

ATTACHMENT B

SUBRECIPIENT: City of Sidney
PROJECT TITLE: Phase IV-North Park Elevated Water Tower Replacement

ADMINISTRATION	ARPA Minimum Allocation	SRF Loan C (roll over \$287,771)	SRF Loan D (2.5% Interest)	Other	Local Contribution - Non SRF Eligible Components	TOTAL		
Grant Management	\$10,000.00	\$8,750.00	\$31,250.00			\$50,000.00	\$	25,000.00
Bond Counsel			\$25,000.00			\$25,000.00	\$	25,000.00
Loan Reserves			\$80,000.00			\$80,000.00	\$	80,000.00
Audit Fees					\$20,000.00	\$20,000.00	\$	20,000.00
						\$0.00	\$	-
TOTAL ADMINISTRATION	\$10,000.00	\$8,750.00	\$136,250.00	\$0.00	\$20,000.00	\$175,000.00	\$	150,000.00
CONSTRUCTION RELATED ACTIVITIES								
Design Engineering	\$70,920.50	\$261,118.00	\$0.00			\$332,038.50	\$	332,038.50
Design Engineering - Phase 3			\$133,000.00			\$133,000.00	\$	150,000.00
Construction Engineering - Phase 1	\$109,856.80		\$30,143.20			\$140,000.00	\$	140,000.00
Construction Engineering - Phase 2			\$400,000.00			\$400,000.00	\$	400,000.00
Construction Engineering - Phase 3			\$27,000.00		\$65,000.00	\$92,000.00	\$	180,000.00
Geotech		\$17,903.00				\$17,903.00	\$	17,903.00
Bidding	\$30,259.50					\$30,259.50	\$	30,259.50
Bidding - Phase 3			\$20,000.00			\$20,000.00	\$	42,616.00
Construction - Phase 1	\$860,480.20		\$491,044.00			\$1,351,524.20	\$	1,351,524.00
Construction - Phase 2			\$6,195,000.00			\$6,195,000.00	\$	6,195,000.00
Construction - Phase 3			\$764,000.00	\$1,286,000.00	\$592,000.00	\$2,642,000.00	\$	2,650,000.00
Contingency - Phase 1			\$20,000.00			\$20,000.00		
Contingency - Phase 2			\$373,562.80			\$373,562.80	\$	411,490.50
Contingency - Phase 3			\$235,000.00	\$445,000.00	\$73,000.00	\$753,000.00	\$	400,000.00
TOTAL ACTIVITY	\$1,071,517.00	\$279,021.00	\$8,688,750.00	\$1,731,000.00	\$730,000.00	\$12,500,288.00	\$	12,300,831.50
TOTAL PROJECT BUDGET	\$1,081,517.00	\$287,771.00	\$8,825,000.00	\$1,731,000.00	\$750,000.00	\$12,675,288.00	\$	12,450,831.50
	\$ 1,081,517.00	\$ 287,771.00	\$ 8,793,927.50	\$ 1,500,000.00	\$ 750,000.00	\$ 12,413,215.50		
	\$ -		\$ (31,072.500)					

SUMMARY OF MATCHING FUNDS

FUNDING SOURCE	AMOUNT
ARPA Minimum Allocation	\$1,081,517.00
SRF Loan C (roll over \$287,771)	\$287,771.00
SRF Loan D (2.5% Interest)	\$8,825,000.00
Other	\$1,731,000.00
Local Contribution - Non SRF Eligible Com	\$750,000.00
TOTAL	\$12,675,288.00

689 total

UNIFORM STATUS OF FUNDS SPREADSHEET FOR:										City of Sidney										Phase IV-North Park Elevated Water Tower Replacement																			
DATE:																																							
ADMINISTRATIVE/ FINANCIAL COSTS:	ARPA Minimum Allocation				SRF Loan C (roll over \$287,771)				SRF Loan D (2.5% Interest)				Other				Local Contribution - Non SRF Eligible Components				Total Budget																		
	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Expended	Balance																
Grant Management	\$ 10,000.00	\$ 9,500.00		\$ 500.00	\$ 8,750.00	\$ 8,750.00		\$ -	\$ 31,250.00			\$ 31,250.00	\$ -			\$ -	\$ -			\$ -	\$ 50,000.00	\$ 18,250.00	\$ 31,750.00																
Bond Counsel	\$ -			\$ -	\$ -			\$ -	\$ 25,000.00			\$ 25,000.00	\$ -			\$ -	\$ -			\$ -	\$ 25,000.00	\$ -	\$ 25,000.00																
Loan Reserves	\$ -			\$ -	\$ -			\$ -	\$ 80,000.00			\$ 80,000.00	\$ -			\$ -	\$ -			\$ -	\$ 80,000.00	\$ -	\$ 80,000.00																
Audit Fees	\$ -			\$ -	\$ -			\$ -	\$ -			\$ -	\$ -			\$ -	\$ 20,000.00			\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00																
				\$ -				\$ -				\$ -				\$ -				\$ -	\$ -	\$ -	\$ -																
Total Administrative Costs	\$ 10,000.00	\$ 9,500.00	\$ -	\$ 500.00	\$ 8,750.00	\$ 8,750.00	\$ -	\$ -	\$ 136,250.00	\$ -	\$ -	\$ 136,250.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 175,000.00	\$ 18,250.00	\$ 156,750.00																
ACTIVITY COSTS:																																							
Design Engineering	\$ 70,920.50	\$ 62,670.50	\$ 8,250.00	\$ -	\$ 261,118.00	\$ 261,118.00		\$ -	\$ -			\$ -	\$ -			\$ -	\$ -			\$ -	\$ 332,038.50	\$ 332,038.50	\$ -																
Design Engineering - Phase 3	\$ -			\$ -	\$ -			\$ -	\$ 133,000.00			\$ 133,000.00	\$ -			\$ -	\$ -			\$ -	\$ 133,000.00	\$ -	\$ 133,000.00																
Construction Engineering - Phase 1	\$ 109,856.80	\$ 108,162.30	\$ 1,694.50	\$ -	\$ -			\$ -	\$ 30,143.20			\$ 30,143.20	\$ -			\$ -	\$ -			\$ -	\$ 140,000.00	\$ 109,856.80	\$ 30,143.20																
Construction Engineering - Phase 2	\$ -			\$ -	\$ -			\$ -	\$ 400,000.00			\$ 400,000.00	\$ -			\$ -	\$ -			\$ -	\$ 400,000.00	\$ -	\$ 400,000.00																
Construction Engineering - Phase 3	\$ -			\$ -	\$ -			\$ -	\$ 27,000.00			\$ 27,000.00	\$ -			\$ -	\$ 65,000.00			\$ 65,000.00	\$ 92,000.00	\$ -	\$ 92,000.00																
Geotech	\$ -			\$ -	\$ 17,903.00	\$ 17,903.00		\$ -	\$ -			\$ -	\$ -			\$ -	\$ -			\$ -	\$ 17,903.00	\$ 17,903.00	\$ -																
Bidding	\$ 30,259.50	\$ 30,259.50		\$ -	\$ -			\$ -	\$ -			\$ -	\$ -			\$ -	\$ -			\$ -	\$ 30,259.50	\$ 30,259.50	\$ -																
Construction - Phase 1	\$ 860,480.20	\$ 834,176.39		\$ 26,303.81	\$ -			\$ -	\$ 491,044.00			\$ 491,044.00	\$ -			\$ -	\$ -			\$ -	\$ 1,351,524.20	\$ 834,176.39	\$ 517,347.81																
Construction - Phase 2	\$ -			\$ -	\$ -			\$ -	\$ 6,195,000.00			\$ 6,195,000.00	\$ -			\$ -	\$ -			\$ -	\$ 6,195,000.00	\$ -	\$ 6,195,000.00																
Construction - Phase 3	\$ -			\$ -	\$ -			\$ -	\$ 764,000.00			\$ 764,000.00	\$ 1,286,000.00			\$ 1,286,000.00	\$ 592,000.00			\$ 592,000.00	\$ 2,642,000.00	\$ -	\$ 2,642,000.00																
Contingency - Phase 1	\$ -			\$ -	\$ -			\$ -	\$ 20,000.00			\$ 20,000.00	\$ -			\$ -	\$ -			\$ -	\$ 20,000.00	\$ -	\$ 20,000.00																
Contingency - Phase 2	\$ -			\$ -	\$ -			\$ -	\$ 373,562.80			\$ 373,562.80	\$ -			\$ -	\$ -			\$ -	\$ 373,562.80	\$ -	\$ 373,562.80																
Contingency - Phase 3	\$ -			\$ -	\$ -			\$ -	\$ 235,000.00			\$ 235,000.00	\$ 445,000.00			\$ 445,000.00	\$ 73,000.00			\$ 73,000.00	\$ 753,000.00	\$ -	\$ 753,000.00																
Total Activity Costs	\$ 1,071,517.00	\$ 1,035,268.69	\$ 9,944.50	\$ 26,303.81	\$ 279,021.00	\$ 279,021.00	\$ -	\$ -	\$ 8,668,750.00	\$ -	\$ -	\$ 8,668,750.00	\$ 1,731,000.00	\$ -	\$ -	\$ 1,731,000.00	\$ 730,000.00	\$ -	\$ -	\$ 730,000.00	\$ 12,480,288.00	\$ 1,324,234.19	\$ 11,156,053.81																
TOTAL PROJECT COSTS	\$ 1,081,517.00	\$ 1,044,768.69	\$ 9,944.50	\$ 26,803.81	\$ 287,771.00	\$ 287,771.00	\$ -	\$ -	\$ 8,805,000.00	\$ -	\$ -	\$ 8,805,000.00	\$ 1,731,000.00	\$ -	\$ -	\$ 1,731,000.00	\$ 750,000.00	\$ -	\$ -	\$ 750,000.00	\$ 12,655,288.00	\$ 1,342,484.19	\$ 11,312,803.81																
			99%	\$ 1,054,713.19			100%	\$ 287,771.00			0%	\$ -			0%	\$ -			0%	\$ -			11%																
ARPA Notes:																																							
Draw #1 - moved \$10,000 from construction to Grant Management				\$ 10,000.00																																			
Draw #1 - moved \$51,132 from construction to design engineering				\$ 70,920.50																																			
Draw #1 - moved \$50,000 from construction to construction engineering				\$ 109,856.80																																			
Draw #1 - moved 20,000 from construction to bidding				\$ 30,259.50																																			
Draw #2 - moved \$8,750 from construction to design engineering																																							
Draw #2 - moved \$45,000 from construction to construction engineering																																							
Draw #5 - moved \$2,788.50 from construction to design engineering																																							
Draw #5 - moved \$13,162.30 from construction to construction engineering																																							
Draw #5 - moved \$10,259.50 from construction to bidding																																							
Draw #5 - realized the total budget amount in ARPA was not totaling the contract amount. Added \$63,789.70 into construction to balance																																							
Draw #6 - moved \$8,250 from construction to design engineering																																							
Draw #6 - moved \$1,694.50 from construction to construction engineering																																							

UNIFORM INVOICE TRACKING SPREADSHEET FOR: City of Sidney 3rth Park Elevated Water Tower Replacement																			
DATE:																			
Vendor's Name	Invoice or Pay Estimate Number	Invoice Date or Time Period Covered	Task Description (match budget)	Total Amount of Invoice	Total Line Item Amount	Warrant Number	Date Paid	ARPA Minimum Allocation	#	SRF Loan C (roll over \$287,771)	#	SRF Loan D (2.5% Interest)	#	Other	#	Local Contribution - Non SRF Eligible Components	#	Total Amount Paid This Invoice	Notes on Split or Partial Invoices
Interstate Engineering - Design Engineering	50699	5/4/2023	Design Engineering	\$ 19,760.00	\$ 19,360.00			\$ -		\$ 19,360.00	1	\$ -		\$ -		\$ -		\$ 19,360.00	
Interstate Engineering - Funding Assistance	50699	5/4/2023	Grant Management	\$ -	\$ 400.00			\$ -		\$ 400.00	1	\$ -		\$ -		\$ -		\$ 400.00	
Interstate Engineering - Design Engineering	50882	5/25/2023	Design Engineering	\$ 7,560.00	\$ 6,760.00			\$ -		\$ 6,760.00	1	\$ -		\$ -		\$ -		\$ 6,760.00	
Interstate Engineering - Funding Assistance	50882	5/25/2023	Grant Management	\$ -	\$ 800.00					\$ 800.00	1							\$ 800.00	
Interstate Engineering - Design Engineering	51118	6/21/2023	Design Engineering	\$ 11,380.00	\$ 11,080.00			\$ -		\$ 11,080.00	1	\$ -		\$ -		\$ -		\$ 11,080.00	
Interstate Engineering - Funding Assistance	51118	6/21/2023	Grant Management	\$ -	\$ 300.00					\$ 300.00	1							\$ 300.00	
Interstate Engineering - Design Engineering	52411	10/31/2023	Design Engineering	\$ 8,000.00	\$ 8,000.00			\$ -		\$ 8,000.00	1	\$ -		\$ -		\$ -		\$ 8,000.00	
Interstate Engineering - Design Engineering	52814	12/11/2023	Design Engineering	\$ 20,000.00	\$ 20,000.00			\$ -		\$ 20,000.00	1	\$ -		\$ -		\$ -		\$ 20,000.00	
Interstate Engineering - Design Engineering	53320	2/2/2024	Design Engineering	\$ 32,000.00	\$ 32,000.00			\$ -		\$ 32,000.00	1	\$ -		\$ -		\$ -		\$ 32,000.00	
Interstate Engineering - Design Engineering	53875	4/3/2024	Design Engineering	\$ 30,000.00	\$ 30,000.00			\$ -		\$ 30,000.00	1	\$ -		\$ -		\$ -		\$ 30,000.00	
Interstate Engineering - Design Engineering	54428	5/28/2024	Design Engineering	\$ 10,000.00	\$ 10,000.00	41298	1/29/2025	\$ -		\$ 10,000.00	1	\$ -		\$ -		\$ -		\$ 10,000.00	
Interstate Engineering - Design Engineering	55485	9/3/2024	Design Engineering	\$ 27,800.00	\$ 26,000.00	41298	1/29/2025	\$ -		\$ 26,000.00	1	\$ -		\$ -		\$ -		\$ 26,000.00	
Interstate Engineering - Funding Assistance	55485	9/3/2024	Grant Management	\$ -	\$ 1,800.00	41298	1/29/2025			\$ 1,800.00	1							\$ 1,800.00	
Interstate Engineering - Design Engineering	56370	11/22/2024	Design Engineering	\$ 83,700.00	\$ 78,250.00	41298	1/29/2025	\$ -		\$ 78,250.00	1	\$ -		\$ -		\$ -		\$ 78,250.00	
Interstate Engineering - Funding Assistance	56370	11/22/2024	Grant Management	\$ -	\$ 5,450.00	41298	1/29/2025			\$ 5,450.00	1							\$ 5,450.00	
Braun Intertech - Geotech	B3778244	2/26/2024	Geotech	\$ 11,994.00	\$ 11,994.00	40164	3/5/2024	\$ -		\$ 11,994.00	1	\$ -		\$ -		\$ -		\$ 11,994.00	
Braun Intertech - Geotech	B2311372	3/15/2024	Geotech	\$ 5,401.25	\$ 5,401.25	42053	4/3/2024	\$ -		\$ 5,401.25	1	\$ -		\$ -		\$ -		\$ 5,401.25	
Braun Intertech - Geotech	B410866	12/4/2024	Geotech	\$ 507.75	\$ 507.75	41255	1/22/2025	\$ -		\$ 507.75	1	\$ -		\$ -		\$ -		\$ 507.75	
Interstate Engineering - Design Engineering	56993	02/03/25	Design Engineering	\$ 59,650.00	\$ 52,150.00	41431	3/14/2025	\$ 32,482.00	1	\$ 19,668.00	2	\$ -		\$ -		\$ -		\$ 52,150.00	\$ 17,000.00
Interstate Engineering - Funding Assistance	56993	02/03/25	Grant Management	\$ -	\$ 2,500.00	41431	3/14/2025	\$ 2,500.00	1	\$ -		\$ -		\$ -		\$ -		\$ 2,500.00	
Interstate Eng - Bidding	56993	02/03/25	Bidding	\$ -	\$ 5,000.00	41431	3/14/2025	\$ 5,000.00	1	\$ -		\$ -		\$ -		\$ -		\$ 5,000.00	
Interstate Engineering - Funding Assistance	57077	02/12/25	Grant Management	\$ 10,850.00	\$ 500.00	41431	3/14/2025	\$ 500.00	1	\$ -		\$ -		\$ -		\$ -		\$ 500.00	
Interstate Engineering - Design Engineering	57077	02/12/25	Design Engineering	\$ -	\$ 8,350.00	41431	3/14/2025	\$ 8,350.00	1	\$ -		\$ -		\$ -		\$ -		\$ 8,350.00	
Interstate Eng - Bidding	57077	02/12/25	Bidding	\$ -	\$ 2,000.00	41431	3/14/2025	\$ 2,000.00	1	\$ -		\$ -		\$ -		\$ -		\$ 2,000.00	
Interstate Engineering	57417	3/19/2025	Design Engineering	\$ 11,810.00	\$ 8,610.00	41828	7/16/2025	\$ 8,610.00	2	\$ -		\$ -		\$ -		\$ -		\$ 8,610.00	
Interstate Engineering	57417	3/19/2025	Bidding	\$ -	\$ 1,200.00	41828	7/16/2025	\$ 1,200.00	2	\$ -		\$ -		\$ -		\$ -		\$ 1,200.00	
Interstate Engineering	57417	3/19/2025	Grant Management	\$ -	\$ 2,000.00	41828	7/16/2025	\$ 2,000.00	2	\$ -		\$ -		\$ -		\$ -		\$ 2,000.00	
Interstate Engineering	57689	4/18/2028	Design Engineering	\$ 7,578.50	\$ 4,528.50	41828	7/16/2025	\$ 4,528.50	2	\$ -		\$ -		\$ -		\$ -		\$ 4,528.50	
Interstate Engineering	57689	4/18/2025	Bidding	\$ -	\$ 1,800.00	41828	7/16/2025	\$ 1,800.00	2	\$ -		\$ -		\$ -		\$ -		\$ 1,800.00	
Interstate Engineering	57689	4/18/2025	Grant Management	\$ -	\$ 1,250.00	41828	7/16/2025	\$ 1,250.00	2	\$ -		\$ -		\$ -		\$ -		\$ 1,250.00	
Interstate Engineering	58024	05/23/25	Const Engineering Ph 1	\$ 51,638.50	\$ 51,638.50	41764	6/30/2025	\$ 51,638.50	3	\$ -		\$ -		\$ -		\$ -		\$ 51,638.50	

Western Municipal Construction	1	05/27/25	Construction	\$ 313,933.58	\$ 313,933.58	41762	6/23/2025	\$ 313,933.58	3	\$ -	\$ -	\$ -	\$ -	\$ 313,933.58
Big Sky Surveying	55	06/12/25	Construction	\$ 385.00	\$ 385.00	41896	7/23/2025	\$ 385.00	4	\$ -	\$ -	\$ -	\$ -	\$ 385.00
Interstate Engineering	58322	06/24/25	Design Engineering	\$ 54,611.25	\$ 8,700.00	41897	7/23/2025	\$ 8,700.00	4	\$ -	\$ -	\$ -	\$ -	\$ 8,700.00
Interstate Engineering	58322	06/24/25	Grant Management	\$ -	\$ 2,000.00	41897	7/23/2025	\$ 2,000.00	4					\$ 2,000.00
Interstate Engineering	58322	06/24/25	Bidding	\$ -	\$ 10,000.00	41897	7/23/2025	\$ 10,000.00	4					\$ 10,000.00
Interstate Engineering	58322	06/24/25	Construction Engineering		\$ 33,911.25	41897	7/23/2025	\$ 33,911.25	4	\$ -	\$ -	\$ -	\$ -	\$ 33,911.25
Western Municipal Construction	2	07/01/25	Construction	\$ 463,003.78	\$ 463,003.78	41894	7/23/2025	\$ 463,003.78	4	\$ -	\$ -	\$ -	\$ -	\$ 463,003.78
Interstate Engineering	58843	08/13/25	Grant Management	\$ 34,122.05	\$ 1,250.00	42022	9/11/2025	\$ 1,250.00	5	\$ -	\$ -	\$ -	\$ -	\$ 1,250.00
Interstate Engineering	58843	08/13/25	Const Engineering Ph 1	\$ -	\$ 22,612.55	42022	9/11/2025	\$ 22,612.55	5	\$ -	\$ -	\$ -	\$ -	\$ 22,612.55
Interstate Engineering	58843	08/13/25	Additional Services	\$ -	\$ 10,259.50	42022	9/11/2025	\$ 10,259.50	5	\$ -	\$ -	\$ -	\$ -	\$ 10,259.50
Western Municipal Construction	3	08/13/25	Construction	\$ 56,854.03	\$ 56,854.03	42023	9/11/2025	\$ 56,854.03	5	\$ -	\$ -	\$ -	\$ -	\$ 56,854.03
Interstate Engineering	59242	09/05/23	Design Engineering	\$ 9,944.50	\$ 2,750.00			\$ 2,750.00	6	\$ -	\$ -	\$ -	\$ -	\$ 2,750.00
Interstate Engineering	59242	09/05/23	Const Engineering Ph 1	\$ -	\$ 1,694.50			\$ 1,694.50	6	\$ -	\$ -	\$ -	\$ -	\$ 1,694.50
Interstate Engineering	59242	09/05/23	Additional Services	\$ -	\$ 5,500.00			\$ 5,500.00	6	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00
				\$ -				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
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				\$ -				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INVOICES				\$ 1,342,484.19	\$ 1,342,484.19			\$ 1,054,713.19		\$ 287,771.00	\$ -	\$ -	\$ -	\$ 1,342,484.19
TOTAL BUDGET								\$ 1,081,517.00		\$ 287,771.00	\$ 8,825,000.00	\$ 1,731,000.00	\$ 750,000.00	\$ 12,675,288.00
BALANCE								\$ 26,803.81		\$ -	\$ 8,825,000.00	\$ 1,731,000.00	\$ 750,000.00	\$ 11,332,803.81

\$10,259.50 to design er

\$5,500 to design engine

ARPA MAG	#	Loan C	#
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STATE OF MONTANA		- VENDOR RETURNS SIGNED ORIGINAL - FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.		
VENDOR INVOICE				
VENDOR'S NAME AND ADDRESS		BILLED TO		
City of Sidney 115 2nd Street SE Sidney, MT 59270		DNRC-CARDD PO Box 201601 Helena, MT 59620-1601 Attn Grant Manager: Shawn Swanz & Cristalle Thompson		
PROJECT INFORMATION:				
Grant Agreement Number: AM-23-0207		Project Name Phase IV-North Park Elevated Water Tower Replacement		
Period of Performance: August 9, 2025 to August 23, 2025		Reimbursement Request Number: Draw #6		
DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:				
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)	Amount
Interstate Engineering	59242	9/5/2025	Design Eng, Construct Eng, Additional Services	\$9,944.50
			GRAND TOTAL	\$9,944.50
STATE USE ONLY APPROVED FOR PAYMENT		I certify that this invoice is correct in all respects and that payment has not been received.		
		Authorized Recipient Name	Rick Norby	
		Date Processed		
Authorized Signature		Authorized Recipient Signature		
Date		Title	Mayor	

There are multiple tabs in this workbook.

Budget Tab

Fill in:

SUBRECIPIENT:

PROJECT TITLE:

FUNDING SOURCE 1...

Budget Table

(Name of the local gover

(Name of the project - sh

Enter the name of grant c

Enter the dollar amounts

The summary of matching

Budget Tracking Tab

UNIFORM STATUS OF FUNDS SPREADSHEET FOR:

DATE:

FUNDING SOURCE 1

Budget

Previously Expended

Amount of Draw

Automatically populates fi

Update the date each tim

Automatically populates fi

Dollar amounts will autom

Update each time a requ

Update each time a requ

Invoice Tracking

UNIFORM INVOICE TRACKING SPREADSHEET FOR:

DATE:

Vendor's Name

Task Description

Invoice or Pay Estimate Number

Invoice Date or Time Period Covered

Total Amount of Invoice

Warrant Number

Date Paid

FUNDING SOURCE 1

#

Automatically populates fi

Update the date each tim

Enter the name of the ver

Enter the Task that match

Enter the vendor's invoice

Enter the invoice date or t

Enter the total amount of

Enter the warrant number

Enter the date the vendor

Automatically populates fi

The claim number or draw

DNRC Vendor Invoice

VENDOR'S NAME AND ADDRESS

Grant Agreement #

DNRC Grant Manager

Project Name

Claim Number

Vendor

Invoice Number

Dates of Service

Task Description

Total Invoice

DNRC or RRGL Total

Vendor Name (Authorized Person)

Date Processed

Vendor's Signature

Title

This tab may be duplicate

Automatically populates fi

Enter address

Enter the Grant Agreeeme

Enter the DNRC Grant or

Automatically populates fi

Enter a new number for e

Enter the Vendor Name fi

Enter the Vendor Invoice

Enter the Dates of Service

Enter the Task Descriptio

Total all of the vendor inv

Total amount of invoice re

Name of the person auth

Date the invoice is submit

Signature

Title of authorized signer

ment receiving the grant)
ould match DNRC's Award Project Title)
or loan i.e. RRGL, MCEP, ARPA, Local Funds, RD Grant, RD Loan, SRF Loan, etc.
that correspond to each task to the appropriate Funding Source.
g funds will automatically populate based on the entries above.

rom the Budget Tab (Subrecipient)
e a request for reimbursement is submitted.
rom the Budget Tab
natically update from Budget Tab
est for reimbursement is submitted.
est for reimbursement is submitted. Must match the Vendor Invoice and the Invoice Tracking Tab

rom the Budget Tab (Subrecipient)
e a request for reimbursement is submitted.
ndor that provided the service, i.e. engineering firm, construction company, etc.
nes the budget tasks (Admin, Engineering, Construction, etc.)
e or pay estimate number.
time period covered by the invoice
the vendor's invoice
r of the subrecipient organization that paid the vendor invoice.
was paid.
rom the Budget Tab
n number submitted to each funding source

ed for as many reimbursement requests are submitted. Right click on tab, "Move or Copy" Create a Copy and rena
rom the Budget Tab (Subrecipient)

nt or Loan Agreement Number
Loan Manager Name
rom the Budget Tab (Project Title)
ach claim submitted to DNRC for reimbursement, 1, 2, 3 etc.
rom the Invoice Tracker
Number from the Invoice Tracker
e from the Invoice Tracker
in from the Invoice Tracker
oices submitted for reimbursement
equested for reimbursement (used for split invoice costs)
orized to sign for reimbursements
tted to DNRC

me.