

Meat and Poultry Processing Expansion Program Phase 2 Application Checklist

Your application for a Meat and Poultry Processing Expansion Program (MPPEP) Phase 2 grant must include the following documentation. Please refer to the MPPEP Phase 2 Request for Applications (RFA) for details regarding each documentation requirement.

Forms

- ☐ **Form SF 424:** Application for Federal Assistance (You will find the family of SF-424 forms on grants.gov at (<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 for 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 (<https://go.usa.gov/xzqvK>)

Project Narrative Application Template

Ensure:

- ☐ **All application sections are completed** with supporting documentation

Supporting Materials

- ☐ **Environmental Review Information** (see environmental checklist below)
- ☐ **Business Plan**

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Financial Documents

- For existing business: Three years of historical balance sheet and income statements
- For existing business: Current balance sheet and income statements (within 90 days of application)
- All businesses: 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.

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Feasibility Study: If applicable, completed by a qualified consultant (refer to the Feasibility Study Guide available at <https://www.rd.usda.gov/mppep> to complete the study.)

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Resumes: For key personnel at the facility and management team

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Letters of support: Provide these if you wish to receive points for the Community Support section of the RFA

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

Actions

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

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Review the environmental checklist: (Available at this link: <https://tinyurl.com/yzefkd94> - PDF) to ensure you are providing all relevant environmental documentation so a U.S. Environmental Protection Agency National Environmental Policy Act (NEPA) environmental review can be completed.