

April 23, 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 #2 have not been paid to date.

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

Sincerely,

Rick Norby
Mayor

[illegible]



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

March 19, 2025
Project No: WR2300047
Invoice No: 57417

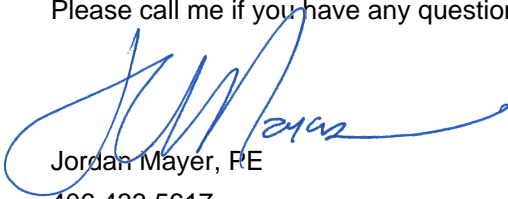
Task Order No. 7 - North Park Elevated Water Tank
Removal of 300,000 Gallon Water Storage Tank Located at North Park
and Replace With 750,000 Gallon Elevated Tank
Sidney, Montana

Professional Services through March 15, 2025

**Design Engineering Services
Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Study and Report Services	34,000.00	100.00	34,000.00	34,000.00	0.00
Funding Assistance	25,000.00	55.00	13,750.00	11,750.00	2,000.00
Design Engineering (Tank Replacement)	200,000.00	100.00	200,000.00	194,000.00	6,000.00
Design Engineering - Amendment No. 1	87,000.00	88.00	76,560.00	73,950.00	2,610.00
Bidding or Negotiating	20,000.00	41.00	8,200.00	7,000.00	1,200.00
Total Fee	366,000.00		332,510.00	320,700.00	11,810.00
Total Fee					11,810.00
Total this Phase					\$11,810.00
Total this Invoice					\$11,810.00

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


Jordan Mayer, PE
406.433.5617



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

April 18, 2025
Project No: WR2300047
Invoice No: 57689

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 April 12, 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	34,000.00	0.00
Funding Assistance	25,000.00	60.00	15,000.00	13,750.00	1,250.00
Design Engineering (Tank Replacement)	200,000.00	100.00	200,000.00	200,000.00	0.00
Design Engineering - Amendment No. 1	87,000.00	90.00	78,300.00	76,560.00	1,740.00
Bidding or Negotiating	20,000.00	50.00	10,000.00	8,200.00	1,800.00
Total Fee	366,000.00		337,300.00	332,510.00	4,790.00
Total Fee					4,790.00
Total this Phase					\$4,790.00

Additional Services: Tank Logo, Additional Survey/Design Around Ball Fields and CADD Assistance

	Hours	Rate	Amount	
ENG II	8.50	145.00	1,232.50	
ENG IV	1.00	175.00	175.00	
ENG V	.50	190.00	95.00	
ENG VII	.50	220.00	110.00	
TECH V	8.00	147.00	1,176.00	
Totals	18.50		2,788.50	
Total Labor				2,788.50
Total this Phase				\$2,788.50

Total Due this Invoice \$7,578.50

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

A handwritten signature in blue ink, appearing to read 'JM Mayer', is written over a light blue horizontal line.

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: Jessica Chamberlin

Form Preparer Phone: City Clerk/Treasurer

Form Preparer Email: clerktreasurer@cityofsidneymt.com

Reporting Period: January 1, 2025 to March 31, 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.	78%	
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 will be 6/2025.	85%	
Ph 1: Water Main Construction	Construction will start in April 2025	0%	

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 Water Main project will begin construction in the next quarter. The Water Tank Ph 2 project will be bid next quarter.

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.

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

☒ 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

	Applicable to Project? (Yes/No)	ESTIMATED Completion Date	ACTUAL Completion Date	Comments
--	---------------------------------	---------------------------	------------------------	----------

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		
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.*