

RURAL DEVELOPMENT FINANCE CORPORATION (RDFC)  
**PACE - FLEX PACE\* Community Loan Fund Guidelines**

The PACE - FLEX PACE Community Loan Funds are used to help local development groups expand their capacity to participate in the Bank of North Dakota (BND) PACE and Flex PACE program.

Any local development group or political subdivision located in North Dakota communities 10,000\* or under in population or projects that have a rural or cooperative focus may apply to the PACE – FLEX PACE Fund for programs that demonstrate the capacity to use the capital productively and consistent with the RDFC mission.

*\*Communities contiguous to communities with a population greater than 10,000 are ineligible for RDFC financing.*

The objectives of this loan fund:

- To assist communities with expanding their ability to buy the interest down for PACE and Flex Pace loans so their local businesses can start, grow, expand and make strategic improvements.
- To assist service/retail owners in business improvements that assists or improves quality of customer service.
- To assist service/retail business with store front, interior and exterior building improvements that result in a positive image.
- To assist projects that enhance existing primary sector and service/retail business.
- To grow rural businesses by utilizing the BND PACE and FLEX PACE programs, hence leveraging BND's interest buy down funds.

To access a Bank of North Dakota PACE/Flex PACE loan, a community is required to participate in the funding of the interest rate buydown at a rate determined by BND. The RDFC loan funds can be used to help the community meet their required community participation. RDFC will loan up to 50 percent of the participation requirement for projects approved by BND.

Consideration will be given for projects that target job retention/creation, provide additional new products/services and remodeling/storefront renovations.

Interest rate: 2%

Origination fee: 1%

Repayment: Payments shall start 6 months after the last interest payment on PACE or FlexPACE loan (example 5 year loan, 1st principal payment would be due 5.5 years from loan date).

- Up to \$3,000 loan shall be repaid in one principal and interest payment
- Over \$3,000 to \$7,500 loan shall be repaid in two, equal annual principal and interest installments
- Over \$7,500 loan shall be repaid in three, equal annual principal and interest installments.

- Other terms may be considered based on the local terms and the bank loan terms.

Security: Unsecured credit with no collateral requirement.

Loan amount: Maximum loan amount is under the Board's discretion. Loans cannot exceed 50% of the local portion of the buy down.

Eligibility: Any local development group located in the State of North Dakota; project must be in a community with a population of 10,000 or less or a cooperative with a significant benefit for rural people.

**Application must contain:**

- Completed application form
- Requires a Letter of Commitment from a local lead lender to finance project using PACE or Flex Pace funds.
- Letter from the local development group committing to local interest buydown share
- Applicant's current financial statement and annual revenue sources.
- After approval - an attorney's opinion verifying the applicant has the legal authority to incur debt.

**Review process:**

- The lead bank shall perform all due diligence and upon their willingness to lend funds for the project by using the Bank of North Dakota PACE or Flex Pace program, application can then be made to RDFC.
- Applications shall be reviewed by the board of directors with a meeting date to be set once the application is received.
- Notification of whether the loan has been approved will be made within 30 days of receiving a complete application.
- Approved projects will receive a written notification of terms and conditions.

**Leveraging External Funds**

Priority will be given to applications that significantly leverage RDFC dollars with additional funding from sources such as traditional financial institutions, community and county economic development organizations, regional councils, as well as state and federal agencies.

Applicants should secure or demonstrate strong potential for supplementary financing, or alternatively document attempts to obtain additional funding sources. Key evaluation factors include the degree of leverage, partner commitments, and alignment with community and rural development goals. This policy aims to maximize RDFC loan impacts with regard to the number of communities and initiatives served.

NOTE: Upon loan approval – the loan must be closed within 180 days. After that period of time, the board may reaffirm the offer or the offer may expire.

Return completed applications to: RDFC - NDAREC

3201 Nygren Drive NW  
PO Box 727  
Mandan, ND 58554

Contact: Brenna Ohman, Interim Executive Director  
Telephone (701) 663-6501 Email: [bohman@ndarec.com](mailto:bohman@ndarec.com)

The Bank of North Dakota PACE – Flex PACE loan program consists of an interest buy down to as low as 1% with a 30% local and 70% Bank of North Dakota match (*local percentage varies by community – contact the Bank of North Dakota to verify your percentage. Interest rate varies based on current prime interest rate*).

Revised 8/28/24

*This institution is an equal opportunity provider and employer.*