

Biobased Market Development and Access Grant Program Application Checklist

Forms:

- **Form SF 424:** Application for Federal Assistance (You will find the family of SF-424 forms on grants.gov at this link: tinyurl.com/SF-424Docs)
- **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 as a downloadable PDF at this link: go.usa.gov/xzqvK)
- **Form SF-LLL:** Disclosure of Lobbying Activities (available as a downloadable PDF at this link: go.usa.gov/xzqvQ)

Project Narrative and Certifications:

- **Project Narrative** with supporting documentation, including a description of the commodity-based feedstock being used. Do not exceed five pages.
- **Signed certifications page**

Supporting Materials Related to the Integrated Demonstration Unit (IDU)

Statement of demonstrated need, including:

- A narrative description of financial need for the requested grant amount
- The **entire budget** for your proposed IDU and IDU campaign, including construction costs, feedstock procurement, personnel salaries, equipment procurement and installation, and IDU report development
- Financial resources and uses for your IDU and IDU campaign

Documentation demonstrating readiness for IDU and IDU campaign development:

- A demonstration protocol that defines testing procedures, target goals, and any other pertinent information, including a timeline for campaign completion. A proposed IDU campaign timeline must illustrate appropriate milestones and benchmarks for completion of the IDU and technical report within the required 18-month period of performance.

- Documentation establishing that logistics, procurement, and management are in place to initiate and continue the IDU campaign
- Demonstration plan for commercial viability following IDU campaign completion
- Source documentation – including resumes – for the IDU to support key personnel, construction, labor, and operational workforce
- Design and construction documents. If your project is selected for funding, we will follow guidance in 7 CFR 4280.125 – Construction Planning and Performing Development – available at this link: [go.usa.gov/xzqVK](https://www.go.usa.gov/xzqVK)).

Financial viability package for the associated Biorefinery, Renewable Chemical, and Biobased Product Manufacturing Assistance (9003) Program commercial project, including:

- A business plan
- Three years of historical balance sheet and income statements
- Current balance sheet and income statements (no older than 90 days)
- Two years of pro forma and projected financial analysis, including balance sheet, income statement, and cash flow analysis. You must include financial projections with assumptions used in the development of your projections.
- Updated budget for the entire 9003 Program commercial project, including the IDU
- A letter of commitment from the current lender of record for the entire project

Feasibility study: Projects must provide a feasibility study signed by a qualified consultant (use the Feasibility Study in Section 5 of the FY 2022 Section 9003 Program Application Guide, available at this link: tinyurl.com/RD-9003Guide). **NOTE:** Feasibility studies submitted as part of your Phase 1 application will be accepted.

A Tribal Resolution of Support is required if your proposed IDU is on Tribal lands, and the applicant is not the Tribe, or an organization owned by the Tribe.

Other Required Actions:

- **Register in the System for Award Management (SAM)** – available at this link: sam.gov/content/home)
- Ensure your existing SAM account is current and active. Proof of submission is acceptable.

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