



# Agriculture Infrastructure Grant Program

## Grant Guidelines

Effective: January 1, 2024

### Overview

The Agriculture Commissioner, in consultation with the director of the North Dakota Department of Transportation (NDDOT), shall administer the Agriculture Infrastructure Grant Program. Grants may be issued to political subdivisions for infrastructure improvements; and to political subdivisions or entities for capital utility improvements necessary for the development or expansion of new or existing value-added agriculture businesses, pursuant to North Dakota Century Code 4.1-01.

### Objectives

The fundamental mission of the Agriculture Infrastructure Grant Program is to award grants for roadway and bridge improvements and utility improvements necessary to accommodate the development or expansion of new or existing value-added agriculture businesses. Grant funds must be awarded, and all necessary documents signed prior to June 30, 2025. The last application deadline is April 1, 2025; unless all funds have been expended.

### Roadway and Bridge Improvements (in consultation with the NDDOT Director):

#### Political Subdivisions (Up to \$1,250,000 or 80% of the project cost)

- Corridor improvements on county and township roadways; and
- Improvements to roads or bridges that provide access to value-added agriculture businesses.

### Utility Improvements:

#### Political Subdivisions and Entities (Up to \$350,000 or 80% of the project cost)

- Water and wastewater line improvements; and
- electrical and gas supply improvements necessary to accommodate value added agriculture business.

### Program Emphasis

Value-added agriculture businesses that generate economic returns and support the agriculture-based prosperity of a region or sector of the state are encouraged to partner with their local political subdivisions to bring forth proposals for approval that improve roadway, bridge, and/or utility infrastructure leading to their value-added agriculture facilities. For purposes of grant eligibility, value-added agriculture business includes the same businesses as provided under North Dakota Century Code 4.1-01.1-07.

### Application Process

Political subdivisions<sup>1</sup> and entities (Applicants) are encouraged to visit with the North Dakota Department of Agriculture (NDDA) staff prior to their submission. Applicants must complete the application posted on the NDDA website at <https://www.ndda.nd.gov/agriculture-infrastructure-grant-program>. Applications are due on or before midnight of the deadline. Deadlines are January 1, April 1, July 1, and October 1. The Agriculture Commissioner reserves 60 days to respond.

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<sup>1</sup> 54-40.5-02. Definitions. As used in this guideline:

1. "County" means the county in which a political subdivision is located.
2. "Political subdivision" means a city, township, city park district, school district, or other unit of local government or special district or authority in this state.

(Effective 01-2024)

The NDDA will review each application, and supporting documentation submitted therewith, for completeness and accuracy. If an application is found to be incomplete or inaccurate, the NDDA may request additional documentation and may discontinue further processing of the application until the requested information is received. The NDDOT Director will be consulted for all roadway and bridge improvement applications.

**Application Procedure:**

1. The political subdivision and/or entity submits application.
2. Grant application is review for eligibility and completeness.
3. The Agriculture Commissioner and NDDOT Director review application.
4. Determination is made to deny or approve the funding request.

**Required additional documentation:**

- Detailed construction cost estimate that includes all phases in which funds are requested (i.e., construction, construction engineering, right of way, preliminary engineering, utility relocation).
- Project location map
- An existing and proposed cross section of the roadway/facility.
- A map of underground and overhead utilities (including water and sanitary wastewater, electrical, gas, etc.)

Applications may be submitted via email to [mbodine@nd.gov](mailto:mbodine@nd.gov) or mailed to:

North Dakota Department of Agriculture  
Agriculture Infrastructure Grant Program  
600 E. Boulevard Ave., Dept 602  
Bismarck, ND 58505-0020

A complete application must contain all information and required additional documentation with original signatures of the applicant.

For more information, contact Madison Bodine with the NDDA via email at [mbodine@nd.gov](mailto:mbodine@nd.gov).

**Available Funding**

This grant funding opportunity will be on-going until funds have been expended. Proposals are limited to a specific dollar amount based on the subsection requested. Applicants are allowed to apply for either or both funding opportunities. Roadway and bridge improvements are eligible for the lesser of \$1,250,000 per project or 80% of the infrastructure project cost. Utility improvements are eligible for the lesser of \$350,000 per project or 80% of the utility improvement project cost.

**Ineligible Uses**

- Maintenance or operating costs
- Must be a direct line not a grid (i.e., Not the development of an industrial park).
- Personal property
- Residential developments

## **Limitations**

Confidentiality will be maintained to the extent allowed under the statutes of the state of North Dakota Century Code 44-04.

The decision by the Agriculture Commissioner is binding and not subject to review or appeal. Unsuccessful applications cannot be resubmitted for additional review; however, an application on the same topic with significant revisions in scope, objectives, or relevance may be submitted as a new proposal.

## **Administration and Reporting**

Successful applicants are expected to adhere to the conditions outlined in these guidelines. Following approval of the project, a notice of grant award (contract) will be executed between the NDDA and the applicant.

All applicants, unless otherwise specified by the Agriculture Commissioner, are required to submit to the NDDA periodic interim reports outlining progress on both timeline and budget compliance, including amount of finance already used.

Awardees will be required to submit a final written report to NDDA describing the work performed and the results obtained upon completion of project.

## **Disbursement of Grant Funds**

Grant funds will be disbursed in two installments.

- The first installment of 50% will be released to the grantee when all required paperwork and agreements are completed.
- The final installment of 50% will be released once the project has been completed, the invoices have been reconciled proving full expenditure of the grant award and the grantee's final report has been accepted.
- A project may request up to 30% of the final 50% prior to project completion. A written request and justified bills and invoices to date, will be required for consideration.

The final report shall include at a minimum:

- A verified statement with completion date that the eligible project has been completed or implemented.
- Photos of the completed or implemented project with a narrative explanation of each photo proving satisfaction of project purpose section E.1., E.2., and E.3. of the application.
- Bills and invoices for the full grant award amount with an explanation of expenses incurred.

If final project costs come in less than the amount paid in first installment, the awardee is required to return the balance of the grant funds to the NDDA.

The NDDA reserves the right to perform an onsite verification prior to final installment being disbursed to ensure project is completed and matches the specifications listed in the project.

**Open Records**

Requests for grant proposals submitted for funding, all related grant awards, and reports shall be subject to disclosure under the North Dakota open records law, N.D.C.C. chapter 44-04.

Under the North Dakota public records law and subject to the Confidentiality clause, certain records may be open to the public upon request. Public records may include: (a) records the NDDA receives from an applicant under the NOGA, (b) records obtained by either party under the NOGA, and (c) records generated by either party under the NOGA.

In submitting a BIG application, the applicant agrees to contact the NDDA immediately upon receiving a request for information under the public records law and to comply with the NDDA's instructions on how to respond to such request.

Information that the applicant views as proprietary, financial, commercial, and/or trade secret information as defined by N.D.C.C. chapter 44-04-18.4 may be requested to remain confidential by the applicant. A written request must be submitted to the NDDA detailing the relevant information and why it should remain confidential.

**Audit**

To comply with the legislative purpose of this grant, all financial documents, books, receipts, orders, expenditures, electronic data, and accounting procedures and practices of the awardee are subject to examination by the NDDA. The NDDA is audited by the ND Auditor's Office. All records shall be retained for seven years starting at grant closure.