Meat and Poultry Intermediary Lending Program Application Checklist

Your application for the Meat and Poultry Intermediary Lending Program (MPILP) grant must include:

**Forms (required)**

- **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)).

**Forms (if applicable)**

- **Form SF 424-A**: Budget Information for Non-Construction Programs (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).

**Application Template**

Complete all sections of the Application Template and attach supporting materials to your submission as applicable, **OR** compile a document that includes all the project information requested in the Notice of Available Funding (available at this link: [https://www.rd.usda.gov/mpilp](https://www.rd.usda.gov/mpilp)).

- **Certification page** signed

**Supporting Materials**

- **Contracts** (between the intermediary and individuals or entities) for agency review

- **Financial statements**
  - **Pro-forma balance sheet at start-up, and project balance sheets** for at least three additional years (including the accumulated debt service reserve). The balance sheet must include one set of projections that show the MPILP revolving loan fund only, plus a separate set of projections that show the intermediary organization’s total operations.
  - **Financial statements** for the last three years (or from inception of the intermediary, if it is less than three years old).
  - **Projected cash flow and earnings statements** for at least three years (supported by a list of assumptions). The projected earnings statement must include one set of projections that show the MPILP revolving loan fund only, plus a separate set of projections that show the intermediary organization’s total operations.
Written agreement to abide with agency audit requirements

Organizational documents

- Articles of Incorporation
- Bylaws
- Certificate of good standing
- A list of board members (with contact and lending experience information)
- Evidence of authority to conduct proposed lending activities

Latest audit report (if available)

Resolution of support from the intermediary’s board of directors

MPILP Revolving Loan Fund plan

**Actions**

Applicants must register in the System for Award Management (SAM – available at this link: [https://sam.gov/](https://sam.gov/)) and ensure their SAM account remains current and active. There is no cost to register. Applicants also must have a Unique Entity Identifier (UEI), which can be acquired through the SAM system, unless exempt under 2 CFR 25.110(b), (c) or (d) (available at this link: [https://www.ecfr.gov/](https://www.ecfr.gov)).

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