



## United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Glacial Ridge National Wildlife Refuge  
17788 349th St. SE  
Erskine, Minnesota 56535  
(218) 687-2229

[https://www.fws.gov/refuge/glacial\\_ridge/](https://www.fws.gov/refuge/glacial_ridge/)



Glacial Ridge National Wildlife Refuge (NWR) is offering, to all eligible applicants, an opportunity to enter into a Cooperative Agricultural Agreement (CAA) to conduct grazing on specified units of the Refuge. Grazing will be used to manage the grassland habitat and improve conditions for nesting migratory birds. Information regarding site specific treatments can be found on the following *Notice of Cooperative Agriculture Opportunity*.

In order to be considered, applicants must complete the Commercial Activities Special Use Permit Application (FWS Form 3-1383-C), read and accept the Special Conditions, and fill out and return the attached Bid Sheet (FWS Form 3-1384).

If selected, the successful cooperator will be issued a Special Use Permit for a 3-year period.

Information on the grazing units and bid forms can be accessed at the following website:

[https://www.fws.gov/refuge/glacial\\_ridge/](https://www.fws.gov/refuge/glacial_ridge/)

Information can also be obtained in person at the Rydell/Glacial Ridge Refuge office located at:

17788 349th St. SE  
Erskine, MN 56535

### Instructions for applying:

- On the Commercial Activities Special Use Permit Application, complete numbers **1b-12, 21 and sign 31**.
- Review the *Notice of Cooperative Agricultural Opportunity*, specifically noting grazing timing, stocking rates, etc.
- Review the *Special Conditions* and sign at the bottom certifying you have read and accept them.
- Complete and sign the attached two-page *Bid Sheet*.
- By March 17, 2026 return all of the information to:

Glacial Ridge NWR  
Attn: Grazing Bid  
17788 349th St. SE  
Erskine, MN 56535

- All bid packages must be **RECEIVED** by Friday March 17, 2026

### Selection Criteria:

Successful applicants will be selected using the following selection criteria.

- Total amount of bid
- Ability to carry out grazing as specified

Both successful and unsuccessful applicants will be contacted no later than March 20, 2026.

For more information or if you have questions, please contact:

Gregg Knutsen (218) 687-2229 or (218) 686-4329 (*mobile*)

# Glacial Ridge NWR

## *Notice of Cooperative Agriculture Opportunity*

Unit Name: Glacial Ridge NWR County: Polk Section: 17

Management Activity: Grazing Township: 149 N. Range: 44 W.

Acres: ~3,706 Dates: May - Aug # Animals: 100c/c, 2 bulls AUMs: 355

### General Unit Description:

Glacial Ridge National Wildlife Refuge in Polk County is approximately 23,000 acres of native prairie, restored grasslands, scattered brush, and interspersed wetlands. Approximately 5,190 acres of the Refuge are fenced for grazing; divided into 12 pastures that range in size from ~ 87 to 1,021 acres each.

The center-most part of the Refuge is about 7 miles west of Mentor, MN. The Refuge lies to the S. of US Hwy 2 and is bisected by State Hwy 32 and Co. Rd. 45. Gravel roads border at least a portion of each of the 7 grazing units. Between 2026-2028, grazing will occur in the following location: Kertsonville Twp., Sec. 2; and Tilden Twp., Sec. 8, 9, 16, 17, 18, 19, 20, and 21.

### Management Objectives:

- 1) Increase structural heterogeneity in warm-season grass stands
- 2) Litter reduction and grazing/trampling of brush and young woody vegetation
- 3) Increase nutrient cycling and promote natural processes
- 4) Promote grazing/trampling of invasive wetland plants (reed canarygrass and cattail)

### Management Specifications:

The Refuge will be rotationally grazed throughout the early growing season and into late summer over a period of 90 days each year. Turn-in will be in early-mid May, depending on weather and/or range conditions and will continue through early August. The Special Use Permit will be written for a 3-year period based on management objectives. Rotation for 2026 - 2028 will be as follows:

<p><b>2026</b>  Oxcart D (339 acres) ~30 days  Oxcart C (335 acres) ~30 days  Oxcart B (225 acres) ~30 days  <b>899 total acres</b></p>	<p><b>2027</b>  Kertsonville (310 acres) ~30 days  East Haul A (442 acres) ~30 days  East Haul B (632 acres) ~30 days  <b>1,384 total acres</b></p>	<p><b>2028</b>  Oxcart A (1,021 acres) ~60 days  Prairie Chicken (402 acres) ~ 30 days  <b>1,423 total acres</b></p>
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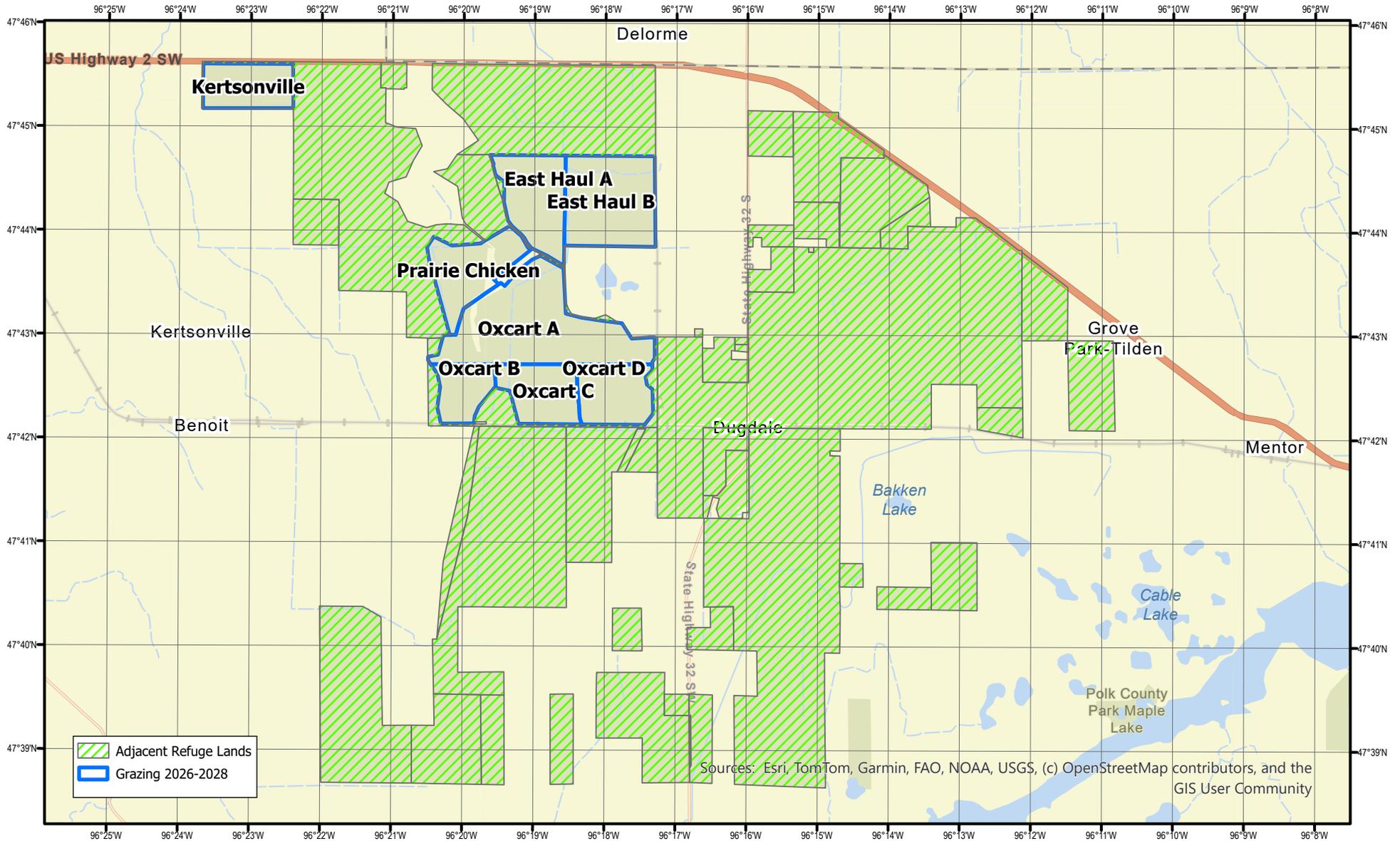
**Other Information:**

Glacial Ridge NWR has good access with maintained gravel and paved roads bordering the grazing units. The exterior boundary fence is primarily 3-strand barbed wire, and interior fence consists of one-strand high tensile in good condition. Fence maintenance will be the cooperator's responsibility for the duration of the permit. Gate locations and other details are available upon request.

**See Special Conditions for other requirements.**

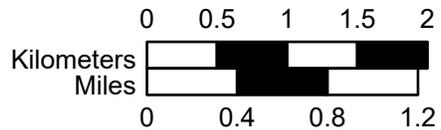


# Glacial Ridge National Wildlife Refuge Grazing Units 2026-2028



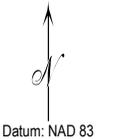
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Erskine, Minnesota  
Produced: February 24, 2026  
Basemap: ESRI Road Map  
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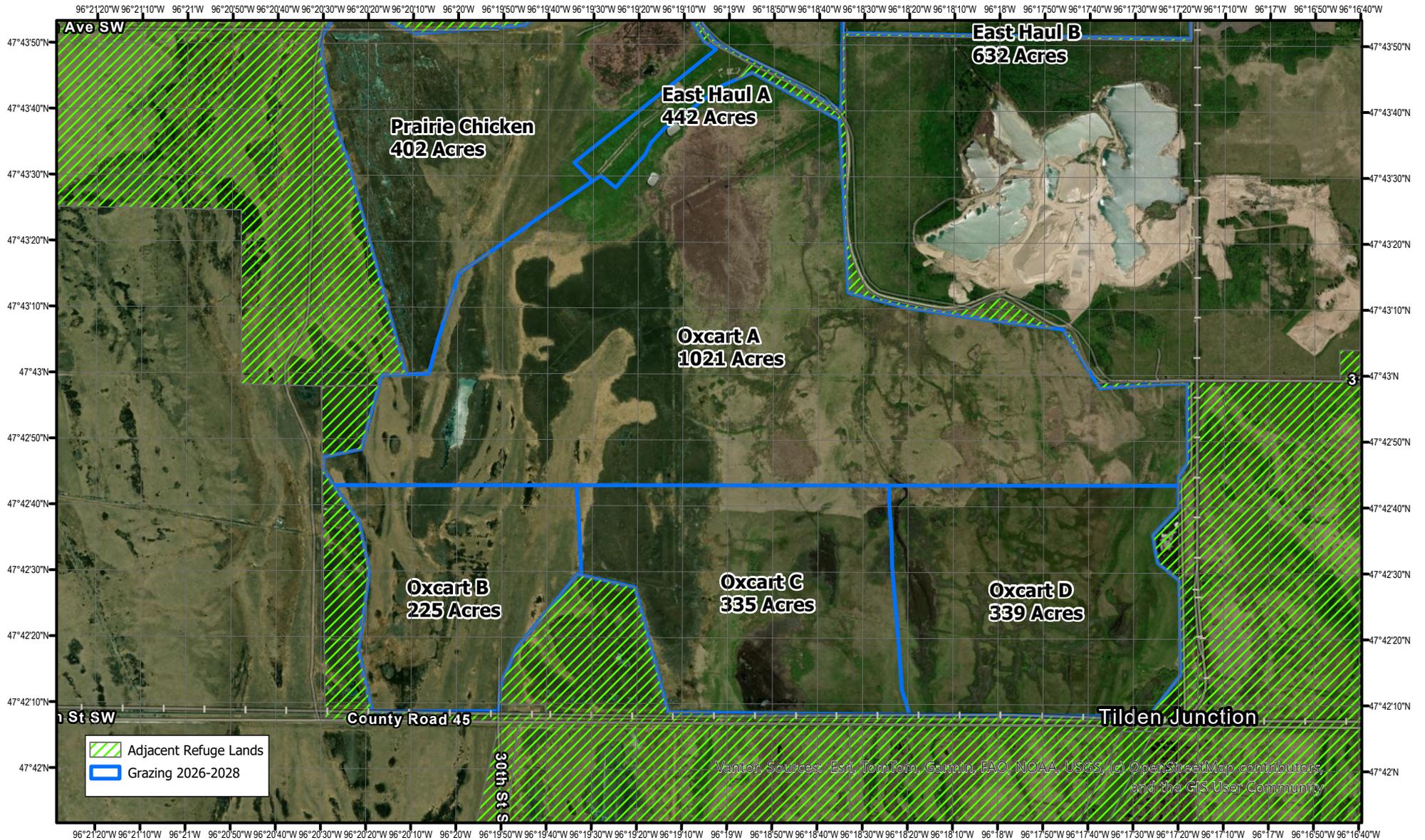
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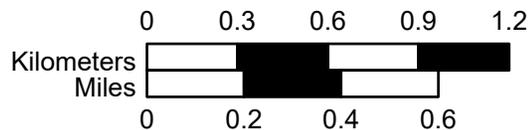


U.S. Fish & Wildlife Service

# Glacial Ridge National Wildlife Refuge Grazing Units 2026-2028

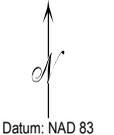


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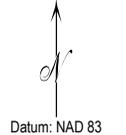


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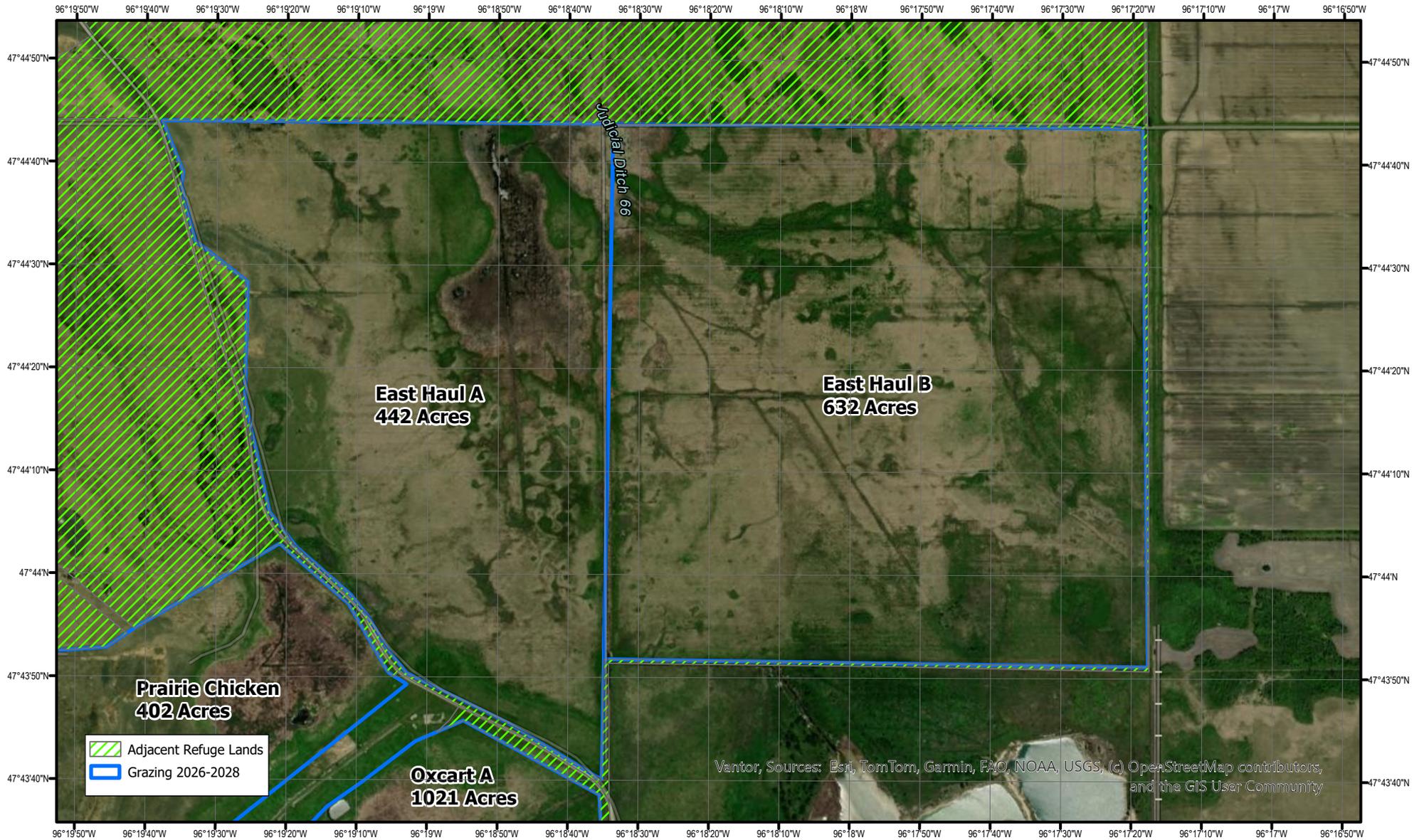
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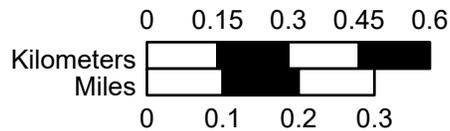
U.S. Fish & Wildlife Service

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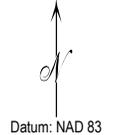
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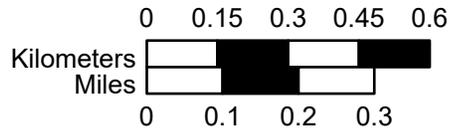
U.S. Fish & Wildlife Service

# Glacial Ridge National Wildlife Refuge Grazing Units 2026-2028



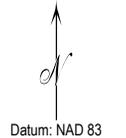
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# Commercial Activities Special Use Permit Application

**Refuge Name:**

**Address:**

**Attn: (Refuge Official)**

**E-Mail:**

**Phone #:**

**For Official Use Only:**

**Approved Permit #:**

**Station #:**

**Permit Term: from**  **to**

**Note: We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.**

- 1a) Identify the type of Permit you are applying for: **New**  **Renewal**  **Modification**  **Other**
- 1b) Have you applied, or do you intend to apply, to any other refuges for this same activity?  **Yes**  **No**
- 1c) If yes, which refuges?

## Applicant Information

2) Full Name:  3) Title:

4) Business Name:

5) Physical Address:

City/State/Zip:

6) Mailing Address: (if different than above)

City/State/Zip:

7) Business Phone #:  8) Business Fax #:

9) E-mail:  10) Business Tax ID #:

11a) Within the past 5 years, has the company (entity), its owners, or any employees who have or will be expected to operate on the refuge, been convicted, pled nolo contendere, forfeited collateral, or are currently under charges for any violations of any State, Federal, or local law, or regulations related to fish and wildlife or permit activities?  **Yes**  **No**

11b) If you answered "YES" to question #11a, provide the individual's name, date of charge, charge(s), location of incident, court, and action taken for each violation.

12) List **known** assistants/subcontractors/subpermittees: (Only required if the assistants/subcontractors/subpermittees will be operating on the refuge without the permittee being present. If unknown at time of application we may require this under "special conditions" to permit before approval.)

Name/Business	Address	Phone #

**Activity Information:**

13a) Choose a Commercial Activity: **Guided Recreation**  **Audio/Visual Recording**  **Recreation Events**  **Cabins**   
**Transportation Services**  **Agricultural Use**  **Marine Salvage/Storage**  **Mineral Lease**  **Other**

13b) Specify Type of Activity if 'Other' was chosen:

**Note: Depending on the activity for which you are requesting a permit, we may ask you for the following activity information. Please contact the refuge where the activity is being conducted to determine what information is required.**

14) Describe activity by specifically identifying timing (occupancy timeline), frequency, and how the activity is expected to proceed:

Grazing, following all of the specifications and special conditions found on the bid package information sheet.

15) Specifically identify location(s) and/or attach a map: (GPS location(s) preferred)

N/A

16) If drones are necessary, describe why the drone is needed and provide specifics on how it will be used:

N/A

17) For Guided Operations estimate number of clients if applicable: Per Day  Per Season

18) Inquire with refuge if Plan of Operation is required. Is a Plan of Operation attached? Yes  No  N/A

19) Inquire with refuge if a trip schedule is required. Is a trip schedule attached? Yes  No  N/A

### License/Insurance Coverage/Certification/Permit

**Note: Contact the refuge where the activity is going to be conducted to determine if we will require any type of license(s), insurance(s), certification(s), or permit(s). We may process this Special Use Permit while the applicant obtains them.**

20) List and attach a copy of any **licenses** you have for equipment operation (i.e., aviation or commercial boats), pesticide application(s), transporters, or others, if required:

License Type	Number	Expiration Date
N/A		

21) List and attach any **insurance coverage(s)** you have such as general liability, aviation, grounding liability, contaminants applicator, medical evacuation, or others, if required:

Insurance Type	Carrier	Expiration Date

22) List and attach any **certifications** you have such as rat free, hull inspections, CPR/First Aid, or others, if required:

Certificate Type	Expiration Date
N/A	

23) List and attach other Federal, State, or Tribal **permits**, if required:

Permit Type	Permit Number	Expiration Date
N/A		

## Logistics and Transportation

**Note: We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.**

24a) Does the activity require personnel to stay overnight on the refuge? Yes  No  N/A

24b) If yes, list names of personnel involved:

List Names	List Names	List Names	List Names
N/A			

25) Identify and describe all major equipment/gear and materials needed for activity, if required:

N/A

26a) Provide detailed information on the logistics for onsite, intersite, and/or ship-to-shore transportation to or on the refuge, if required:

N/A

26b) Provide descriptions, license plate and/or identification numbers of vehicles used for onsite transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #
N/A			

26c) Provide descriptions, license plate and/or identification numbers of vehicles used for intersite transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #
N/A			

26d) Provide descriptions, license plate and/or identification numbers of vehicles used for ship to shore transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #
N/A			

27a) Is fuel cache needed? Yes  No  N/A

27b) Specific location(s) of fuel caches: (GPS Coordinates preferred)

N/A

28) Is a Safety Plan attached?  
Yes  No  N/A

### Work and Living Accommodations

29) Specifically describe onsite work and/or living accommodations, including spike camps:

N/A

30) Specifically describe on or offsite hazardous material storage or other on or offsite material storage space: (Including on and offsite fuel caches.)

N/A

**Sign, date, and print this form and return it to the refuge for processing. By signing this application, I agree my operations will conform to the information I have provided in this application, and I understand that any deviations or changes to this information must receive prior written approval.**

31) Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

## NOTICES

No Members of Congress or Resident Commissioner shall participate in any part of this contract or to any benefit that may arise from it, but this provision shall not pertain to this contract if made with a corporation for its general benefit.

The Permittee agrees to be bound by the equal opportunity "nondiscrimination in employment" clause of Executive Order 11246.

## PRIVACY ACT STATEMENT

**Authority:** The information requested is authorized by the National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-ee) and the Refuge Recreation Act (16 U.S.C. 460k-460k-4).

**Purpose:** To collect the applicant's information to process permits allowing for commercial activities such as: guiding hunters, anglers or other outdoor users; commercial filming; agriculture; rental of cabins and trapping while on the National Wildlife Refuge System.

**Routine Uses:** The information will be used by the refuge's administrative office for processing Commercial Activity Special Use permits. More information about the routine uses may be found in the Systems of Records Notice, FWS-5 National Wildlife Refuge Special Use Permits.

**Disclosure:** Providing the information is voluntary. However, submission of information is required to process and approve commercial activity usage on the National Wildlife Refuge System.

## PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to evaluate the qualifications, determine eligibility, and document permit applicants and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. The information that you provide is required to obtain or retain a benefit; however, failure to provide all required information is sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this information collection and assigned control number 1018-0102.

## ESTIMATED BURDEN STATEMENT

The public reporting burden for this information collection varies based on the requested specific refuge use. We estimate the relevant public reporting burden for the Commercial Activity Special Use Permit Application form to average 4 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Service Information Collection Clearance Officer, Division of Policy, Performance, and Management Programs, Fish and Wildlife Service, Mail Stop BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803. Please do not send your completed form to this address.

## GENERAL CONDITIONS AND REQUIREMENTS

- 1) **Responsibility of Permittee:** The permittee, by operating on the premises, shall be considered to have accepted these premises with all facilities, fixtures, or improvements in their existing condition as of the date of this permit. At the end of the period specified or upon earlier termination, the permittee shall give up the premises in as good order and condition as when received except for reasonable wear, tear, or damage occurring without fault or negligence. The permittee will fully repay the Service for any and all damage directly or indirectly resulting from negligence or failure on his/her part, and/or the part of anyone of his/her associates, to use reasonable care.
- 2) **Operating Rules and Laws:** The permittee shall keep the premises in a neat and orderly condition at all times, and shall comply with all municipal, county, and State laws applicable to the operations under the permit as well as all Federal laws, rules, and regulations governing national wildlife refuges and the area described in this permit. The permittee shall comply with all instructions applicable to this permit issued by the refuge official in charge. The permittee shall take all reasonable precautions to prevent the escape of fires and to suppress fires and shall render all reasonable assistance in the suppression of refuge fires.
- 3) **Use Limitations:** The permittee's use of the described premises is limited to the purposes herein specified and does not, unless provided for in this permit, allow him/her to restrict other authorized entry onto his/her area; and allows the U.S. Fish and Wildlife Service to carry on whatever activities are necessary for: (1) protection and maintenance of the premises and adjacent lands administered by the U.S. Fish and Wildlife Service; and (2) the management of wildlife and fish using the premises and other U.S. Fish and Wildlife Service lands.

- 4) **Transfer of Privileges:** This permit is not transferable, and no privileges herein mentioned may be sublet or made available to any person or interest not mentioned in this permit. No interest hereunder may accrue through lien or be transferred to a third party without the approval of the Regional Director of the U.S. Fish and Wildlife Service and the permit shall not be used for speculative purposes.
- 5) **Compliance:** The U.S. Fish and Wildlife Service's failure to require strict compliance with any of this permit's terms, conditions, and requirements shall not constitute a waiver or be considered as a giving up of the U.S. Fish and Wildlife Service's right to thereafter enforce any of the permit's terms or conditions.
- 6) **Conditions of Permit not Fulfilled:** If the permittee fails to fulfill any of the conditions and requirements set forth herein, the U.S. Fish and Wildlife Service shall retain all money paid under this permit to be used to satisfy as much of the permittee's obligation as possible.
- 7) **Payments:** All payment shall be made on or before the due date to the local representative of the U.S. Fish and Wildlife Service by a postal money order or check made payable to the U.S. Fish and Wildlife Service.
- 8) **Termination Policy:** At the termination of this permit the permittee shall immediately give up possession to the U.S. Fish and Wildlife Service representative, reserving, however, the rights specified in paragraph 11 below. If he/she fails to do so, he/she will pay the U.S. Fish and Wildlife Service, as liquidated damages, an amount double the rate specified in this permit for the entire time possession is withheld. Upon yielding possession, the permittee will still be allowed to reenter as needed to remove his/her property as stated in paragraph 11 below. The acceptance of any fee for the liquidated damages or any other act of administration relating to the continued tenancy is not to be considered as an affirmation of the permittee's action nor shall it operate as a waiver of the U.S. Fish and Wildlife Service's right to terminate or cancel the permit for the breach of any specified condition or requirement.
- 9) **Revocation Policy:** The Regional Director of the U.S. Fish and Wildlife Service may revoke this permit without notice for noncompliance with the terms hereof, or for violation of general and/or specific laws or regulations governing national wildlife refuges, or for nonuse. It is at all times subject to discretionary revocation by the Director of the Service. Upon such revocation the U.S. Fish and Wildlife Service, by and through any authorized representative, may take possession of said premises for its own and sole use, and/or may enter and possess the premises as the agent of the permittee and for his/her account.
- 10) **Damages:** The U.S. Fish and Wildlife Service shall not be responsible for: any loss or damage to property including but not limited to crops, animals, and machinery; injury to the permittee or his/her relatives or to the officers, agents, employees, or any other(s) who are on the premises from instructions; the sufferance from wildlife or employees or representatives of the U.S. Fish and Wildlife Service carrying out their official responsibilities. The permittee agrees to hold the U.S. Fish and Wildlife Service harmless from any and all claims for damages or losses that may arise to be incident to the flooding of the premises resulting from any associated government river and harbor, flood control, reclamation, or Tennessee Valley Authority activity.
- 11) **Removal of Permittee's Property:** Upon the expiration or termination of this permit, if all rental charges and/or damage claims due to the U.S. Fish and Wildlife Service have been paid, the permittee may, within a reasonable period as stated in the permit or as determined by the U.S. Fish and Wildlife Service official in charge, but not to exceed 60 days, remove all structures, machinery, and/or equipment, etc., from the premises for which he/she is responsible. Within this period the permittee also must remove any other of his/her property including his/her acknowledged share of products or crops grown, cut, harvested, stored, or stacked on the premises. Upon failure to remove any of the above items within the aforesaid period, they shall become the property of the U.S. Fish and Wildlife Service.

### INSTRUCTIONS FOR COMPLETING APPLICATION

You may complete the application portion verbally, in person, or electronically and submit to the refuge for review. Note: Please read instructions carefully as not all information is required for each activity. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of a particular item. We may add special conditions or permit stipulations to permit prior to approval.

- 1a-c) Identify if permit application is for new, renewal, or modification of an existing permit, whether or not you have or will be applying to another refuge for the same activity, and for which refuge(s). Permit renewals may not need all information requested. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.
- 2-9) Provide applicant and/or business full name, organization or business name (if applicable), physical and mailing address, phone, fax, and e-mail.
- 10) Provide tax identification number of business or individual.
- 11a-11b) Check box answering the question regarding any violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities, if required. If **you answered yes to question 11a**, supply the detailed information requested in question 11b. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require information on violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities.
- 12) Provide the names and addresses of known assistants, subcontractors, or subpermittees. We may require names and address if the assistants, subcontractors, or subpermittees will be operating on the refuge without the permittee being present. Volunteers, assistants, subcontractors, or subpermittees that are accompanied by the permittee need not be identified.

- 13) Activity type: identify commercial activity type (such as, guided recreation, audio/visual recording, recreational events, agriculture activities such as haying, grazing, crop planting, logging, beekeeping, and other agricultural products, building or occupying cabins, or other commercial uses). Describe other commercial uses if not one of the listed categories. Applicants in Alaska should contact the specific refuge headquarters office where the activity is going to be conducted if you have questions regarding commercial or subsistence activities.
- 14) Describe Activity: provide detailed information on the activity, including timing and occupancy timeline, frequency, how the activity is expected to proceed, etc. Permit renewals may not need activity descriptions if the activity is unchanged from previous permit. Most repetitive activities do not require an activity description for each visit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.
- 15) Location: identify specific location (GPS coordinates preferred) if not at a named facility, and/or attach a map with location. Most repetitive activities may not require identification of a location. In addition, permit renewals may not require a location if the activity is essentially unchanged from the previous permit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if a location is required.
- 16) If a drone will be used for this activity, describe in detail why the drone is necessary to complete the activity and provide specifics on how the drone will be used.
- 17) Estimate number of clients per day or per season.
- 18) Attach a Plan of Operation, if required. Most repetitive activities do not require a Plan of Operations for each visit. In addition, permit renewals may not require a Plan of Operations if the activity is essentially unchanged from the previous permit. Contact the specific refuge headquarters office listed where the activity is going to be conducted to determine if a Plan of Operations is required.
- 19) Attach trip schedule, if required. Most repetitive activities will require trip schedules for each visit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if trip schedules are required.
- 20) Specifically identify types and numbers of licenses and attach a copy, as required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of licenses required, and to coordinate the simultaneous application for multiple types of licenses. We may process this Special Use Permit while licenses are being sought, but we may or may not issue the Special Use Permit until appropriate licenses are obtained.
- 21) Specifically identify names, types, carriers of insurance, and attach copies if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of insurance required, and to coordinate obtaining several types of insurance simultaneously with this permit. We may or may not issue this Special Use Permit while other types of insurance are being obtained.
- 22) Specifically identify types and numbers of other certifications and attach copies if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of certifications required, and to coordinate the simultaneous application of multiple certifications. We may or may not issue this Special Use Permit while other certifications are being obtained.
- 23) Specifically identify types and numbers of other State, Federal or tribal permits and attach copies, if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of permits required, and to coordinate the simultaneous application of multiple State, Federal or tribal permits. We may process this Special Use Permit while other State, Federal or tribal permits are being sought, but we may or may not issue the Special Use Permit until other appropriate State, Federal or tribal permits are obtained.
- 24a-24b) Provide name(s) of any personnel required to stay overnight, if applicable.
- 25) Identify all equipment and materials that will be used, if required. Most repetitive activities do not require a list of equipment. In addition, permit renewals may not require a list of equipment if the event is essentially unchanged from the previous permit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if a list of equipment is required.
- 26a-26d) Describe and provide vehicle descriptions and license plate or identification numbers of all vehicles, including boats and airplanes, if required. Motor vehicle descriptions are only required for permittee vehicle, and/or if the vehicle will be operated on the refuge without the permittee being present. Motor vehicles that are accompanied by the permittee as part of a group (convoy) activity need not be identified if cleared in advance by refuge supervisor. Specifically describe ship-to-shore, intersite (between islands, camps, or other sites) and onsite transportation mechanisms, and license plate or identification numbers, if required.
- 27a-27b) Identify specific location(s) of fuel cache(s) (GPS coordinates preferred), if required.
- 28a-28b) Attach safety plan if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require a safety plan.
- 29) Specifically describe onsite work and/or living accommodations, if required. Include descriptions and locations (GPS coordinates preferred) of spike camps or other remote work and/or living accommodations that are not part of the base of operations. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require descriptions of on-site work and/or living accommodations.

30) Specifically describe onsite or offsite hazardous material storage, or other material storage space (including on and offsite fuel caches), if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require descriptions of hazardous material storage or other on-site material storage.

31) Print the application (if using the fillable version). Date and sign the application and return to refuge for processing. By signing this application, you agree your operations will conform to the information you have provided in this application, and understand that any deviations or changes to this information must receive prior written approval. The refuge official will review and, if approved, fill out a Special Use Permit, sign, and return a copy to you for signature and acceptance.

**SUPPLEMENTAL INSTRUCTIONS FOR USE OF FORM 3-1383-C FOR  
APPLICATIONS FOR COOPERATIVE AGRICULTURE OPPORTUNITIES ON THE NWRS**

14) Describe how your proposed activity, based on your background, knowledge and experience, meets the objective criteria by which the Service will evaluate your application as outlined in the Service's Notice of Cooperative Agricultural Opportunity (Notice). In addition, if applicable, please identify how your proposed activity is different from the description of the cooperative agricultural opportunity outlined in the Notice.

18) Does not need to be filled out at time of application. However, this section must be filled out, in coordination with the Service, after the opportunity is awarded and before applicant begins any cooperative agricultural on the NWRS.

Logistics and Transportation

24a-30) Do not need to be filled out at time of application. However, these sections must be filled out, in coordination with the Service, after the opportunity is awarded and before applicant begins any cooperative agricultural on the NWRS.

**THIS APPLICATION FORM IS NOT VALID AS A PERMIT  
BUT MAY BE USED AS A REFERENCE DOCUMENT ATTACHED TO THE OFFICIAL PERMIT.  
ONLY OFFICIAL REFUGE PERSONNEL MAY ASSIGN A VALID PERMIT NUMBER AND PERMIT TERM  
TO THIS APPLICATION FORM AFTER THE PERMIT HAS BEEN APPROVED.**



**BID SHEET**  
**National Wildlife Refuge System**

**Glacial Ridge National Wildlife Refuge**  
17788 349th St. SE  
Erskine, Minnesota 56535  
(218) 687-2229  
[https://www.fws.gov/refuge/glacial\\_ridge/](https://www.fws.gov/refuge/glacial_ridge/)



**APPLICANT INFORMATION:**

Name (Proposal Submitter): \_\_\_\_\_

Partner Name (if applicable): \_\_\_\_\_

Name of Business or Farm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Work Cell

E-mail Address: \_\_\_\_\_

**BID INFORMATION:**

Write your bid amount for **Glacial Ridge NWR** in the space provided below.

Stocking Rate for 2026:  $(100 \text{ cow/calf pairs} \times 1.2\text{AUE} \times 90 \text{ days}) / 30.4 = 355 \text{ AUM}^*$

Stocking Rate for 2027:  $(100 \text{ cow/calf pairs} \times 1.2\text{AUE} \times 90 \text{ days}) / 30.4 = 355 \text{ AUM}^*$

Stocking Rate for 2028:  $(100 \text{ cow/calf pairs} \times 1.2\text{AUE} \times 90 \text{ days}) / 30.4 = 355 \text{ AUM}^*$

\*Exact AUMs to be determined at end of season

I bid \_\_\_\_\_ per AUM.

**ADDITIONAL INFORMATION**

Describe your ability to respond to any issues that may arise in a timely manner. This should focus on the amount of time from reporting of an issue to you showing up on site to address it.

Describe your experience specific to grazing on national wildlife refuges or comparable conservation lands:

Describe your current livestock operation and operational capacity to fulfill the objectives in compliance with dates and stocking rate, as well as other permit restrictions.

**I have read and, if selected, agree to the permit conditions listed in the bid package. The U.S. Fish and Wildlife Service reserves the right to reject any or all bids.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NOTICES

All information you provide will be considered in reviewing this application. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the permit and may be punishable by fine or imprisonment (18 U.S.C. 1001).

### PRIVACY ACT STATEMENT

**Authority:** The information requested is authorized by the National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-ee) and the Refuge Recreation Act (16 U.S.C. 460k-460k-4).

**Purpose:** To collect the applicant's information to process permits allowing for commercial activities such as: guiding hunters, anglers or other outdoor users; commercial filming; agriculture; rental of cabins and trapping while on the National Wildlife Refuge System.

**Routine Uses:** The information will be used by the refuge's administrative office for processing Commercial Activity Special Use permits. More information about the routine uses maybe found in the Systems of Records Notice, FWS-5 National Wildlife Refuge Special Use Permits.

**Disclosure:** Providing the information is voluntary. However, submission of information is required to process and approve commercial activity usage on the National Wildlife Refuge System.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to evaluate the qualifications, determine eligibility, and document permit applicants and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. The information that you provide is required to obtain or retain a benefit; however, failure to provide all required information is sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this information collection and assigned control number 1018-0102.

### ESTIMATED BURDEN STATEMENT

The public reporting burden for this information collection varies based on the requested specific refuge use. We estimate the relevant public reporting burden for the Commercial Activity Special Use Permit Application form to average 1 hour per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: AMAD-ARM-PPM, Falls Church, VA 22041-3803, or via email to [Info\\_Coll@fws.gov](mailto:Info_Coll@fws.gov). Please do not send your completed form to this address.

# **Special Conditions**

## **Glacial Ridge National Wildlife Refuge**

### **Prescribed Grazing Program**

1. The U.S. Fish and Wildlife Service (USFWS) reserves the right to modify or terminate the SUP if habitat conditions warrant.
2. Noncompliance with any of the conditions in this cooperative agriculture agreement (CAA) could result in an immediate revocation of the CAA by the Refuge Manager. Should this agreement be revoked there will be no refunding of any unused portion of this permit. Revocation of the CAA will result in forfeiture of any future grazing opportunities.
3. Use of minerals (salt or protein) will be allowed per the following: permittee must provide product labeling to the Refuge Manager for approval 30 days prior to animals being placed on site. Minerals must be in a container that minimizes spillage and may not contain insecticide. Minerals will be placed in heavy stands of woody vegetation, Kentucky bluegrass or smooth brome and moved periodically to prevent major ground disturbance. Minerals should not be placed near water.
4. All liability relating to livestock and livestock management to include all persons working for the permittee, whether related, hired, or as a partner is strictly that of the permittee as listed on the SUP. The permittee must have/acquire liability insurance that covers the livestock being grazed on Service Lands. A copy of the liability insurance must be provided to the Refuge Manager.
5. The permittee must be in compliance with the respective state and local livestock health regulations.
6. All equipment for grazing, including ATVs and UTVs, must be clean and free of invasive species plant material including seeds before entering Glacial Ridge NWR. The Refuge Manager reserves the right to inspect and deny the use of any equipment/vehicle/horse etc. that appears to contain invasive species plant material or seeds.
7. The use of pesticides requires U.S. Fish and Wildlife Service approval. The permittee shall provide the Refuge Manager with product labeling and/or the Material Safety Data Sheet 30 days prior to use to provide adequate time to determine approval or disapproval of the product. On-site treatments will not be permitted. Producers must apply approved insecticide 30 days prior to turn in.
8. Any livestock management action including vaccination, branding or dehorning on Service land must be approved by the Refuge Manager.
9. Subletting is not allowed. As approved by the Refuge Manager, partnering with another rancher will be allowed should the number of livestock needed to achieve the desired outcome not be obtainable by a single rancher. If partnering is allowed, the initial permittee will be solely responsible for the total payment, management, liability and all special conditions of the permit.
10. Fence maintenance is the responsibility of the permittee. Any temporary or permanent fence constructed on Glacial Ridge NWR will be property of the USFWS. Fence materials and fence energizers for temporary fence construction and maintenance or permanent fence maintenance will be provided by the USFWS.
11. Methods of supplemental watering must be approved by the Refuge Manager. Water system maintenance is the responsibility of the permittee. Water availability varies by unit. Permittee is encouraged to review anticipated water availability in each unit before bid submittal, to ensure water availability is suitable to their operational needs.
12. The permittee must notify the Refuge Manager of deceased livestock. Deceased livestock must be removed from Service lands within 48 hours of discovery unless other arrangements have been approved by the Refuge Manager.

13. All fences labeled temporary must be removed or lowered to ground level by 2 weeks after animals are removed from the property for the season, and all gates must be secured open at all times when livestock are not on site.

14. Within 2 weeks of removing cattle from the Refuge, the permittee must turn in completed grazing worksheets for each unit grazed. To be considered complete, the worksheet must include the number of animals in the herd, dates the herd were in each unit and estimated forage utilization. Significant deviations from agreed upon grazing schedule must be pre-approved by Refuge Manager.

15. At the start of each grazing season, all cattle will spend 3 days in one of two "quarantine pastures" on the Refuge, before being turned into the first grazing unit. These 3 days will be part of the total season-long grazing period.

16. The permittee agrees that the special conditions specified above are in effect during the first year of operation. If this permit is for more than one year the conditions may be altered or modified annually, following the first year of operation. Changes in the permit must be made prior to the grazing/haying season by an addendum, which is attached to and becomes part of the agreement.

- i. The Service must provide the permittee those changes to the permit prior to February 1<sup>st</sup> of the calendar year by a written addendum.
- ii. The permittee then has until February 15<sup>th</sup> of the calendar year to accept or turn down those changes.
- iii. If the changes are agreed upon by the permittee, the addendum is signed and attached to the SUP and becomes part of the permit. If the changes are not accepted, the selection process will begin again.

17. Animal Unit Equivalent (AUE) conversions are as outlined below:

<u>Class of animal</u>	<u>Factor *</u>
Mature cow	1.00
Cow-Calf pair	1.20
Yearling (9-18 months)	0.70
Weaner calf	0.50
Bull	1.50
Mature sheep or goat	0.20
Ewe w/lamb or nanny w/kid	0.30
Horse or mule	1.20
Bison	1.00

\*Taken from Grazing Fee Rates for Cattle by Selected States and Regions, USDA publication

Animal Unit Month (AUM) will be calculated by multiplying the AUEs by the months grazed (1 month = 30.4 days).

**You will receive a Bill of Collection this fall after the year's grazing season.**

Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

Issuing Official: \_\_\_\_\_ Date: \_\_\_\_\_