



**Agricultural Products Utilization Commission  
Frequently Asked Questions  
(Applies to Grants Approved After 8/1/2016)**

**Is the applicant required to use the application as provided?**

- Yes, the application found on APUC's website must be used and cannot be modified, allowing all applicants an equal opportunity for consideration.

**Does the project have to be located and registered in North Dakota?**

- Yes, the project must be located and registered with the North Dakota Secretary of State.

**Can a project/company apply for more than one grant at a time?**

- Generally, no, however, multiple awards to the same applicant may be considered if each application covers a distinctly different project.

**What happens if the applicant misses the application deadline or is the 16<sup>th</sup> applicant?**

- Because a maximum of 15 qualifying applications will be considered for funding each quarter, in either circumstance, the applicant will be given the option to hold the proposal for consideration for the proceeding quarter.

**Who is an applicant advisor?**

- An applicant advisor is someone who reviews and assists with completion of the application process. Although an advisor is not required, applicants are encouraged to utilize this option for guidance.

**Is a fiscal agent required?**

- Yes, it is required of all applicants to secure a fiscal agent.

**Who is qualified to serve as a fiscal agent?**

- Local economic developers, county agents, regional council staff, RC&D coordinators, agricultural loan officers, accountants, and personal banker/loan officers who administer funds are qualified fiscal agents.

**Is the applicant required to attend the Commission's quarterly funding review meeting?**

- No, however, it is highly recommended that all applicants be present at the meeting, unless extenuating circumstances allow the applicant not to.

**Do fiscal agents need to be present at the board meetings?**

- No, but fiscal agents are always welcome in representation with their project.

**When can the applicant start claiming money spent for a project?**

- Generally, not until a contract has been signed. Project expenditures related to the approved budget may date back to the time of the application due date through the end date stated in the contractual agreement.

**How long does the applicant have to spend funds?**

- 12 months, unless otherwise discussed with APUC staff.

**Are fiscal agents required to monitor how funding is spent?**

- Yes, once a project is awarded, the first half of the amount granted is sent to the fiscal agent. It is the fiscal agent's responsibility to ensure the project has spent this portion of the monies before being forwarded to the grantee. Once the project is completed, it is the fiscal agent's responsibility to ensure all appropriated monies were spent, both APUC and match, according to the approved project budget and contract.

**Can fiscal agents give funding in one lump sum for initial payment?**

- Generally no, but if the project was spent in its entirety at the time of the initial payment, the fiscal agent could then release the entire amount to the grantee on a reimbursable basis. The grantee and fiscal agent would then prepare and submit a final report supplemented with a financial accounting of all project costs, both APUC and match, and supporting itemized invoices and proofs of payment. Once reviewed and approved by APUC, the final disbursement of grant funds would be released to the fiscal agent to reimburse the grantee accordingly.

**What documentation is needed to submit with financials?**

- All expenditures, including any match documented, need to be supplemented with an itemized invoice and proof of payment. Acceptable proofs of payments are canceled checks, bank and credit card statements, email order confirmations, and receipts indicating method of payment.

**Is the fiscal agent legally responsible/liable for misappropriation of funds?**

- Possibly, depending on how funds were disbursed. This is dependent on case by case situations.

**How much can an applicant apply for?**

- Generally, proposals are not limited to a specific dollar amount. However, APUC's grant monies are finite, and as a mechanism to optimize opportunities, some categories of grants may have limitations on allowable costs that may be included in the project budget.

**Do APUC dollars need to be match funded?**

- APUC grants require matching funds, which may be in the form of cash and in-kind services. Generally, grant applicants must commit a minimum match dollar investment of 25 percent of the total amount requested from APUC, exclusive of the fiscal agent administrative fee. In-kind support must not exceed 50 percent of the total match funding and must be supported by a detailed explanation as to how that amount was comprised (*prior approval required*). Approved indirect costs may qualify as matching funds. Acceptable documentation of incurred costs that are match funded must to be provided.

**Is the information submitted initially during the application process kept confidential?**

- Confidentiality will be maintained to the extent allowed under the statutes of the state of North Dakota. By law, North Dakota Century Code 44-04, APUC will limit dissemination of designated confidential information, but in any event, does not assume any liability for inadvertent disclosure.

**For more information visit [www.nd.gov/ndda/apuc](http://www.nd.gov/ndda/apuc). If you have any further questions, please contact Brad Dean at 701-955-0181 or [bdean@nd.gov](mailto:bdean@nd.gov).**