



# Value-Added Milk Processing Facility Incentive Program

## Grant Guidelines

Effective: August 1, 2025

### Overview

The Agriculture Commissioner shall administer the Value-Added Milk Processing Facility Incentive Program in consultation with the Agriculture Diversification and Development Committee. The program provides grant funding as reimbursement for infrastructure, site acquisition, or other capital expenditures necessary for the construction or expansion of value-added milk processing facilities, pursuant to North Dakota Century Code 4.1-01.

### Objectives

The mission of this program is to support the development and expansion of value-added milk processing infrastructure in North Dakota to enhance dairy production and economic growth.

### Eligibility Questions

Funding is available pursuant to the following eligibility criteria:

1. Grant funding is limited to the lesser of five million dollars or five percent of the total construction cost of building or expanding a value-added milk processing facility in the state capable of processing at least three million pounds [1360777 kilograms] of milk each year.
2. Grant funding is a reimbursement for infrastructure, site acquisition, or other capital expenditures necessary for the value-added milk processing facility construction, including natural gas supply, electricity supply, roads, water lines, wastewater lines, storm water conveyance, or rail lines.
3. Upon achieving one hundred percent of the processing capacity of the value-added milk processing facility, the agriculture commissioner shall distribute the grant award from funding available in the agriculture diversification and development fund.

### Application Process

Entities (Applicants) are encouraged to visit with the North Dakota Department of Agriculture (NDDA) staff prior to their submission. Applications may be submitted at any time and will be reviewed until funds are fully allocated or the biennium ends. The Agriculture Commissioner reserves 60 days to respond.

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.

### Application Procedure:

1. The entity submits application.
2. Grant application is reviewed for eligibility and completeness.
3. The Agriculture Commissioner will review applications in consultation with the Agriculture Diversification and Development Committee
4. Determination is made to deny or approve the funding request.

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

North Dakota Department of Agriculture  
Value-Added Milk Processing Facility Incentive Program  
600 E. Boulevard Ave., Dept 602 Bismarck,  
ND 58505-0020

A complete application must contain all information and required additional documentation with the original signatures of the applicant. For more information, contact the NDDA via email at [agbusiness@nd.gov](mailto:agbusiness@nd.gov).

### **Available Funding**

Grant funding is limited to the lesser of \$5,000,000 or 5% of the total construction cost for an eligible value-added milk processing facility. The facility must be capable of processing at least three million pounds (1,360,777 kg) of milk annually.

### **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 the project.

### **Disbursement of Grant Funds**

Reimbursement shall be issued only after:

- Documentation is submitted verifying 100% of the processing capacity of the value-added milk processing facility is achieved
- All project-related infrastructure expenditures are validated
- A final project report is approved by the NDDA

**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.

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.