



ARPA Water & Sewer Infrastructure Grant Program
Q4 2023 Progress Report Form

General Information

Subrecipient Entity: Sidney, City of

Project Title: Sidney, City of - Anderson Subdivision Storm Water Improvements

Grant Agreement Number(s): AC-22-0158

Grant Term End Date(s): December 31, 2024

Form Preparer Name: Carly Andregg, Morrison-Maierle (consultant)

Form Preparer Phone: 406-542-4866

Form Preparer Email: Candregg@m-m.net

Reporting Period: January 1, 2024 – March 31, 2024
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.

Scope of Work

The Anderson Subdivision Storm Water Improvements project will help buffer and reduce peak flows through the Subdivision. This will result in increased safety and lesser risk of surcharged flows inundating the neighborhood. The project will benefit public safety and water quality in the Yellowstone River by conveying runoff in a controlled and protected environment.

The scope of work was amended after Q3 2023. After further model development of the hydraulics and hydrology in the watershed for the Sidney-Anderson Subdivision Stormwater Improvements project, it was determined that a detention pond in the upper portion of the basin will not alleviate flooding as it was anticipated in concept design. The scope of work is amended to improving the culvert near where flooding occurs to increase capacity.

ARPA Competitive Grant Funds will be utilized to fund Preliminary Engineering Design, Final Engineering Design, Construction Inspection Engineering, a portion of Construction, and Grant Management costs by a consultant on behalf of the City of Sidney.

Revised Construction activities include:

- **Install new inlet structure and storm drain under 22nd Ave NW to increase drainage capacity**
- Remove the existing undersized on-grade culvert
- Install pipe under the drainage to safely contain and convey runoff through the neighborhood
- Install a trash rack at the entrance to the pipe to prevent debris from entering
- Connect the pipe directly into the storm system to prevent surcharge
- Capture **and convey** runoff from a 10-year event and prevent flooding in nearby homes and yards
- **Procure temporary and permanent easements for the new stormwater infrastructure**

Activity Progress

Preliminary Engineering Design: 100% complete

Preliminary engineering design drawings are complete. No activity during this quarter

Final Engineering Design: 95% complete

Activities during this quarter include drafting of final construction drawings and preparing easements. Extensive boundary research was required to locate the appropriate documentation for an adjacent property.

Construction Inspection Eng: 0% complete

Construction: 0% complete

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.

Next quarter's activities include coordinating with landowners to secure easements and preparing the project for bid. Construction is estimated for the summer.

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)

Attach pictures, articles, maps, or any other document related to this quarter that you would like to include in the report.

Verification of Subrecipient Concurrence

REQUIRED only if Form Preparer is not from Subrecipient Entity

Subrecipient Contact Full Name: _____

Subrecipient Contact Title: _____

Subrecipient Contact Email: _____

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

DNRC Reimbursement Request Process

See Reimbursements and Budget Tracking tab on the [DNRC ARPA Grant Management webpage](#) for documents and training videos.

Documents Required for Reimbursement

1. **Progress Report** – The subrecipient must submit a project progress report with each reimbursement request at a minimum on a quarterly basis. DNRC will not honor claims for reimbursement if DNRC has not approved the progress report or if there is a delinquent report.
2. **DNRC Vendor Invoice** – The subrecipient must include a State of Montana Vendor Invoice signed by the grant's authorized representative or an official from the subrecipient organization approved by the authorized representative and DNRC.
3. **Supporting Documentation** – Invoices/Receipts, Pay Apps, Proofs of Payment, etc.
4. **Uniform Budget Tracking Spreadsheet** – Must include budget tracking tab and invoice tracking tab.

Document Links

Overview of Reimbursements - [Instructional Video \(Slides 33-40\)](#)

1. DNRC Reimbursement Guide - [Guidance Document](#)
2. DNRC Vendor Invoice - [Invoice Form](#) and [Instructions](#)
3. Eligible Expenses for ARPA Grant Administration - [Guidance Document](#)
4. DNRC Reimbursement for Personnel Services - [Guidance Document](#) and [Instructional Video](#)
5. DNRC Signature Authorization [Form](#)

Budget Tracker - [Instructional Video \(Slides 36-39\)](#)

1. Updated Uniform Budget Tracker Form - [Excel Spreadsheet Form](#)

DNRC Grant Amendment Request Process

1. Subrecipient prepares amendment request.

- a. **Determine updates needed to the grant agreement.** Review these sections:
 - ✓ Section 2. Term
 - ✓ Attachment A - Scope of Work and Schedule
 - ✓ Attachment B – Budget
- b. **Include a justification.** Justification must support the change of scope, schedule, term date, and/or budget.
- c. **Include a draft scope, schedule, term date, and/or budget that reflects necessary updates.** Identify changes if not obvious.

2. Subrecipient submits amendment request to DNRC in writing.

The Authorized Representative or designee from the subrecipient organization must submit the amendment request **IN WRITING** to the DNRC Grant Manager.

3. DNRC Grant Manager reviews the written amendment request and provides written response to subrecipient approve it, deny it, or request more information.

DNRC will review the subrecipient's written amendment request and notify the subrecipient in writing if the request is approved and whether a formal amendment to the grant agreement is necessary. DNRC Grant Manager will notify the grant recipient in writing if the request is not approved or if more information is needed.

Subrecipient must receive DNRC's WRITTEN APPROVAL of an amendment request before making purchases or agreements on goods or services other than those specifically identified in the grant agreement.