

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>).

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>).

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>).

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/>) 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/>).

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