

# Fertilizer Production Expansion Program

## Application Checklist

Your application for a Fertilizer Production Expansion Program (FPEP) grant must include:

### Forms

**Form SF 424:** Application for Federal Assistance (You will find the family of SF-424 forms on grants.gov at this link: <https://www.grants.gov/forms/sf-424-family.html>)

**Form SF 424-C:** Budget Information for Construction Programs (see above for link to SF-424 forms)

**Form SF 424-D:** Assurances-Construction Programs (see above for link to SF-424 forms)

**Form AD-2106:** Form to Assist in Assessment of USDA Compliance with Civil Rights Laws (available at this link: <https://go.usa.gov/xzqvK>)

**Form SF-LLL:** Disclosure of Lobbying Activities (available as a downloadable PDF at this link: <https://go.usa.gov/xzqvQ>)

### Project Narrative and Certifications

Ensure:

**Project Narrative** with supporting documentation

**Signed certifications page**

### Supporting Materials

**Resolution of Support** if your proposed project is on Tribal lands, and the applicant is not the Tribe, or an entity owned by the Tribe

**Source documentation** (including resumes) to support key personnel, construction labor, and operational workforce

**Financial viability package**, including:

- A business plan
- Three years of historical balance sheet and income statements
- Current balance sheet and income statements (within 90 days)
- Two years of pro forma and projected financial analysis including balance sheet, income statement, and cash flow analysis. Include financial projections with assumptions used in the development of projections.

**Feasibility study.** Projects requesting \$5 million or more in grant funds must provide a recently completed (not more than 3 years old) feasibility study signed by a qualified consultant (use the Feasibility Study Guide available at <https://www.rd.usda.gov/fpep> to complete the study).

**Design and construction documents.** For projects involving construction, include your design and construction documents. If selected for funding, Rural Development will follow the construction planning and performing development regulation at 7 CFR. 4280.125 (available at this link: <https://go.usa.gov/xzqVK>).

## Actions

**Register in the System for Award Management** (SAM – available at this link: <https://sam.gov/content/home>) or ensure your existing SAM account is current and active.

**Review the environmental checklist** to ensure you are providing all relevant environmental documentation so a U.S. Environmental Protection Agency National Environmental Policy Act (NEPA – available at this link: <https://www.epa.gov/nepa>) environmental review can be completed.

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