

Meat and Poultry Processing Expansion Program Phase 4 Application Checklist: Processing Expansion Project

Your application for a Meat and Poultry Processing Expansion Program (MPPEP) Phase 4 grant must include the following documentation. Please refer to the MPPEP Phase 4 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](https://www.grants.gov))

- Form SF 424-B:** Assurances for Non-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 format instructions in Section 4.2 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.

- 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.

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- 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.
- Evidence of Customer Demand:** Provide letters of commitment or interest from existing customers for the proposed project.
- Financial Documents**
 - Provide current balance and income statement (dated within 90 days of application)
 - Provide three 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.
- Key Personnel Information:** Provide the name, project role description, credentials, and years of experience for all key personnel.
- Paid Preparer Information:** Provide the individual name, business name, physical address, email address, and phone number of grant writer, if third-party was paid to develop and/or assemble grant application materials.

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.
- 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.

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