

# Fertilizer Investment & Expansion for Long-term Domestic Supply (FIELDS) Program Application Checklist

Applications for a Fertilizer Investment & Expansion for Long-term Domestic Supply (FIELDS) Program award must include:

## Forms

**Form SF 424:** Application for Federal Assistance

**Form SF 424-A:** Budget Document (Required for Non-Construction projects only.)

**Form SF 424-C:** Budget Information for Construction Programs

**Form SF 424-D:** Assurances-Construction Programs

**Form SF-LLL:** Disclosure of Lobbying Activities (if applicable)

## Project Narrative and Certifications

Ensure:

**Project Narrative** with supporting documentation

**Signed certifications page**

## Supporting Materials

**Resolution of Support** if 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 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 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/programs-services/business-programs/fertilizer-investment-expansion-long-term-domestic-supply#to-apply>)

**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.

**Complete the Environmental Information Checklist** to ensure all relevant environmental documentation is being provided 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.