



Rural Development  
Finance Corporation  
GROWING COMMUNITIES

PO Box 727, Mandan, ND 58554  
701-663-6501

**Revolving Loan Fund Application  
Meat Processing and Food Supply Chain**

**Instructions:** Application should be completed and submitted by lead financial institution/development agency

**ADDRESS/CONTACT INFORMATION**

<p><b>1. Business/Project Name:</b></p> <p>Contact Person:</p> <p>Mailing Address of Business:</p> <p>Project Address (if different):</p> <p>Phone:</p> <p>Email address:</p> <p>Tax ID Number:</p> <p>UEI #</p>	<p><b>2. Lead Financial Institution/Development Agency:</b></p> <p>Contact Person:</p> <p>Mailing Address of Financial Institution:</p> <p>Phone:</p> <p>Email address:</p>
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**3. Type of Business or Project: (processing, trucking, value added ag, etc.)**

**4. Business Structure: (Corporation, LLC, etc.)**

**5. Project Principals/Management (list officers, directors, owners, other key personnel – use additional sheet, if needed)**

Name	Ownership %	Address	Phone

**6. Purpose of request (include whether project is a start-up or an expansion of existing business - use additional sheets, if needed):**

**7. Meat Processing Applicants Only**

**a. Number of additional animals to be processed per week after project completion and intended market:**

**b. How will or are you inspected (custom exempt, state select, federal)?**

<b>8. No. of employees at business currently:</b>	<b>Full-time</b>	<b>Part-time</b>
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<b>9. No. of jobs to be created:</b>	<b>Full-time</b>	<b>Part-time</b>
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**10. Total project cost (should equal total of sources and uses in #11 & #12): \$**

<b>11. Sources of Funds</b>	<b>Amount</b>
A. Owner's equity	\$
B. Lead Lender	
C. RDFC (up to 80% of lead lender loan amount)	
D.	
E.	
F.	
<b>Total Sources</b>	<b>\$</b>

<b>12. Uses of Funds (if a source is dedicated to a use, please state source by the use)</b>	<b>Amount</b>
A. Building construction or renovation	\$
B. Land acquisition	
C. Machinery & equipment	
D. Inventory purchase	
E. Working Capital	
F. All other (specify)	
<b>Total Uses</b>	<b>\$</b>

**13. Present banking references (only if different from lead lender)**

Financial Institution	Contact person

**14. Trade reference with complete contact information (attach additional sheet if necessary)**

**15. Trade suppliers (list, including address and material/products supplied)**

**16. Key advisors (Provide name, firm or company and complete address)**

Attorney:

Accountant:

Insurance Agent:

**17. For construction/expansion projects:** attach business plan that includes description of business/project including trade area served, kinds of jobs to be created, market and competitors, community impact, justification for seeking financing through the RDFC revolving loan program, and any other information that may help describe the project. Please include 3 years historical and current financials (income statement, balance sheet, and cash flow), if available, and three years projected income statement, balance sheet and cash flow.

**For equipment-only projects** that lead to an increase in processing capacity: please include a description of how the equipment will increase capacity, the intended market, and 3 years historical and current financials (income statement, balance sheet, and cash flow), if available, and three years projected income statement, balance sheet and cash flow.

**Signature of Lead Lender**

The undersigned verifies the above information is correct and grants RDFC authorization to confirm the information contained herein. The undersigned says she/he is duly authorized to verify the foregoing application, that she/he has read the same and is familiar with the statements contained herein and that the same are true in substance and in fact. The undersigned understands this application and its acceptance by RDFC does not guarantee funds from RDFC and that the application may be reviewed by RDFC’s staff and board of directors.

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Checklist of Enclosures:**

**All applicants**

- \_\_\_ A.) Copy of Complete Application
- \_\_\_ B.) Letter of Commitment from a lead lender with loan terms and repayment schedule
- \_\_\_ C.) Letter of Commitment from other loan participants and sources of funds (if applicable)
- \_\_\_ D.) Current balance sheet, income statement and cash flows and two years historical of ultimate loan recipient
- \_\_\_ E.) Annual revenue sources if lead lender is a local EDC /JDA/Regional Councils
- \_\_\_ F.) Three years of projected balance sheet, income statement, and cash flow
- \_\_\_ G.) Resolution or minutes by board to enter into loan with RDFC (if business structure is other than sole proprietorship)
- \_\_\_ H.) Environmental Checklist

**Situational Enclosures**

- \_\_\_ I.) Meat Processors only: Bio of lead operator(s) referencing related experience in meat plant operations
- \_\_\_ J.) Construction/Expansion Projects only: Business plan

Return completed applications to:

[rdc@ndarec.com](mailto:rdc@ndarec.com)

or

RDFC-NDAREC

PO Box 727

Mandan, North Dakota 58554

**U.S. DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT**

**ENVIRONMENTAL INFORMATION**

The purpose of this document is to assist RD staff in collecting adequate information to determine what level of environmental review is necessary. Depending on the information provided, the Agency may request additional information. All answers need to be supported by appropriate documentation, check marks are not sufficient support. Potentially helpful links are provided in blue, these are not an exhaustive or comprehensive list of resources.

**Yes**

**No**

**1. APPLICANT NAME:**

**2 . ADDRESS: Physical location of the property (include legal description if farmland):**

**3. MAP. Please provide an aerial map showing the building /lot/exact location for all project types, please indicate on map any potential trenching or other ground disturbance. Is map attached?**

**4. DETAILED PROJECT DESCRIPTION (Describe how proposed funds will be used. If project involves construction, whether interior or exterior or renovations, please describe in detail. For renewable energy systems such as solar panels be specific on type of system (fixed tilt, tracking, mounting & structure, i.e. ballasted, 3" pile driven, concrete, screws, etc.):**

**5. SIZE OF THE PROJECT & SITE: Please indicate the size (acres) of your project and how the project will impact the site including roads, right of ways, utilities, or other impacts. Example: Renewable energy solar project should include sq. ft, linear ft, number of installed units/panels/buildings, and details regarding any trenching or ground disturbance to be completed.**

**6. Will the project involve construction without any ground disturbance? (i.e. roof mounted solar)**

**6a. If no ground disturbance, please provide land use, land ownership, & description (i.e. industrial, residential, wooded, grasslands, etc.).**

**6b. If ground disturbance is expected, provide descriptive info, including if the project site was previously disturbed (i.e. previous structure, excavation, cultivation).**

7. What is the zoning for the project location?		
8. Will the project be located in/on a building that is more than 50 years old?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the project be located within the viewshed of a building that is a least 50+ years old?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the building or project site listed on the State/National Register of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>
National Register: <a href="https://www.nps.gov/nr/research/">https://www.nps.gov/nr/research/</a>		
11. If yes to # 8, 9 or 10, has approval or concurrence been obtained from State Historic Preservation Office?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have any Tribes or Tribal Historic Preservation Officers' been contacted?	<input type="checkbox"/>	<input type="checkbox"/>
12a. If so, when?		
12b. Were any responses received and if yes, provide details of responses.		
Tribal contact TDAT: <a href="https://egis.hud.gov/tdat">https://egis.hud.gov/tdat</a> Tribal Lands: <a href="https://nationalmap.gov/small_scale/mld/indlanp.html">https://nationalmap.gov/small_scale/mld/indlanp.html</a>		
13. Will the project be located within a Historic District? If yes, please provide review/comments/approval from the local town historic district.	<input type="checkbox"/>	<input type="checkbox"/>
14. Are there threatened or endangered species or critical habitats within the project area? If present describe impact (IPAC report should be included):	<input type="checkbox"/>	<input type="checkbox"/>
14a. Is IPAC report attached?	<input type="checkbox"/>	<input type="checkbox"/>
IPAC Official Species List: <a href="https://ecos.fws.gov/ipac/">https://ecos.fws.gov/ipac/</a>		
15. Will the project involve cutting trees or trimming trees? If yes explain in detail below: how many, how large, tree type, etc.	<input type="checkbox"/>	<input type="checkbox"/>
15a. If yes to 15, can the applicant / project refrain from cutting, clearing, or trimming trees during habitat critical time frames? (Ex. 6/1 - 7/31 for long-eared bat)	<input type="checkbox"/>	<input type="checkbox"/>

<b>16. Is the project located in or could the project effect a wetland?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16a. Is Wetland map attached?</b>	<input type="checkbox"/>	<input type="checkbox"/>
NWI:- <a href="https://www.fws.gov/wetlands/data/Mapper.html">https://www.fws.gov/wetlands/data/Mapper.html</a> WSS: <a href="https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm">https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm</a> NEPA Assist: <a href="https://www.epa.gov/nepa/nepassist">https://www.epa.gov/nepa/nepassist</a>		
<b>16b. If yes to 16, has an Army Corps or other permit been issued for the project site?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Is the project located in or could project effect a Floodplain(100 or 500 year floodplains)? If yes provide a FEMA map.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17a. Is FEMA map attached?</b>	<input type="checkbox"/>	<input type="checkbox"/>
FEMA: <a href="http://msc.fema.gov/portal">http://msc.fema.gov/portal</a> WSS: <a href="https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm">https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm</a>		
<b>18. Is the project site on or in the vicinity of classified land, such as State/Federal Parks, Monuments, Natural Landmarks, Wilderness Areas, Wild and Scenic Rivers, State Lands, National Forest, etc.?</b>	<input type="checkbox"/>	<input type="checkbox"/>
USGS: <a href="https://nationalmap.gov/small_scale/mld/fedlanp.html">https://nationalmap.gov/small_scale/mld/fedlanp.html</a> USGS: <a href="https://nationalmap.gov/small_scale/printable/fedlands.html">https://nationalmap.gov/small_scale/printable/fedlands.html</a> NEPA Assist: <a href="https://www.epa.gov/nepa/nepassist">https://www.epa.gov/nepa/nepassist</a>		
<b>18a. If yes explain and indicate if the land managing agency has been contacted.</b>		
<b>19. Does project affect Coastal Resources (including Great Lake area) including impact to a coral reef (Coastal Barrier Resources System or Coastal Zone Management Areas)? If your project is not located on the coast, you will likely check no.</b>	<input type="checkbox"/>	<input type="checkbox"/>
CBRS - <a href="https://www.fws.gov/ecological-services/habitat-conservation/cbra/Maps/Mapper.html">https://www.fws.gov/ecological-services/habitat-conservation/cbra/Maps/Mapper.html</a> CZMA - <a href="https://coast.noaa.gov/czm/mystate/">https://coast.noaa.gov/czm/mystate/</a>		
<b>20. Is the proposal located on prime, important, unique or of local Importance Farmland?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20a. Has NRCS completed a LESA?</b>	<input type="checkbox"/>	<input type="checkbox"/>
WSS: <a href="https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm">https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm</a> FPPA guidance available from NRCS: <a href="https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/landuse/fppa/">https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/landuse/fppa/</a>		
<b>20b. If yes to 20, is the project expected to benefit by saving or offsetting energy for a farm or agricultural producer?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>21. Is the project expected to house, store, reclaim, recycle or involve the handling of hazardous materials, e.g. waste storage, disposal recovery, incineration or waste treatment actions? If yes explain.</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>22. Has a Phase 1 ESA been prepared for this site? Generally needed for all projects over \$100,000 in which the agency takes a security interest in the property.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>22a. If prepared, is Phase I ESA attached?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>23. Does the property contain any areas where regulated hazardous substances or petroleum products appear to have been released? If yes explain.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>24. Does the property contain an underground storage tank (UST)? If yes explain and include: type, size, age, date of last state certification.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>25. Does the property contain any aboveground storage tanks (AST)? If yes, are the ASTs in secondary containment?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>26. Will or could the project have any emissions or cause uncontrolled or unpermitted releases of hazardous substances, pollutants, contaminants, petroleum or natural gas products? If yes explain.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>27. Will the project affect any Water Resources (Sole Source Aquifers, Well-head protection areas, Watershed Protection Areas, etc.)? If yes, explain.</b>	<input type="checkbox"/>	<input type="checkbox"/>
NEPA Assist: <a href="https://www.epa.gov/nepa/nepassist">https://www.epa.gov/nepa/nepassist</a> EPA Sole Source Aquifers: <a href="https://epa.maps.arcgis.com/apps/webappviewer/index.html?id=9ebb047ba3ec41ada1877155fe31356b">https://epa.maps.arcgis.com/apps/webappviewer/index.html?id=9ebb047ba3ec41ada1877155fe31356b</a>		
<b>28. Is there any controversy that you are aware of or about the project for environmental reason? If yes, explain.</b>	<input type="checkbox"/>	<input type="checkbox"/>



<b>29. Does the proposal have any concerns or disproportionately high and or adverse human health or environmental effects on minority populations or low-income populations? If yes, explain.</b>	<input type="checkbox"/>	<input type="checkbox"/>
USDA policy: <a href="https://www.rd.usda.gov/files/1970e.pdf">https://www.rd.usda.gov/files/1970e.pdf</a> EJ Screen: <a href="https://www.epa.gov/ejscreen">https://www.epa.gov/ejscreen</a>		
<b>30. Is the subject business facility connected to a municipal wastewater system? If no describe the existing on-site system, including capacity.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>31. Is the subject business facility connected to a municipal water system?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>32. Is the project located in a county that has been designated by EPA as a Non-Attainment or Maintenance for any of the National Ambient Air Quality Standards?</b>	<input type="checkbox"/>	<input type="checkbox"/>
NEPA Assist: <a href="https://www.epa.gov/nepa/nepassist">https://www.epa.gov/nepa/nepassist</a> EPA Greenbook: <a href="https://www3.epa.gov/airquality/greenbook/anayo_ak.html">https://www3.epa.gov/airquality/greenbook/anayo_ak.html</a>		
<b>33. SIGNATURE, TITLE, &amp; DATE OF PREPARER</b>		