Percent Fee Complete	Earned	Previous Fee Billing	Current Fee Billing
Study and Report Services	34,000.00	100.00	34,000.00	0.00
Funding Assistance	25,000.00	84.00	21,000.00	2,750.00
Design Engineering (Tank Replacement)	200,000.00	100.00	200,000.00	0.00
Design Engineering - Amendment No. 1	87,000.00	100.00	87,000.00	0.00
Bidding or Negotiating	20,000.00	100.00	20,000.00	0.00
Total Fee	366,000.00		362,000.00	359,250.00
	<b>Total Fee</b>			<b>2,750.00</b>
		<b>Total this Phase</b>		<b>\$2,750.00</b>

**Construction Engineering Services**

	Hours	Rate	Amount
ENG I	1.00	130.00	130.00
ENG VII	3.00	220.00	660.00
TECH III	1.00	117.00	117.00
TECH IV	.50	132.00	66.00
TECH V	.50	147.00	73.50
TECH VI	4.00	162.00	648.00
Totals	10.00		1,694.50
<b>Total Labor</b>			<b>1,694.50</b>
		<b>Total this Phase</b>	<b>\$1,694.50</b>

**Additional Services: Phase II - Contractor Due Diligence for Recommendation of Award  
City of Sidney System Integrator Solicitations and Correspondence for Future RFQ**

	Hours	Rate	Amount
ENG IV	1.00	175.00	175.00
ENG VII	22.50	220.00	4,950.00
ENG IX	1.50	250.00	375.00
Totals	25.00		5,500.00
<b>Total Labor</b>			<b>5,500.00</b>
		<b>Total this Phase</b>	<b>\$5,500.00</b>

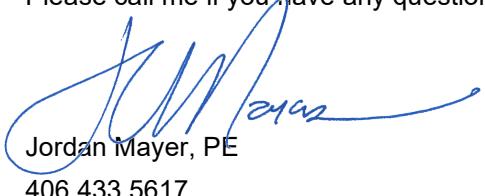
Project WR2300047

Sidney City TO7 North Park Water Tank

Invoice 59242

**Total Due this Invoice \$9,944.50**

Please call me if you have any questions regarding this invoice.



A handwritten signature in blue ink, appearing to read "Jordan Mayer, PE".

Jordan Mayer, PE

406.433.5617



ARPA Water & Sewer Infrastructure Grant Program  
UPDATED Progress Report Form

## General Information

**Subrecipient Entity:** City of Sidney  
**Project Title:** Phase 4 Water Tank  
**Grant Agreement Number(s):** AM-23-0207  
**Grant Term End Date(s):** 12/31/2025

**Form Preparer Name:** LaNette Diaz  
**Form Preparer Phone:** 406-998-2493  
**Form Preparer Email:** [lanette.diaz@interstateeng.com](mailto:lanette.diaz@interstateeng.com)  
**Reporting Period:** August 9, 2025 to August 23, 2025  
*Provide a beginning and end date. Example: January 1, 2024 – March 31, 2024.*

## Quarterly Report Type

Progress Report **with** Reimbursement Request.  
 Progress Report **without** Reimbursement Request.

**Final Reports** – Do not use this form. See [Progress Reports, Amendments, and Closeout](#) on the ARPA Grant Management page for instructions on how to complete your Final Report.

## Required Report Attachments

Check to indicate the required attachments are included with this report.

**Updated Schedule Form is included with this report (REQUIRED).**  
The schedule form should be an accurate reflection of the status of the project, including bid and construction information. **The schedule you are attaching must be appropriate given the Grant Term End Date in the grant agreement (or executed grant amendment).**

**Updated Uniform Budget Tracking Spreadsheet is included with this report (REQUIRED).**  
Include an updated budget spreadsheet that reflects current and previous expenditures on the grant(s). The tracker should be accurate through the end of the reporting period and include all incurred expenditures for all funding sources regardless of whether a reimbursement is requested. **Attachment B – Budget in the grant agreement (or executed grant amendment) must match the current project budget you are attaching.**

## Progress Reporting

### 1. Grant Activities this Reporting Period (REQUIRED)

List project tasks outlined in Attachment A – Scope of Work in the grant agreement (or executed grant amendment). Summarize activities that occurred under each task during the reporting period, including tasks with no activity. Provide an overview of progress on the overall project. Indicate tasks completed.

The new water tank project is being done in three “sub-projects”: The water main, the new water tank, the park rehabilitation where the water tank is located. Construction funds from ARPA are in the water main Ph. 1 Construction on the Uniform Budget.

ARPA CONSTRUCTION			
Related task(s) from grant agreement	Quarterly Summary	% of work completed	Notes
Design Engineering	Design, bidding for Ph 1 Construction is done, however, there is further design for the Ph 2 water tank.	100%	
Bidding	Bidding has been complete for Ph 1 water mains. Bids were open 1/30/25 and the bid was awarded to Western Municipal. Bidding for the Ph 2 water tower was opened 6/24/25, award has not been made yet.	100%	
Ph 1: Water Main Construction	Construction started in May 2025	90%	

**2. Problems or Concerns (REQUIRED)**

Discuss any problems or concerns that have arisen (e.g., problems with the schedule, subcontractors, or budget items). Include steps underway to alleviate problems.

None.

**3. Next Reporting Period's Grant Activities (REQUIRED)**

List project tasks outlined in Attachment A – Scope of Work in the grant agreement (or executed grant amendment). Summarize activities that will occur next quarter under each task, including tasks with no expected activity. Indicate tasks expected to be completed.

The Ph 1, Schedule 1 Water Main project will wrap up next quarter. Phase 2 water project was awarded to McGuire Tanks.

## Grant Agreement Review Checklist

Review the ARPA Grant Agreement(s) and executed grant amendment(s). Respond to the questions below.

**1. Review Agreement Section 2. Term** – Is the Term End Date in the grant agreement still appropriate for the project?

**YES** – Term End Date in the grant agreement is appropriate for the project to date.

**NO or NOT SURE** – Contact your Grant Manager ASAP to explain. A grant amendment may be needed.

**2. Review Grant Agreement Attachment A – Scope of Work (Tasks/Deliverables)** – Do the tasks/deliverables listed in the Scope of Work in the grant agreement (or executed grant amendment) accurately reflect the project to date?

**YES** – Scope of Work in the grant agreement accurately reflects the project to date.

**NO or NOT SURE** – Contact your Grant Manager ASAP to explain. A grant amendment may be needed.

**3. Review Grant Agreement Attachment B – Budget** – Do the DNRC ARPA grant funds and matching funds in the budget in the grant agreement (or executed grant amendment) accurately reflect the project to date?

**YES** – The budget in the grant agreement accurately reflects the project to date.

**NO or NOT SURE** – Contact your Grant Manager ASAP to explain. A grant amendment may be needed.

## Additional Report Attachments (Optional)

Please consider including the any of the following documents with this report.

- **Photos** of project or project work to date.
- **Submittal documents** received since last quarter (e.g., DEQ/permit approvals, bid or contract documents, etc.).
- **Articles** or other publicity related to this project.

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## Verification of Subrecipient Concurrence

REQUIRED only if Form Preparer is not from Subrecipient Entity

**Subrecipient Contact Full Name:** Jessica Chamberlin

**Subrecipient Contact Title:** City Clerk/Treasurer

**Subrecipient Contact Email:** [clerktreasurer@cityofsidneymt.com](mailto:clerktreasurer@cityofsidneymt.com)

The Subrecipient Contact listed above has reviewed this Progress Report and supporting documents. The Subrecipient Contact concurs with the information provided.

Via email

**ARPA Water & Sewer Infrastructure Grant Program**

**Project Schedule**

Use this document throughout the application and grant period to track the status of project milestones. Documentation associated with each milestone should be included in the ARPA application and/or submitted to the ARPA Grant Manager throughout the project.

**Applicant/Subrecipient Entity Name:** Sidney

**Project Title:** Water Phase 4

	<b>Applicable to Project? (Yes/No)</b>	<b>ESTIMATED Completion Date</b>	<b>ACTUAL Completion Date</b>	<b>Comments</b>
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**ENGINEERING PROCUREMENT\***

Project Engineer procured and engineering contract executed.	Yes		07/19/2021	
Other:				

**PLANNING & DESIGN\***

Preliminary design document completed (PER or Tech Memo).	Yes		3/2015	
DEQ Review: Plans and Specifications SUBMITTED to DEQ.**	Yes	10/2024	11/2024	
DEQ Review: Plans and Specifications APPROVED by DEQ.	Yes	2/2025	1/2025	
Permit and/or other Agency Review: SUBMITTED for review.	No			
Permit and/or other Agency Approval: APPROVAL received.	No			
Water Rights finalized.	No			
Site Title Opinion, Right-Of Way, Land Purchases finalized.	Yes		1/2025	
MEPA/NEPA complete or MEPA checklist submitted to DNRC.	Yes	9/2024	1/2025	
Other:				

**PROJECT BIDDING**

Bid document advertised.	Yes	2/2025	1/2025	
Bid complete and construction contract executed.	Yes	5/2025	2/2025	
Other:				

**PROJECT CONSTRUCTION**

Construction start.	Yes	4/2025	5/2025	
Construction complete.	Yes	10/2025		
Project closeout.	Yes	12/2025		
Other:				

\*Engineering Procurement and Design Phase tasks must be completed before Project Bidding and Construction Phase tasks.

\*\*DEQ Plans and Specifications Review Fee is waived for ARPA-Funded project. Indicate your project is ARPA funded on your DEQ submittal cover sheet to have the fee waived.