

Meat and Poultry Processing Expansion Program Application Checklist

Your application for Meat and Poultry Processing Expansion Program (MPPEP) 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>)

Application Template

Ensure:

All template sections are completed with supporting documentation, as applicable

Certification page signed

Supporting Materials

Environmental information

Letter of community support if you wish to receive points for the Community Support section

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

Inspection Grant. Existing facilities must provide evidence that they have a Federal Grant of Inspection through USDA's Food Safety and Inspection Service (information is available at this link: <https://go.usa.gov/xzqyA>), a grant of inspection under a Cooperative Interstate Shipment Program (available at this link: <https://go.usa.gov/xtzhG>), or a Tribal or state meat and poultry inspection program with standards at least equal to federal inspection (state-based information available at this link: <https://go.usa.gov/xtzht>).

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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