

# Meat and Poultry Processing Expansion Program Phase 3 Round 2 Application Checklist

Your application for a Meat and Poultry Processing Expansion Program (MPPEP) Phase 3 Round 2 grant must include the following documentation. Please refer to the MPPEP Phase 3 Round 2 Notice of Funding Opportunity (NOFO) 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/forms-repository/sf-424-family>))
- ☐ **Form SF 424-B:** Assurances for Non-Construction Programs (see above for link to SF-424 forms)
- ☐ **Form SF 424-C:** Budget Form – 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:** Questionnaire to Assist in Assessment of USDA Compliance with Civil Rights Laws (optional) (<https://go.usa.gov/xzqvK>)

## Project Narrative

- ☐ **Application Template:** Complete all sections of recommended application template or provide required application elements in accordance with the required format instructions in Section 4.3 of the NOFO.

## Supporting Materials

- ☐ **Letters of support:** Attach letters of support from state or local leadership or the Tribe where the project will take place. Attach in Appendix A.
- ☐ **Tribal Resolution of Consent:** Required If your proposed project is on Tribal lands and the applicant is not a member of the Tribe, or an entity owned by the Tribe. Attach in Appendix A.
- ☐ **Business Plan:** Provide a formal statement describing the applicant's business goals, the reasons why they are attainable, and the applicant's plan for achieving those goals, including Pro Forma Financial Statements appropriate to the term and scope of the project and sufficient to evidence the viability of the project. It may also contain background information about the applicant and its officers and employees. Attach in

## MPPEP Phase 4 Application Checklist

### Appendix B

☐ **Resumes:** Provide resumes of key personnel at the Facility and on the management team (including construction management) for the proposed Project. Attach in Appendix C.

☐ **Financial Documents**

- Provide current balance and income statement (dated within 90 days of application)
- Provide two years of projected financials including balance sheet, income statement, and cash flow statement. Include an explanation of assumptions used in the development of projections. Ensure grant funds are included in projections.
- Provide three years of historical balance sheets and income statements. Applicants with fewer than three years of data should submit what is available.

Attach in Appendix B.

☐ **Design and Construction Documents:** For projects involving construction, include any design and construction documents. If selected for funding, the Agency will follow the construction planning and performing develop regulations at [7 CFR 4280.125](#)

Attach in Appendix C

☐ **Environmental Review Checklist:** For projects involving construction. The checklist is found on the [MPPEP 3 USDA website under the TO APPLY tab](#). Attach in Appendix C.

### Pre-Application Actions

☐ **Obtain a UEI.** All applicants must have a UEI from SAM.gov. Instructions for obtaining the UEI are available at [sam.gov/content/entity-registration](https://sam.gov/content/entity-registration).

☐ **Register with SAM.** All applicants must register with SAM.gov in order to apply online through Grants.gov.

☐ **Create a Grants.gov account.** All applicants must create a Grants.gov account at [www.Grants.gov](https://www.Grants.gov).