

Appendix 33 – North Dakota Trade Office Financial Statements

North Dakota Trade Office Balance Sheet As of May 31, 2007

	Total
ASSETS	
Current Assets	
Bank Accounts	
100 Checking	-4,600.71
103 Trade Mission Account (Account Closed)	0.00
104 EuroSweep/StageCoachSweep	409,170.32
105 Savings (Account Closed)	0.00
Total Bank Accounts	\$404,569.61
Accounts Receivable	
106 Accounts Receivable	43,270.38
108 APUC Receivable	0.00
Accounts Receivable - APUC China	0.00
Total Accounts Receivable	\$43,270.38
Other Current Assets	
110 Prepaid Expenses	3,917.00
115 Undeposited Funds	25,334.50
125 Interest Receivable	43.16
Total Other Current Assets	\$29,294.66
Total Current Assets	\$477,134.65
TOTAL ASSETS	\$477,134.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
205 Accounts Payable	4,599.48
210 Accounts Payable - APUC	0.00
Total Accounts Payable	\$4,599.48
Credit Cards	
207 Credit Cards Payable	
207A Susan Geib-CC	60.75
207B James Burgum CC	1,179.00
Total 207 Credit Cards Payable	1,239.75
Total Credit Cards	\$1,239.75
Other Current Liabilities	
201 Payroll Tax Payable	6,942.26
206 Accrued Expenses	0.00
250 Deferred Revenue	92,154.78
275 Clearing Account	0.00
Total Other Current Liabilities	\$99,097.04
Total Current Liabilities	\$104,936.27
Long Term Liabilities	
265 Global Conf Reg Fee - Mar 2009	62.50
Total Long Term Liabilities	\$62.50

	<u>Total</u>
Total Liabilities	\$104,998.77
Equity	
300 Retained Earnings	394,299.46
Opening Balance Equity	0.00
Net Income	-22,163.58
Total Equity	\$372,135.88
TOTAL LIABILITIES AND EQUITY	\$477,134.65

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North Dakota Trade Office
Profit & Loss
July 2006 - May 2007

	Total
Income	
400 Private Income	
401 Private Sector - Exporter	22,254.36
402 Private Sector - IBR	49,628.86
Total 400 Private Income	71,883.22
410 RBEG Funds	
411 RBEG Funding	20,205.00
Total 410 RBEG Funds	20,205.00
421 DOC Legislation	350,000.00
423 APUC Funds	2,563.13
425 Other-Consulting-Conferences	27,815.80
426 EDA Grant	3,692.69
435 Interest Earned	22,325.90
440 Grant Revenue	3,073.00
450 Revenue-TradeMissions	39,237.41
Total Income	\$540,796.15
Expenses	
516 Payroll Expenses	
516a Employee Payroll	21,583.32
516b Payroll Tax	2,169.13
Total 516 Payroll Expenses	23,752.45
520 Personnel	
521 Director	66,667.00
522 Communications/PR	41,666.68
523 Membership Services	55,000.00
524 International Mgmt	32,130.77
525 Office Manager/Operations	40,832.00
526 Account Manager	30,699.01
528 Office/General Administrative Expenses	9,940.47
Total 520 Personnel	276,935.93
550 Travel Domestic	
551 Meals	1,338.80
552 Mileage	6,833.38
553 Instate Hotels	2,910.85
Total 550 Travel Domestic	11,083.03
570 Events	2,400.00
540 Trade Mission	
541 Trade Mission Logistics	24,929.11
542 Trade Mission Travel	17,677.52
543 Visa/Other Misc. - Trade Mission	14,048.48
908 Lodging - Trade Mission	1,805.00
Total 542 Trade Mission Travel	33,531.00
916 Member Ben - Trade Missions	415.79
Total 540 Trade Mission	58,875.90

	Total
560 Trade Talks	
571 Meals/Ent - Trade Talks	2,562.52
572 Event Rooms - Trade Talks	1,871.34
573 Speaker Cost (Fees,Travel,Recording)	3,992.91
574 Travel/Lodging - Trade Talks	0.00
Total 560 Trade Talks	8,426.77
720 Global Conference	93,473.64
920 Membership Benefit Reimbursement	10,705.00
Total 570 Events	173,881.31
594 Telephone	
596 Conference Calls	567.41
597 Monthly Charges	3,890.20
Total 594 Telephone	4,457.61
600 Legal & Professional Fees	
530 Interns	
531 Intern UND & Governor's Office	4,710.57
532 Intern NDSU	5,312.49
533 Intern SWND	6,525.14
Total 530 Interns	16,548.20
601 Consultants Fees	4,577.50
602 Accounting/Bookkeeping	5,767.98
604 Research	1,555.00
Total 600 Legal & Professional Fees	28,448.68
620 Office/General Administrative Expenses	
510 Bank Charges	971.64
535 Insurance	1,525.00
565 Office Supplies	14,887.36
586 Postage	674.45
587 Office Rent	11,000.00
588 Office Technology/Equipment	1,988.93
621 Dues & Subscriptions	217.37
622 Marketing & Communications	
581 Communications	309.19
583 Promotion/Graphics	4,763.63
584 Newspaper/Magazines	1,730.00
585 Stationary & Printing	6,333.15
Total 622 Marketing & Communications	13,135.97
Total 620 Office/General Administrative Expenses	44,400.72
Total Expenses	\$562,959.73
Net Operating Income	\$ -22,163.58
Net Income	\$ -22,163.58

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North Dakota Trade Office
Statement of Cash Flows
July 2006 - May 2007

	Total
OPERATING ACTIVITIES	
Net Income	-22,163.58
Adjustments to reconcile Net Income to Net Cash provided by operations:	
106 Accounts Receivable	-43,270.38
110 Prepaid Expenses	-2,917.00
205 Accounts Payable	838.78
207B Credit Cards Payable:James Burgum CC	1,179.00
207A Credit Cards Payable:Susan Geib-CC	60.75
206 Accrued Expenses	-80,990.42
275 Clearing Account	15,092.32
250 Deferred Revenue	-257,845.22
201 Payroll Tax Payable	6,942.26
Net cash provided by operating activities	\$ -383,073.49
INVESTING ACTIVITIES	
125 Interest Receivable	-43.16
Net cash provided by investing activities	\$ -43.16
FINANCING ACTIVITIES	
265 Global Conf Reg Fee - Mar 2009	62.50
Opening Balance Equity	0.00
Net cash provided by financing activities	\$62.50
Net cash increase for period	\$ -383,054.15
Cash at beginning of period	812,958.26
Cash at end of period	\$429,904.11

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North Dakota Trade Office
Profit & Loss
July 2005 - May 2007

	Total
Income	
400 Private Income	
401 Private Sector - Exporter	122,939.36
402 Private Sector - IBR	209,547.86
Total 400 Private Income	332,487.22
410 RBEG Funds	
411 RBEG Funding	70,981.00
Total 410 RBEG Funds	70,981.00
421 DOC Legislation	700,000.00
422 Higher Ed	100,000.00
423 APUC Funds	2,563.13
425 Other-Consulting-Conferences	27,815.80
426 EDA Grant	12,256.39
435 Interest Earned	37,993.96
440 Grant Revenue	3,073.00
450 Revenue-TradeMissions	171,817.59
Total Income	\$1,458,988.09
Expenses	
516 Payroll Expenses	
516a Employee Payroll	21,583.32
516b Payroll Tax	2,169.13
Total 516 Payroll Expenses	23,752.45
520 Personnel	
521 Director	146,673.00
522 Communications/PR	81,212.12
523 Membership Services	115,000.00
524 International Mgmt	52,612.77
525 Office Manager/Operations	78,523.94
526 Account Manager	30,699.01
528 Office/General Administrative Expenses	9,940.47
Total 520 Personnel	514,661.31
550 Travel Domestic	676.50
551 Meals	2,249.67
552 Mileage	14,874.70
553 Instate Hotels	5,051.36
Total 550 Travel Domestic	22,852.23
570 Events	2,467.61
515 Export Certificates	17,960.00
540 Trade Mission	
541 Trade Mission Logistics	95,067.33
542 Trade Mission Travel	120,314.92
543 Visa/Other Misc. - Trade Mission	18,448.01
908 Lodging - Trade Mission	20,335.00
Total 542 Trade Mission Travel	159,097.93
916 Member Ben - Trade Missions	415.79

	Total
Total 540 Trade Mission	254,581.05
560 Trade Talks	
571 Meals/Ent - Trade Talks	7,409.34
572 Event Rooms - Trade Talks	2,970.57
573 Speaker Cost (Fees,Travel,Recording)	5,399.18
574 Travel/Lodging - Trade Talks	193.91
Total 560 Trade Talks	15,973.00
720 Global Conference	93,473.64
920 Membership Benefit Reimbursement	27,087.24
Total 570 Events	411,542.54
594 Telephone	115.89
596 Conference Calls	618.66
597 Monthly Charges	6,107.77
Total 594 Telephone	6,842.32
600 Legal & Professional Fees	
530 Interns	
531 Intern UND & Governor's Office	24,735.07
532 Intern NDSU	11,687.15
533 Intern SWND	21,653.76
Total 530 Interns	58,075.98
601 Consultants Fees	4,577.50
602 Accounting/Bookkeeping	16,710.60
604 Research	2,584.31
Total 600 Legal & Professional Fees	81,948.39
620 Office/General Administrative Expenses	
510 Bank Charges	1,459.46
535 Insurance	2,234.00
565 Office Supplies	19,304.54
586 Postage	920.14
587 Office Rent	14,000.00
588 Office Technology/Equipment	1,988.93
621 Dues & Subscriptions	251.32
622 Marketing & Communications	
581 Communications	454.19
583 Promotion/Graphics	7,622.39
584 Newspaper/Magazines	1,730.00
585 Stationary & Printing	8,950.08
Total 622 Marketing & Communications	18,756.66
Total 620 Office/General Administrative Expenses	58,915.05
Total Expenses	\$1,120,514.29
Net Operating Income	\$338,473.80
Net Income	\$338,473.80

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North Dakota Trade Office
Statement of Cash Flows
July 2005 - May 2007

	Total
OPERATING ACTIVITIES	
Net Income	338,473.80
Adjustments to reconcile Net Income to Net Cash provided by operations:	
106 Accounts Receivable	-17,020.38
110 Prepaid Expenses	-3,917.00
205 Accounts Payable	4,599.48
207B Credit Cards Payable:James Burgum CC	1,179.00
207A Credit Cards Payable:Susan Geib-CC	60.75
206 Accrued Expenses	0.00
275 Clearing Account	0.00
250 Deferred Revenue	27,654.78
201 Payroll Tax Payable	6,942.26
Net cash provided by operating activities	\$357,972.69
INVESTING ACTIVITIES	
125 Interest Receivable	-43.16
Net cash provided by investing activities	\$ -43.16
FINANCING ACTIVITIES	
265 Global Conf Reg Fee - Mar 2009	62.50
Opening Balance Equity	0.00
Net cash provided by financing activities	\$62.50
Net cash increase for period	\$357,992.03
Cash at beginning of period	71,912.08
Cash at end of period	\$429,904.11

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Appendix 34 – Regional Economic Modeling, Inc. Report



Regional Economic Models, Inc.

North Dakota

Impact of International Trade Office

Prepared By

North Dakota Department of Commerce

Using

Regional Economic Models, Inc.

August 29, 2006

306 Lincoln Avenue Amherst, MA 01002
Telephone: (413) 549-1169 Fax: (413) 549-1038
e-mail: info@remi.com

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Since 1980, **REMI** has become the **leading tool for economic impact and policy analysis**, providing users with detailed estimates of changes to national and local economies. It is widely used by state governments, consulting firms, universities, public utilities and others. North Dakota’s model has been calibrated specifically to simulate the real economy of our state by using hundreds of historical economic data sets.

The following summary illustrates the **economic impacts** that are forecasted to North Dakota’s economy as a result of increased exports over the past 12 months from companies that are working with the International Trade Office.

Additional Benefits


Year	2006
Increased Exports Millions \$	41.82
Direct Employment	212
Indirect Employment	144
Total New Employment	356
Gross State Product Millions \$	18.7
Personal Income Millions \$	10.9
State Tax Revenues Millions \$	1.8

Appendix 35 – SF 424 Application for Federal Assistance

SF-424

OMB Approval No. 0348-0043

Application for Federal Assistance

1. Type of Submission		2. Date Submitted	Applicant Identifier
Application Construction <input checked="" type="checkbox"/> Non-Construction	Preapplication Construction Non-Construction	3. Date Received by State	State Application Identifier
		4. Date Rec'd by Fed. Agen	Federal Identifier
5. Applicant Information			
Legal Name North Dakota Trade Office		Organizational Unit:	
Address (including City/County/State/Zip): 112 University Drive Suite #260 Bismarck, ND 58102		Name/phone/email of person to be contacted regarding application: Cherie Harms, Development Director 701471-2704 Cherie@ndto.com	
6. Employer Identificatin Number (EIN):		7. Type of Applicant (enter appropriate code):	
8. Type of Application _X_ New ___ Continuation ___ Revision		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Inst. Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (specify) Public- Private 501 c 6 Non profit	
9. Name of Federal Agency: U.S. Department of Commerce			
10. Catalog of Fed. Domestic Assistance Nu Market Development Cooperator Program 11-112			
12. Areas Affected by Projec (industry/markets) Agricultural Equipment Manufacturing and Ukraine		11. Descriptive Title of Applicant's Project: Ukraine Agricultural Equipment Export Expansion	
13. Proposed Project		14. Congressional Districts of:	
Start Date	Ending Da	a. Applicant	b. Project
November 2007	October 2010	North Dakota	North Dakots
15. Estimated Funding:		16. Is Application Subject to Review by State Executive Order 12372 Process?	
a. Federal	128,898	a. Yes. This application was made available to the State Executive Order 12372 process for review on: Date: _____ b. No. <input checked="" type="checkbox"/> Program is not covered by E.O. 12372. ___ Or, program has not been selected by state for review.	
b. Applicant	128,898		
c. State	0		
d. Local	0		
e. Other	50,200		
f. Program Income	83,500	17. Is Applicant Delinquent On Any Federal Debt?	
g. TOTAL	391,496	___ Yes. If "yes," attach an explanation. <input checked="" type="checkbox"/> X	
18. To the best of my knowledge and belief, all data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Type Name of Authorized Representative Susan Geib		b. Title Executive	c. Telephone Number/Email: (701) 235-2628 susan@ndto.com
d. Signature of Authorized Representative 		e. Date Signed 7/10/2007	

Do not fill-in shaded areas.

Prescribed by OMB Circular A-102

Standard Form 424 (Rev. 7-97)

Appendix 36 – SF 424B Assurances – Non-Construction Programs

OMB Approval No. 4040-0007
Expiration Date 04/30/2008

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

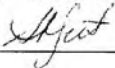
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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Prescribed by OMB Circular A-102

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov </p>	<p>* TITLE</p> <p><input type="text"/></p>
<p>* APPLICANT ORGANIZATION</p> <p><input type="text"/></p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

Standard Form 424B (Rev. 7-97) Back

Appendix 37 – CD 511 Certifications Regarding Debarment, Suspension, and Other Responsibility Matters

FORM CD-511 (REV 1-05)	U.S. DEPARTMENT OF COMMERCE
CERTIFICATION REGARDING LOBBYING	
<p>Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.</p>	
<p>LOBBYING</p> <p>As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:</p> <p>(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.</p> <p>(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p> <p>(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> <p>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.</p>	<p>Statement for Loan Guarantees and Loan Insurance</p> <p>The undersigned states, to the best of his or her knowledge and belief, that:</p> <p>In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p> <p>Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.</p>
<p>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.</p>	
NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Appendix 38 – SF LLL Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

The North Dakota Trade Office has not been involved in any direct lobbying efforts -

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Appendix 39 – Determination of Eligibility Letter



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

21 April 2005

Ms. Cherie Harms
North Dakota Trade Office
815 N. Mandan Street
Bismarck, ND

Cherieharms@aol.com

Dear Ms. Harms:

This letter certifies that North Dakota Trade Office (NDTO) is eligible to apply for a Market Development Cooperator Program ("MDCP") award.

Please keep this letter on file. If you decide to apply for an MDCP award in the future, include a copy of this letter in your application. Between the time you requested this eligibility determination and the time you submit any future application, if nothing changes that would affect NDTO's eligibility such as a change in bylaws, charter, tax-exempt status, or articles of incorporation, NDTO will continue to be eligible to receive an MDCP award. In such case, this letter is all the documentation of eligibility that you will need to include in a future application.

If you have any further questions, contact Patricia Gershanik by telephone at 202-482-3858, or by fax at 202-482-4462. You may also reach Ms. Gershanik via email at Patricia_Gershanik@ita.doc.gov. Our webpage is www.export.gov/mdcp.

Sincerely,

A handwritten signature in blue ink that reads "Brad Hess".

Brad Hess
Manager
Market Development Cooperator
Program



Appendix 40 – North Dakota Media Contacts

Active Press	submit@activepress.com
Adams County Record	acrnews@ndsupernet.com
Anderson Broadcasting (Jeff Alexander)	jalexand@btinet.net
Associated Press	apbismarck@ap.org
AP Fargo	dkolpack@ap.org
Beulah Beacon	beacon@nd-bhginc.com
BHG Editors	editors@nd-bhginc.com
Bismarck Tribune (Lauren Donovan)	lauren@westriv.com
Bismarck Tribune (Tony Spilde)	tony.spilde@bismarcktribune.com
Bottineau Courant	courant@utma.com
Brenden Timpe - GF Herald	btimpe@gfherald.com
cassreporter@casselton.net	cassreporter@casselton.net
ccr@utma.com	ccr@utma.com
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coalnews@westriv.com	coalnews@westriv.com
Comcast	gtoffbergman@comcast.net
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Dale Wetzel (E-mail)	dwetzel@ap.org
dcleader@drtel.net	dcleader@drtel.net
dgunderson@mpr.org	dgunderson@mpr.org
Dickinson Press (Alan Reed)	areed@thedickinsonpress.com
Edgeley Mail	info@edgeleynd.com
editor@polarcomm.com	editor@polarcomm.com
edunn@ndsupernet.com	edunn@ndsupernet.com
Elijah Cornell	ecornell@state.nd.us
enderlinindependent@corpcomm.net	enderlinindependent@mlgc.com
Eric Aarndt	kzzyfm@stellarnet.com
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Fargo Forum (Mary Jo Almquist)	malmquist@forumcomm.com
Fargo Forum (Janell Cole)	forumcap@btinet.net
Fargo Forum (Mark Merck)	mmerck@forumcomm.com
Fargo Forum (Matt Vonpinnon)	mvonpinnon@forumcomm.com
Farm and Ranch Guide	mconlon@farmandranchguide.com
farmerspress@stellarnet.com	farmerspress@stellarnet.com
finder@ndsupernet.com	finder@ndsupernet.com
gale@tiogand.com	gale@tiogand.com
gcn@westriv.com	gcn@westriv.com
Grand Forks Herald	erineheart@gfherald.com
Grand Forks Herald (Brad Dokken)	bdokken@gfherald.com
Grand Forks Herald (Jaime DeLage)	jdelage@gfherald.com
Grand Forks Herald (Kim Deats)	kdeats@gfherald.com
Grand Forks Herald (Kris Schneider Amundson)	kschneider@gfherald.com
Grand Forks Herald (Rona Johnson)	rjohnson@gfherald.com
Grand Forks Herald (Mikel Pates)	mpates@gfherald.com
Gretchen Ruethling	gretchenr@nytimes.com
Griggs County Sentinel Courier	gcsccourier@invisimax.com
Gunnard	gunnard@702com.net
gutimes@westriv.com	gutimes@westriv.com
gvnews@midstate.net	gvnews@midstate.net
Hazen Star (Brian Gehring)	khill@westriv.com
hdeutscher@prairiepublic.org	hdeutscher@prairiepublic.org
hherald@westriv.com	hherald@westriv.com

High Plains Reader
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homestead@napoleonnd.com
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independ@restel.net
info@lintonnd.com
Jamestown Sun
Jamestown Sun (Holly)
jheier@csg.org
jnelson@kxnet.com
John Wylie
journal@crosbynd.com
jshaw@kvrr.com
KCNN
KCSI TV (Chris Sheppard)
KCSI-TV
KDDR
Kelly Hessedal (WDAY)
KFGO Radio (Don Haney)
KFNW-AM
KFYR (Amber Poulson)
KFYR TV (Dick Heidt)
KFYR TV (Jody Kerzman)
KHND Radio of Harvey
KNDK
KNDX TV of Bismarck
KNOX (Mike McNamara)
KNP (Krista Carman)
KNP (Marcus Veazey)
KQCD TV
KQDY
KROX
KSJB-AM
Larry Vavroch (KDFR Radio)
Business Report (Denise Hahne)
Prairie Business (Rick Killion)
Frederick Baehner
Andrea Collin
KVLV-TV of Fargo
KXMA-TV of Dickinson
Lakota Journal
Lamoure Chronicle
Los Angeles Times (Stephanie Simon)
Mark Wolski - Bureau of National Affairs
Mary Clare Jalonick (AP Regional)
mcf@watfordcitynd.com
McLean County Journal
mdnews@ndweb.com
mhatimes@mhanation.com
Michael George (KFYR-TV)
Minot Daily (Karel Sovak)
Minot Daily (Kent Olson)
msrvrjnl@ndak.net
NDSU Spectrum (Amy Oster)

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journal@crosbynd.com
jshaw@kvrr.com
doug@knoxradio.com
chris@kcsitv.com
news@kcsitv.com
kddr@drtel.net
hessedal@hotmail.com
news@kfgo.com
news@kfnw.org
apoulson@kfyrtv.com
dheidt@kfyrtv.com
jkerzman@kfyrtv.com
khndstudio@gondtc.com
kndk1080@utma.com
kndx@westdakotafox.com
mac@knoxradio.com
Krista.Carman@dutkogroup.com
mveazey@k-n-p.com
cschneider@kqcd.com
bigdog@daktel.com
maryann_simmons@hotmail.com
klloyd@ksjbam.com
kdfrr@familyradio.org
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turtle@westriv.com
mdnews@ndweb.com
mhatimes@mhanation.com
mgeorge@kfyrtv.com
ksovak@ndweb.com
kolson@ndweb.com
msrvrjnl@ndak.net
Amy.m.oster@ndsu.edu

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New England	therald@ndsupernet.com
New Rockford Transcript	transcript@stellarnet.com
New Salem Journal	nsjournal2000@yahoo.com
news@midweek-pioneer.com	news@midweek-pioneer.com
news@waterchat.com	news@waterchat.com
ntnews@restel.net	ntnews@restel.net
oakestms@drtel.net	oakestms@drtel.net
Odney (Patrick Finken)	pfinken@odney.com
Omaha World Herald (David Hendee)	david.hendee@owh.com
Patricia Stockdill	stockpat@restel.net
pctrugby@stellarnet.com	pctrugby@stellarnet.com
Prairie Business Week	rick@prairiebizmag.com
Prairie Public	wennblom@prairiepublic.org
rcf1@ndak.net	rcf1@ndak.net
Red River Farm Network	don@rrfn.com
redhead@drtel.net	redhead@drtel.net
Reuters (Karen Pierog)	karen.pierog@reuters.com
RGA (Ben Jenkins)	bjenkins@rga.org
Richland County News Monitor	monitor@rrt.net
Ryan Cunningham	live@amfmradio.biz
scott@wday.com	scott@wday.com
scpress@mlgc.com	scpress@mlgc.com
standard@ndak.net	standard@ndak.net
star@westriv.com	star@westriv.com
State Tax News	ksetze@tax.org
Strafford Publishing (Tonya Brown)	editors@straffordpub.com
sue@mandan-news.com	sue@mandan-news.com
tab@rcgazette.com	tab@rcgazette.com
tcrecordherald@stellarnet.com	tcrecordherald@stellarnet.com
Teri Finneman	tfinneman@forumcomm.com
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thompson@prairiepublic.org	thompson@prairiepublic.org
tmstar@utma.com	tmstar@utma.com
Toby Burke	jburke@who.eop.gov
Todd McDonald (ND Public Radio)	tmcdonald@prairiepublic.org
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tribune@nccray.com	tribune@nccray.com
tribune@polarcomm.com	tribune@polarcomm.com
Turtle Mountain Times	thetimes@utma.com
Valley City Times-Record	treditor@daktel.com
valleynv@polarcomm.com	valleynv@polarcomm.com
Velva Voice	yournews@stellarnet.com
Wahpeton Daily News	karens@wahpetondailynews.com
Walsh County Record	todd@wcrecord.com
Washburn Leader-News; Center Republican; Underwood	bhgnews@westriv.com
WDAY (Al Aamodt)	alaamodt@wday.com
WDAZ-TV of Grand Forks	tv@wdaz.com
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The Red River Buzz (Jason Spiess)	jasonspiess@redriverbuzz.com