



ARPA Water & Sewer Infrastructure Grant Program
Progress Report Form

General Information

Subrecipient Entity: Worden-Ballantine Yellowstone County W&S District

Project Title: Worden-Ballantine Yellowstone County W&S District Watter Project

Grant Agreement Number(s): AC-22-0073 & AM-22-0063

Grant Term End Date(s): 12/31/2025

Form Preparer Name: Ki-Ai McBride

Form Preparer Phone: (406) 384-7191

Form Preparer Email: kmcbride@greatwesteng.com

Reporting Period: January 1, 2025 – March 31, 2025 (Q1 2025)
Provide a beginning and end date. Example: January 1, 2024 – March 31, 2024.

Q3 2024 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.

Example

- *Deliverable: Installation of 1900 linear feet of 8" water main. Update: Installation in 80% complete.*
- *Deliverable: Replace existing well pumps and controls. Update: No activity this quarter.*

The project will provide clean drinking water for Worden-Ballantine Water & Sewer District by developing a new water supply that will meet DEQ's nitrate level and not be under the influence of surface water. The scope of work includes the following activities:

- Construct at least four new groundwater wells that meet drinking water standards, including nitrate levels below the MCL, and remove the connection from the surface water source to the water system.
- Install a new water main crossing under the highway and railroad to provide a redundant connection between Worden and Ballantine.
- Complete necessary tank maintenance and upsize and replace water mains in the distribution system to improve water use efficiency.

This reporting period included grant administration tasks and the finalization of the bid packages. We are waiting on the district's rights-of-way and site title opinions and final approvals from DEQ and RD. Once these are received, we will be ready to move forward with bidding.

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.

There are no problems to report

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.

During Q2 2025 the project will go out to bid.

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: Dan Ewen

Subrecipient Contact Title: District President

Subrecipient Contact Email: wbycoperator@nemont.net

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

Subrecipient Contact Full Name: John Ostlund

Subrecipient Contact Title: Commissioner

Subrecipient Contact Email: jostlund@yellowstonecounty.gov

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

UNIFORM STATUS OF FUNDS SPREADSHEET FOR:	DATE:												6/15/2025									
Funding Source:	ARPA Competitive Grant AC-22-0073				ARPA Yellowstone County MAG AM-22-0063				SRF-DAN WRF-JS574				RD Assessment Bond				Local Contribution - District				Total Budget	
ADMINISTRATIVE/FINANCIAL COSTS:	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	Previously Expended
JRM-31 Office Costs																						
JRM-31 Professional Services																						
JRM-31 Professional Services	\$ 46,776.63	\$ 38,000.00	\$ 3,024.00	\$ 4,772.63	\$ 3,223.37	\$ 3,223.37	\$ -	\$ 7,884.00	\$ 24,571.95	\$ -	\$ (174,080.00)											
JRM-31 Legal Costs																						
JRM-31 Audit Fees																						
JRM-31 Reference - SRF Loan																						
JRM-31 Assessment Road Reserve																						
JRM-31 Miscellaneous																						
JRM-31 Interest Income																						
JRM-31 Road Cost																						
Total Project Administrative Costs	\$ 46,776.63	\$ 38,000.00	\$ 3,024.00	\$ 4,772.63	\$ 3,223.37	\$ 3,223.37	\$ -	\$ 7,884.00	\$ 24,571.95	\$ -	\$ (174,080.00)											
ACTIVITY COSTS:																						
JRM-31 Labor Acquisition & Wages																						
JRM-31 Construction Investigation																						
JRM-31 Construction Investigation	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -																		
JRM-31 SRF Investment																						
JRM-31 SRF Investment Fees	\$ 10,000.00			\$ 10,000.00																		
JRM-31 Engineering Study - Pre-Design, Final Design, Bidding, CM, Post CM																						
JRM-31 Engineering Study - Pre-Design, Final Design, Bidding, CM, Post CM	\$ 353,900.00	\$ 238,300.00	\$ 11,351.00	\$ 103,849.00					\$ 607,000.00	\$ 436,000.00	\$ 10,074.25	\$ 161,425.75										
JRM-31 Engineering Technical Services																						
JRM-31 Engineering Fees																						
JRM-31 Engineering WFE	\$ 127,000.00	\$ 7,652.00		\$ 129,447.00																		
JRM-31 Construction																						
JRM-31 Construction	\$ 1,125,000.00	\$ 361,476.00		\$ 822,930.00	\$ 2,403,967.63		\$ 2,403,967.63		\$ 176,000.00	\$ 114,300.00		\$ 740.00		\$ 407,400.00		\$ 327,000.00						
JRM-31 Construction																						
JRM-31 Construction	\$ 322,723.37																					
Total Project Activity Costs	\$ 1,677,076.63	\$ 651,822.00	\$ 14,375.00	\$ 1,061,079.63	\$ 2,403,967.63		\$ 2,403,967.63	\$ 775,116.00	\$ 566,506.00	\$ 10,074.25	\$ 171,933.75	\$ 231,000.00	\$ 0.00	\$ 0.00	\$ 407,400.00	\$ 327,000.00	\$ 104,000.00	\$ 82,284.00	\$ 0.00	\$ 11,720.00	\$ 5,163,641.63	\$ 1,385,779.63
TOTAL PROJECT COSTS	\$ 1,677,076.63	\$ 651,822.00	\$ 14,375.00	\$ 1,061,079.63	\$ 2,403,967.63		\$ 2,403,967.63	\$ 775,116.00	\$ 566,506.00	\$ 10,074.25	\$ 171,933.75	\$ 231,000.00	\$ 0.00	\$ 0.00	\$ 407,400.00	\$ 327,000.00	\$ 104,000.00	\$ 82,284.00	\$ 0.00	\$ 11,720.00	\$ 5,163,641.63	\$ 1,385,779.63

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: Worden Ballantine Yellowstone County Water & Sewer District

Project Title: Worden Ballantine Yellowstone County Water & Sewer District water project

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

Project Engineer procured and engineering contract executed.	Yes		6/6/2016	10 year on-call contract
Other:				

PLANNING & DESIGN*

Preliminary design document completed (PER or Tech Memo).	Yes	8/1/24		
DEQ Review: Plans and Specifications SUBMITTED to DEQ.**	Yes	8/1/24		
DEQ Review: Plans and Specifications APPROVED by DEQ.	Yes	10/1/24		
Permit and/or other Agency Review: SUBMITTED for review.	Yes	8/1/24		
Permit and/or other Agency Approval: APPROVAL received.	Yes	10/1/24		
Water Rights finalized.	No	10/1/24		
Site Title Opinion, Right-Of Way, Land Purchases finalized.	Yes	10/1/24		
MEPA/NEPA complete or MEPA checklist submitted to DNRC.	Yes		2/22/21	
Other:				

PROJECT BIDDING

Bid document advertised.	Yes	11/1/24		
Bid complete and construction contract executed.	Yes	12/15/24		
Other:				

PROJECT CONSTRUCTION

Construction starts	Yes	4/1/25		
Construction complete.	Yes	11/1/25		
Project closeout.	Yes	12/31/25		
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.*