

**Request for Disbursement of Grant/Subaward Funds
DNRC Financial Report**



Organization Name: Yellowstone County

Agreement #: ACTF-24-006

☒ Request for Reimbursement or

☐ Request for Advance

Total Award Amount: \$ 75,000.00

Funds Previously Requested: \$ 0.00

Period Covered by this Request – From Date: 9/3/24

To Date: 2/7/25

Award Share – REQUEST this Period

DNRC validates category spending with each request. Overspending a category budget may delay payment.

| | |
|---|--------------------|
| | |
| <u>Employee Time: salary/wages/benefits</u> | \$ |
| Operating Expenses | \$ |
| Payments to Landowners (Beneficiaries) | \$ |
| Contracted Services (incl. Contractor Time) | \$29,673.46 |
| Subtotal – Direct Costs | \$29,673.46 |
| Indirect Costs | \$ |
| Total Request Amount | \$29,673.46 |

Recipient Share – MATCH this Period

☒ No Match Required

| | |
|---|---------------|
| | |
| <u>Employee Time: salary/wages/benefits</u> | \$ |
| Operating Expenses | \$ |
| Landowner Contributions | \$ |
| Contracted Services (incl. Contractor Time) | \$ |
| Other (explain in Remarks section below) | \$ |
| Total Match Amount | \$0.00 |

Program Income Earned: \$ 0.00

Award Balance after this Request: \$ 45,326.54

Remarks:

Authorized Certifying Official: I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Name: Jennifer Jones

Title: Finance Director

Email: jjones@yellowstonecountymt.gov

Signature:

Date:

3-11-25

Yellowstone County

Trial Balance - On Demand Report Fiscal Year: 2024-2025 Line Description From Date: 7/1/2024 To Date: 3/31/2025 ☐ Print accounts with zero balance

DES GRANTS - 2957

Opening Balance Debits Credits Ending Balance

EXPENDITURE

2957.000.124.420603.398 / DNRC CWPP UPDATE ES90 \$0.00 \$29,673.46 \$0.00 \$29,673.46

Transaction Detail

| <u>Date</u> | <u>Entry</u> | <u>Check Number</u> | <u>Deposit No.</u> | <u>Invoice Number</u> | <u>PO Number</u> | <u>Voucher</u> | <u>Group ID</u> | <u>Memo</u> | <u>Vendor</u> | <u>Amount</u> | <u>Journal</u> |
|---------------|--------------|---------------------|--------------------|-----------------------|------------------|----------------|-----------------|-------------------------------|---------------|---------------|----------------|
| 11/26/2024 | 1096 | 532358 | 0 | 11/22/2024 | 596537 | 1121 | 45618 | CWPP UPDATE OCT 24 PMT#1 | DJ&A, PC | \$3,964.10 | AP |
| 12/31/2024 | 1342 | 533276 | 0 | 12/20/2024 | 597734 | 1151 | 45646 | I#23573 12/18/24 CWPP Update | DJ&A, PC | \$12,876.96 | AP |
| 03/04/2025 | 1813 | 534602 | 0 | 02/24/2025 | 599214 | 1207 | 45712 | I#23768 2/18/25 CWPP Update I | DJ&A, PC | \$12,832.40 | AP |
| Detail Total: | | | | | | | | | | \$29,673.46 | |

EXPENDITURE TOTAL \$0.00 \$29,673.46 \$0.00 \$29,673.46

Grand Total: \$0.00 \$29,673.46 \$0.00 \$29,673.46

Asset Totals: \$0.00 \$0.00 \$0.00 \$0.00

Liability Totals: \$0.00 \$0.00 \$0.00 \$0.00

Fund Balance Totals: \$0.00 \$0.00 \$0.00 \$0.00

Revenue Totals: \$0.00 \$0.00 \$0.00 \$0.00

Expenditure Totals: \$0.00 \$29,673.46 \$0.00 \$29,673.46

Transfers In Totals: \$0.00 \$0.00 \$0.00 \$0.00

Transfers Out Totals: \$0.00 \$0.00 \$0.00 \$0.00

There are Funds Out of Balance **General Ledger Total:** \$0.00 \$29,673.46 \$0.00 \$29,673.46

End of Report



2000 Maple Street
Missoula, MT 59808
T 406.721.4320
djanda.com

Yellowstone County
PO Box 35000
Billings, MT 59107

Invoice number 23371
Date 10/29/2024

Project **7559 YELLOWSTONE COUNTY CWPP
UPDATE**

Partial ☒ Final ☐

For the period ending October 25, 2024.

email invoices to aovercast@yellowstonecountymt.gov

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Remaining | Current Billed |
|------------------------------|-----------------|------------------|--------------|--------------|-----------|----------------|
| Professional Services | 74,980.79 | 5.29 | 0.00 | 3,964.10 | 71,016.69 | 3,964.10 |
| Total | 74,980.79 | 5.29 | 0.00 | 3,964.10 | 71,016.69 | 3,964.10 |

Invoice total **3,964.10**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|----------|---------|---------|---------|----------|
| 23371 | 10/29/2024 | 3,964.10 | 3,964.10 | | | | |
| | Total | 3,964.10 | 3,964.10 | 0.00 | 0.00 | 0.00 | 0.00 |

Approved by:

Myla Kelly
Senior Project Manager

Please make checks payable to DJ&A, PC.

All invoices are due upon receipt.

A Service Fee of 1.0% per month may be charged on the unpaid balance of all accounts over 30 days.

Project: Yellowstone County CWPP
Contract Number:
Client: Yellowstone County
DJ&A Project Number: 7559

| | | Budget Amount | Percent Complete (Previous Invoices) | Percent Complete (This Invoice) | Amount Complete |
|--|---|--------------------|---|------------------------------------|-------------------|
| Item | Task | | | | |
| 1.0 | Project Management & QA/QC | | | | |
| 1.1 | Project Management | \$2,709.00 | 0% | 10% | \$270.90 |
| 1.2 | QA/QC | \$4,848.00 | 0% | 0% | \$0.00 |
| 2.0 | Coordination & Meetings | | | | |
| 2.1 | Project Kick-off Meeting | \$1,074.00 | 0% | 100% | \$1,074.00 |
| 2.2 | Core Team Meetings (10) | \$8,498.00 | 0% | 20% | \$1,699.60 |
| 2.3 | Public Meetings (5) | \$8,340.00 | 0% | 0% | \$0.00 |
| 2.4 | Coordination Meetings | \$3,910.00 | 0% | 0% | \$0.00 |
| 3.0 | Develop the CWPP | | | | |
| 3.1 | Wildland Urban Interface | \$4,598.00 | 0% | 20% | \$919.60 |
| 3.2 | Wildfire Risk | \$9,060.00 | 0% | 0% | \$0.00 |
| 3.3 | Community Base Map | \$5,088.00 | 0% | 0% | \$0.00 |
| 3.4 | Priority Areas | \$7,066.00 | 0% | 0% | \$0.00 |
| 3.5 | Mitigations & Recommendations | \$4,754.00 | 0% | 0% | \$0.00 |
| 3.6 | Action Plan & Implementation | \$5,574.00 | 0% | 0% | \$0.00 |
| 4.0 | Supplemental Public Engagement | | | | |
| 4.1 | Story map or interactive PDF of summaries | \$7,218.00 | 0% | 0% | \$0.00 |
| | Direct Expenses | | | | |
| | mileage | \$1,029.79 | 0% | 0% | \$0.00 |
| | per diem | \$472.00 | 0% | 0% | \$0.00 |
| | lodging | \$642.00 | 0% | 0% | \$0.00 |
| | materials, printing, postage, etc. | \$100.00 | 0% | 0% | \$0.00 |
| | Total | \$74,980.79 | 0.00% | 5.29% | \$3,964.10 |
| Amount Completed (\$) to Date | | | | | \$3,964.10 |
| Total Amount Previously Invoiced (\$) | | | | | \$0.00 |
| Total Due This Invoice | | | | | \$3,964.10 |



2000 Maple Street
Missoula, MT 59808
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Yellowstone County
PO Box 35000
Billings, MT 59107

Invoice number 23573
Date 12/18/2024

Project **7559 YELLOWSTONE COUNTY CWPP
UPDATE**

Partial ☒ Final ☐

For the period ending December 13, 2024.

email invoices to aovercast@yellowstonecountymt.gov

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Remaining | Current Billed |
|------------------------------|-----------------|------------------|--------------|--------------|-------------|----------------|
| Professional Services | 74,980.79 | 22.46 | 3,964.10 | 16,841.06 | 58,139.73 | 12,876.96 |
| Total | 74,980.79 | 22.46 | 3,964.10 ✓ | 16,841.06 ✓ | 58,139.73 ✓ | 12,876.96 |

Invoice total **12,876.96**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|-----------|---------|---------|---------|----------|
| 23573 | 12/18/2024 | 12,876.96 | 12,876.96 | | | | |
| Total | | 12,876.96 | 12,876.96 | 0.00 | 0.00 | 0.00 | 0.00 |

Approved by:

Myla Kelly

Myla Kelly
Senior Project Manager

Please make checks payable to DJ&A, PC.

All invoices are due upon receipt.

A Service Fee of 1.0% per month may be charged on the unpaid balance of all accounts over 30 days.

Project: Yellowstone County CWPP
Contract Number:
Client: Yellowstone County
DJ&A Project Number: 7559

| Item | Task | Budget Amount | Invoices (Previous Percent Complete) | (This Invoice) Percent Complete | Amount Complete |
|--|---|--------------------|--------------------------------------|---------------------------------|--------------------|
| 1.0 | Project Management & QA/QC | | | | |
| 1.1 | Project Management | \$2,709.00 | 10% | 30% | \$812.70 |
| 1.2 | QA/QC | \$4,848.00 | 0% | 0% | \$0.00 |
| 2.0 | Coordination & Meetings | | | | |
| 2.1 | Project Kick-off Meeting | \$1,074.00 | 100% | 100% | \$1,074.00 |
| 2.2 | Core Team Meetings (10) | \$8,498.00 | 20% | 40% | \$3,399.20 |
| 2.3 | Public Meetings (5) | \$8,340.00 | 0% | 0% | \$0.00 |
| 2.4 | Coordination Meetings | \$3,910.00 | 0% | 40% | \$1,564.00 |
| 3.0 | Develop the CWPP | | | | |
| 3.1 | Wildland Urban Interface | \$4,598.00 | 20% | 40% | \$1,839.20 |
| 3.2 | Wildfire Risk | \$9,060.00 | 0% | 30% | \$2,718.00 |
| 3.3 | Community Base Map | \$5,088.00 | 0% | 30% | \$1,526.40 |
| 3.4 | Priority Areas | \$7,066.00 | 0% | 20% | \$1,413.20 |
| 3.5 | Mitigations & Recommendations | \$4,754.00 | 0% | 20% | \$950.80 |
| 3.6 | Action Plan & Implementation | \$5,574.00 | 0% | 20% | \$1,114.80 |
| 4.0 | Supplemental Public Engagement | | | | |
| 4.1 | Story map or interactive PDF of summaries | \$7,218.00 | 0% | 0% | \$0.00 |
| | Direct Expenses | | | | |
| | mileage | \$1,029.79 | 0% | 20% | \$205.96 |
| | per diem | \$472.00 | 0% | 20% | \$94.40 |
| | lodging | \$642.00 | 0% | 20% | \$128.40 |
| | materials, printing, postage, etc. | \$100.00 | 0% | 0% | \$0.00 |
| | Total | \$74,980.79 | 5.29% | 22.46% | \$16,841.06 |
| Amount Completed (\$) to Date | | | | | \$16,841.06 |
| Total Amount Previously Invoiced (\$) | | | | | \$3,964.10 |
| Total Due This Invoice | | | | | \$12,876.96 |



2000 Maple Street
Missoula, MT 59808
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Yellowstone County
PO Box 35000
Billings, MT 59107

Invoice number 23768
Date 02/18/2025

Project **7559 YELLOWSTONE COUNTY CWPP
UPDATE**

Partial ☒ Final ☐

For the period ending February 7, 2025.

email invoices to aovercast@yellowstonecountymt.gov

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Remaining | Current Billed |
|------------------------------|-----------------|------------------|--------------|--------------|-----------|----------------|
| Professional Services | 74,980.79 | 39.57 | 16,841.06 | 29,673.46 | 45,307.33 | 12,832.40 |
| Total | 74,980.79 | 39.57 | 16,841.06 | 29,673.46 | 45,307.33 | 12,832.40 |

Invoice total **12,832.40**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|-----------|---------|---------|---------|----------|
| 23768 | 02/18/2025 | 12,832.40 | 12,832.40 | | | | |
| | Total | 12,832.40 | 12,832.40 | 0.00 | 0.00 | 0.00 | 0.00 |

Approved by:

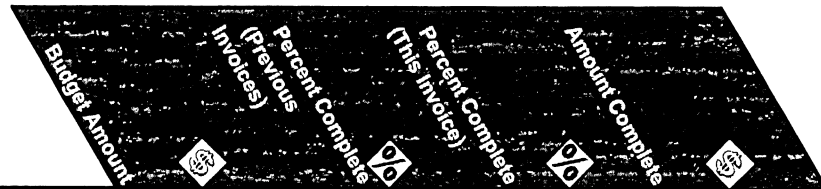
Myla Kelly
Senior Project Manager

Please make checks payable to DJ&A, PC.

All invoices are due upon receipt.

A Service Fee of 1.0% per month may be charged on the unpaid balance of all accounts over 30 days.

Project: Yellowstone County CWPP
 Contract Number:
 Client: Yellowstone County
 DJ&A Project Number: 7559



| Item | Task | Budget Amount | Percent Complete (Previous Invoices) | Percent Complete (This Invoice) | Amount Complete |
|--|---|--------------------|--------------------------------------|---------------------------------|--------------------|
| 1.0 | Project Management & QA/QC | | | | |
| 1.1 | Project Management | \$2,709.00 | 30% | 50% | \$1,354.50 |
| 1.2 | QA/QC | \$4,848.00 | 0% | 10% | \$484.80 |
| 2.0 | Coordination & Meetings | | | | |
| 2.1 | Project Kick-off Meeting | \$1,074.00 | 100% | 100% | \$1,074.00 |
| 2.2 | Core Team Meetings (10) | \$8,498.00 | 40% | 60% | \$5,098.80 |
| 2.3 | Public Meetings (5) | \$8,340.00 | 0% | 0% | \$0.00 |
| 2.4 | Coordination Meetings | \$3,910.00 | 40% | 60% | \$2,346.00 |
| 3.0 | Develop the CWPP | | | | |
| 3.1 | Wildland Urban Interface | \$4,598.00 | 40% | 40% | \$1,839.20 |
| 3.2 | Wildfire Risk | \$9,060.00 | 30% | 40% | \$3,624.00 |
| 3.3 | Community Base Map | \$5,088.00 | 30% | 40% | \$2,035.20 |
| 3.4 | Priority Areas | \$7,066.00 | 20% | 40% | \$2,826.40 |
| 3.5 | Mitigations & Recommendations | \$4,754.00 | 20% | 20% | \$950.80 |
| 3.6 | Action Plan & Implementation | \$5,574.00 | 20% | 20% | \$1,114.80 |
| 4.0 | Supplemental Public Engagement | | | | |
| 4.1 | Story map or interactive PDF of summaries | \$7,218.00 | 0% | 90% | \$6,496.20 |
| | Direct Expenses | | | | |
| | mileage | \$1,029.79 | 0% | 20% | \$205.96 |
| | per diem | \$472.00 | 0% | 20% | \$94.40 |
| | lodging | \$642.00 | 0% | 20% | \$128.40 |
| | materials, printing, postage, etc. | \$100.00 | 0% | 0% | \$0.00 |
| | Total | \$74,980.79 | 22.46% | 39.57% | \$29,673.46 |
| Amount Completed (\$) to Date | | | | | \$29,673.46 |
| Total Amount Previously Invoiced (\$) | | | | | \$16,841.06 |
| Total Due This Invoice | | | | | \$12,832.40 |