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](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](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](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
FPEP Application Checklist … continued

☐ **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](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](https://go.usa.gov/xzqVK)).

**Actions**

☐ **Register in the System for Award Management** (SAM – available at this link: [https://sam.gov/content/home](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](https://www.epa.gov/nepa)) environmental review can be completed.

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