 

Indigenous Animals Harvesting and Meat Processing Grant (IAG)

Project narrative APPLICATION

The Applicant should include a project narrative that details the necessary information to fulfill the goals and objectives of the project. The acceptable font size for the narrative is 11 or 12 point with all margins at 1 inch. The following information must be included in each project profile.

# Applicant Information

**Applicant Tribal Entity**: Click or tap here to enter text.

**SAM.gov UEI**: Click or tap here to enter text.

**Phone Number**: Click or tap here to enter text.

**Email**: Click or tap here to enter text.

**Physical Address**: Click or tap here to enter text.

**Mailing Address (if different than physical address)**: Click or tap here to enter text.

**Facility (Project) Physical Address:** Click or tap here to enter text.

**USDA** [**Facility/Establishment Number**](https://www.fsis.usda.gov/inspection/establishments)**,** **if applicable:**

* 1. **Business Permit:** Click or tap here to enter text.
	2. **License Number:** Click or tap here to enter text.
	3. **State Identifier:** Click or tap here to enter text.

# Authorized Tribal Representative (ATR)

*List the person who will be the main contact for any correspondence and is responsible for signing any documentation should the grant be awarded. This must be the same person who is the Authorized Organization Representative through SAM.Gov and Grants.Gov. See Section 4.6.1 of the RFA for more information on registration in these systems.*

**Name**: Click or tap here to enter text.

**Title**: Click or tap here to enter text.

**Phone Number**: Click or tap here to enter text.

**Email**: Click or tap here to enter text.

**Mailing Address**: Click or tap here to enter text.

# Funding Request

*Insert the total amount ($) of Federal funds requested.*

**Total Funds Requested**: Click or tap here to enter text.

# Project Title

Provide a descriptive project title in 15 words or fewer in the space below.

Click or tap here to enter text.

# Duration of Project

The project’s total duration cannot exceed 36 months (3 years).

**Planned/Estimated Start Date:** Start Date

**Planned/Estimated End Date:** End Date

# Executive Summary

Include a project summary of 250 words or fewer suitable for dissemination to the public. A Project Summary provides a very brief (one to 3 sentences, if possible) description of your project. A Project Summary includes:

1. The name of the applicant tribal entity that if awarded a grant will lead and execute the project,
2. A brief description of the project, the species processed, the community context
3. The project’s purpose, goals, and expected outcomes and
4. A description of the general tasks/activities to be completed during the project period to fulfill goals.

For example:

The ABC Tribal Organization plans to purchase 5 cold storage units to be installed at their processing facility for humane slaughtering of buffalo. By installing these cold storage units, the ABC Tribe will be able to process more of their herd. Expanding processes will increase employment opportunities, income, and food security to the Tribal community.

Click or tap here to enter text.

# Project Purpose

## Describe the Specific Issue, Problem or Need that the Project will Address

Describe the specific issue(s) or barrier(s) affecting tribal food security, food sovereignty, and/or a fair and equitable food system impacting the community’s food needs and/or market opportunities. Please include how the project will address the specific challenges facing the existing food system, the community(ies)’ food needs and the market opportunities.

Click or tap here to enter text.

## PROJECT DESCRIPTION

Please describe your proposed project. Please describe the kind of processing facility or service you will provide, the business model, the species you will harvest and process, the proposed size of the operation (number of employees, number of animals harvested), the size of your consumer/community market, and any other important information to convey about the project.

Click or tap here to enter text.

## INDIGENOUS-INFORMED DESIGN

Indigenous-informed design incorporates principles which are harmonious with the natural landscape—they are holistic views of the ecological, cultural, and spiritual aspects of the space over time. These principles embrace practices and methodologies that include land stewardship, minimizing animal stress during harvest or slaughter, and using all parts of a processed animal to provide for minimal or no by-product waste. These principles can be universal in nature to Native communities or unique to a tribe or region.

Describe how the Project will incorporate indigenous-informed design principles and methods in the indigenous animals harvesting and processing operation. Describe how these will be used to harvest and process indigenous animals, and any special construction or retrofitting activities or equipment that will be required to meet the goals of the project.

Click or tap here to enter text.

## Design and Project Team

Please identify community members with specific expertise in indigenous design practices and methods who will be contributing to the project. Identify all tribal entities, community members, Elders and cultural knowledge keepers, and other technical or indigenous-design practitioners or consultants who will contribute to the Project Goals and Objectives and how each will contribute to the proposed project.

Click or tap here to enter text.

## Proposed Project activities

[ ] Select all that apply.

☐ Build, expand, or upgrade community indigenous meat, food-sovereignty harvesting/processing facilities (fixed or mobile)

☐ Purchase and modernize an inoperable or outdated processing facility

[ ] ☐[ ]  Enhance infrastructure to improve humane handling and humane slaughter

☐[ ]  Purchase and install traditional implements and equipment necessary, with modifications as appropriate, for indigenous slaughter and processing methods

☐[ ]  Expand processing capacities to add species or increase volume

[ ] ☐[ ] [ ]  Purchase or upgrade mobile harvest and/or processing units and supporting equipment

☐[ ] [ ]  Purchase or upgrade processing and manufacturing equipment (including cutting equipment, mixers, grinders, breaders, sausage stuffers, smokers, curing equipment, pipes, motors, pumps, and valves)

[ ] ☐[ ] [ ]  Purchase or upgrade cold storage to support the animal protein processing facilities

☐[ ] [ ]  Construction of holding pens

☐[ ] [ ]  Construction of wastewater management structures

☐[ ] [ ]  Other: Click or tap here to enter text.

## Provide a List of the Goals and Objectives (Actions to achieve goals) that this Project Hopes to Accomplish

Please state at least three goals for your processing project and the actions required to achieve those goals (objectives). Provide details of how the activities listed above contribute to your project’s objectives. Please include factors that may support and restrict progress towards goals and actions to address them. Add goals and objectives as needed. (Achievability 5.1—1a,1b)

### ****Goal 1:**** Click or tap here to enter text.

**Objective 1:** Click or tap here to enter text.

**Objective 2:** Click or tap here to enter text.

Add additional objectives as necessary.

### Goal 2: Click or tap here to enter text.

**Objective 1:** Click or tap here to enter text.

**Objective 2:** Click or tap here to enter text.

Add additional objectives as necessary.

### Goal 3: Click or tap here to enter text.

**Objective 1:** Click or tap here to enter text.

**Objective 2:** Click or tap here to enter text.

Add additional objectives as necessary.

## Management and Work Plan

### Management Plan

Describe your management plan, including personnel and the contributions by internal and external project partners who will lead, coordinate, and/or carry the construction or build activities of the processing facility and maintain operations after the grant period ends.

Click or tap here to enter text.

### Work Plan

In the table below, describe the activities planned to achieve each Goal and Objective listed above. These activities are not limited to those listed in the Project Purpose section. Include the information requested below for each planned activity.

| Objective*Include the objective this activity will be tied to* | List and describe each planned activity*Include the scope of work and how it relates to the project objectives* | Anticipated Completion date | Required Resources*For completion of each activity* | Milestones*For assessing progress and success of each activity* | Who will do the work?*Include collaborative arrangements or subcontractors* |
| --- | --- | --- | --- | --- | --- |
| Objective 1 | Sample Activity 1 | October 20XX | Hire contractorTraining Space | Milestone 1: Complete XX assessmentMilestone 2: Conduct XX food safety workshops | ABC Best Contracting ServiceXYZ Company’s Executive Director |
| *Add rows as needed* |  |  |  |  |  |

### Long-Term Viability

Describe the plan to maintain the long-term viability of the indigenous animals harvesting and processing operation, including how the operation will be sustained with indigenous animals beyond the end of the grant period. Please include discussion of the reliability of the supply chain to meet local demand for product.

Click or tap here to enter text.

Clearly describe the current and planned commitment(s) from stakeholders to ensure financial viability either through profitability and/or assurances of ongoing tribal support to maintain expanded or enhanced operations following the grant period. Note: These commitments and/or assurances can also be detailed in the Letters of Support from stakeholders.

Click or tap here to enter text.

## Project Beneficiaries

Describe who will benefit from the proposed project. Please identify the tribe(s) and any other beneficiaries of the project and include the number of the respective population(s). Please identify the geographical area(s) served by this project, and why it is a strategic location for the project activities.

Click or tap here to enter text.

## Food Sovereignty, Community Impact and Support

Explain how the project supports tribal food sovereignty through either increased market access through commercial sales, and/or increasing community access to indigenous animal protein products. In this description, explain how and why the indigenous animals and animal protein products identified in the Project Description above will support the Tribe’s food security and sovereignty, and/or strengthen market access, if applicable.

Click or tap here to enter text.

Describe the tribal community impact and support of the proposed project. Describe how this project is relevant to the targeted tribal food system and food markets. To the extent possible please quantify the impact of the project by population size, number of food markets and ongoing food sovereignty initiatives.

Click or tap here to enter text.

## Other Support AND Coordination With Federal or State Programs

Identify and describe any local, Tribal, state and/or federal safe food handling regulatory standards and measures relevant to your proposed project. Describe how the Project will align and implement food safety regulatory standards and measures in sales or distribution model(s). Identify the agencies and timelines the Applicant will include in the Project development to ensure safe food handling in market-based or community-based projects.

Click or tap here to enter text.

Has this Project been submitted for funding to a Federal or State grant program other than the IAG and/or is a Federal or State grant program other than the IAG funding the project currently?

**Yes** [ ]  **No** [ ]

**If yes, answer the questions below:**

**Identify the Federal or State grant program(s) which provided funding, if any.**

Click or tap here to enter text.

Describe how the IAG project differs from or supplements funding provided by the other grant program(s) efforts. Or, if applying to two grants for the same project, describe why. (This may be because the project is eligible for another program and you want to maximize potential for funding if not selected for this program.)

Click or tap here to enter text.

# Expected Measurable Outcomes

## Outcome(s) and Indicator(s)/Sub-Indicator(s)

You must choose at least one of the three outcomes listed in the IAG Performance Measures to evaluate the performance of the IAG on a national level.

### Outcome Measure(s)

Select the outcome measure(s) that are applicable for this project from the listing below.

[ ]  **Outcome 1: Increased indigenous animals and meat processing capacity.**

[ ]  **Outcome 2: Expanded product and market development opportunities for Native communities.**

☐ **Outcome 3: Increased food sovereignty for Tribes and their communities.**

### Outcome Indicator(s)

Provide any numeric or quantitative measures that will demonstrate the outcomes produced by this project. If you have multiple outcomes, list additional indicators for those outcomes as well. Where applicable, include the units of measure.

For example:

Outcome 1, Indicator 1.1: Increase number of head processed by: 150 bison, 125 reindeer per year

#### **Outcome 1:** Increased Indigenous Animals Processing Capacity

| **Indicator** | **Description** | **Estimated Number** | **N/A** |
| --- | --- | --- | --- |
| 1.1 | Increase number of head processed by:  |  |[ ]
| 1.2 | Increase cold storage capacity by: |  |[ ]
| 1.3 | Number of new value-added products created:  |  |[ ]
| 1.4 | Number of traditional processing technologies implemented:  |  |[ ]
| 1.5 | Number of viable technologies implemented to enhance food safety and cleanliness. |  | ☐ |
| 1.5 | Number of employees trained on new equipment or technologies: |  |[ ]
| 1.6 | Number of new tribal meat producers, fishers, or herders served  |  |[ ]

#### **Outcome 2:** Expanded product and market development opportunities for Native communities.

| **Indicator** | **Description** | **Estimated Number** | **N/A** |
| --- | --- | --- | --- |
| 2.1 | Number of new products available to the market or to the community:  |  |[ ]
| 2.2 | Number of new or value-added local food product types sold  |  |[ ]
| 2.3 | Size of market being reached (dollar value or customer base):  |  |[ ]

#### **Outcome #3:** Increased Food Sovereignty in the Tribe(s) identified.

| **Indicator** | **Description** | **Estimated Number** | **N/A** |
| --- | --- | --- | --- |
| 3.1 | Number of additional community food distribution activities and/or food access points.  |  |[ ]
| 3.2 | Number of new or value-added product types available for community food consumption.  |  |[ ]
| 3.3 | Estimated number of families or children reached. |  |[ ]
| 3.4 | Tribal enrollment number (requested to help ensure equitable access to small, mid-size, and large tribes). |  |[ ]

## Miscellaneous Outcome Measure(S)

In the unlikely event that the outcomes measures and indicators above are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by USDA.

Click or tap here to enter text.

## Data Collection to Report on Outcome(s) and Indicator(s)

Explain how you will collect the required data to report on the selected outcome(s) and indicator(s) in the space below.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome andIndicator #*i.e., 2a., 2.b., 3.a.* | How did you estimate these numbers?*i.e., documented background or baseline information, etc.* | How and when do you intend to evaluate?*i.e., surveys, site visits; monthly, quarterly* | Anticipated key factors predicted to contribute to and restrict outcome*Including action steps for addressing identified restricting factors* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PROJECT Budget Narrative

The budget must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail for reviewers to easily understand how costs were determined and how they relate to the Project Objectives and Expected Outcomes. The budget must show a relationship between work planned and performed to the costs incurred. Add additional rows to a table as needed.

Refer to the RFA for more information on allowable and unallowable expenses.

## PROJECT Budget Summary

| **Expense Category** | **Funds Requested** |
| --- | --- |
| **Personnel** |  |
| **Fringe Benefits** |  |
| **Travel** |  |
| **Equipment** |  |
| **Supplies** |  |
| **Construction** |  |
| **Contractual** |  |
| **Other** |  |
| **Direct Costs Sub-Total** |  |
| **Indirect Costs** |  |
| **Total Budget** |  |

## Personnel

List the tribal entity’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance or improve indigenous animals harvesting, processing, and community food supply chains and tribal food security.

| **#** | **Name/Title** | **Level of Effort** **(# of hours OR** **% FTE)** | **Funds Requested** |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

**Personnel Subtotal:** Click or tap here to enter text.

### Personnel Justification

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren’t necessary.

**Personnel 1:** Click or tap here to enter text.

**Personnel 2:** Click or tap here to enter text.

**Personnel 3:** Click or tap here to enter text.

***Add other personnel as necessary.***

## Fringe Benefits

Provide the fringe benefit rates for each of the project’s salaried employees described in the Personnel section that will be paid with IAG funds.

| **#** | **Name/Title** | **Fringe Benefit Rate** | **Funds Requested** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Fringe Subtotal:** Click or tap here to enter text.

## Travel

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

| **#** | **Trip Destination** | **Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)** | **Unit of Measure (days, nights, miles)** | **# of Units** | **Cost per Unit** | **# of Travelers Claiming the Expense** | **Funds Requested** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |

**Travel Subtotal:** Click or tap here to enter text.

### Travel Justification

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren’t necessary.

**Trip 1 (Approximate Date of Travel MM/YYYY):** Click or tap to enter a date.

**Trip 2 (Approximate Date of Travel MM/YYYY):** Click or tap to enter a date.

**Trip 3 (Approximate Date of Travel MM/YYYY):** Click or tap to enter a date.

***Add other trips as necessary.***

### Conforming with Your Travel Policy

By checking the box to the right, I confirm that my organization’s established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1474) or [48 CFR subpart 31.2](http://www.ecfr.gov/cgi-bin/text-idx?SID=3f25ca1f21583e03b13f595d0d9c518d&node=pt48.1.31&rgn=div5#sp48.1.31.31_12) as applicable.

[ ]

## Equipment

Describe any special purpose (indigenous animal processing) equipment to be purchased or rented under the grant. ‘‘Special purpose equipment’’ is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit and is used only for technical activities. See the Request for Applications section 1.9 Equipment for further guidance.

Rental of "general purpose equipment’’ must also be described in this section. General purpose equipment includes office furniture and supplies, air conditioners, copiers, and telecom equipment. Funding from this grant may not be used to purchase these types of general equipment items.

| **#** | **Item Description** | **Rental or Purchase** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

***Add other equipment as necessary.***

**Equipment Subtotal:** Click or tap here to enter text.

### Equipment Justification

For each Equipment item listed in the above table, describe how this equipment will be used to achieve the goals and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn’t necessary.

**Equipment 1:** Click or tap here to enter text.

**Equipment 2:** Click or tap here to enter text.

**Equipment 3:** Click or tap here to enter text.

***Add other equipment as necessary.***

## Supplies

List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of supporting tribal indigenous animal processing activities. Materials, supplies, and fabricated parts necessary to complete the project are allowed. Computers are allowed if the cost is under $5,000, and if the device is necessary to complete the project activities.

| **#** | **Item Description** | **Per-Unit Cost** | **# of Units/Pieces Purchased** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

***Add other supplies as necessary;***

**Supplies Subtotal:** Click or tap here to enter text.

### Supplies Justification

Describe the purpose of each supply item listed in the table above to be purchased and how it is necessary for the completion of the project’s objective(s) and outcome(s).

Click or tap here to enter text.

## Construction[[1]](#footnote-2)

Describe costs including administrative and legal expenses, structures, relocation expenses and payments, architectural and engineering fees, project inspection fees, site work, demolition and removal, construction, and miscellaneous expenses related to modernizing or expanding an existing facility.

| **#** | **Description** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Construction Subtotal:** Click or tap here to enter text.

### Construction Justification

Describe the need for construction costs.

**Construction 1:** Click or tap here to enter text.

**Construction 2:** Click or tap here to enter text.

**Construction 3:** Click or tap here to enter text.

***Add other construction as necessary:***

### Compliance with NEPA Regulations

By checking the box to the right, I confirm that I have read and understand the regulatory compliance requirements of the National Environmental Protection Act (NEPA) (Pub. L. 91-190, 83 Stat. 852, 42 USC § 4321 et seq.). See Section 1.11 in the RFA for this requirement. I confirm all recipients will meet NEPA requirements before practices will begin.

[ ]

##

## Contractual/Consultant[[2]](#footnote-3)

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

### Itemized Contractor(s)/Consultant(s)

Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

| **#** | **Name/Organization** | **Hourly Rate/Flat Rate** | **Funds Requested** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

**Contractual/Consultant Subtotal:** Click or tap here to enter text.

### Contractual Justification

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the [salary of a GS-15 step 10 Federal employee in your area](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

**Contractor/Consultant 1:** Click or tap here to enter text.

**Contractor/Consultant 2:** Click or tap here to enter text.

**Contractor/Consultant 3:** Click or tap here to enter text.

***Add other contractors/consultants as necessary.***

### Conforming with your Procurement Standards

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through 326](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#sg2.1.200_1316.sg3), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

[ ]

## Other

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

| **#** | **Item Description** | **Per-Unit Cost** | **Number of Units** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Other Subtotal:** Click or tap here to enter text.

### Other Justification

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project’s objective(s) and outcome(s).

Click or tap here to enter text.

## Indirect Costs

Indirect costs (also known as “facilities and administrative costs”—defined at [2 CFR § 200.414](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414)) represent the expenses of doing business that are not readily identified with a particular grant, contract, or project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. For the indirect cost formula and additional information, refer to Section 4.5.2 of the RFA.

| **Indirect Cost Rate (%)** | **Funds Requested** |
| --- | --- |
|  |  |

**Indirect Subtotal:** Click or tap here to enter text.

## Other Supporting Documents Required

### Construction and Design Documents

For projects involving construction, include any design and construction documents with your application. If you are selected for funding, the agency will follow the construction planning and performing development regulation at [7 CFR 4280.125](https://go.usa.gov/xzcMn).

### Environmental Review Checklist

*USDA encourages applicants to use the Environmental Checklist Template provided on the* [*IAG webpage*](http://www.usda.gov/iag)*.*

### Letters of Support

The applicant must submit letters of support from relevant stakeholders that will benefit from or partner with this project. These letters of support may include but are not limited to food sovereignty partners and initiatives, tribal Elders and cultural leaders, Tribal leaders (if submitted by arms/instrumentalities), economic development and other partner organizations, beneficiary tribal citizens, beneficiary producers (fisheries, herd managers, ranchers, et al.), potential market buyers, and institutions of higher education. All letters should include the following:

1. Identify the stakeholder producing the letter and their connection to the project activities,
2. Describe the sustained community impact that will be supported by the proposed startup or expansion activities to be carried out under the grant, and
3. Provide further information relative to the project’s impact on the long‐term needs and goals of the community.

## APPLICANT CERTIFICATIONS

By signing and submitting the SF-424 as a part of the grant application package, applicants are certifying that they agree to the following statements:

1. Certification that the applicant has not been found or may be found to be unfit to obtain a grant of Federal or state or tribal equivalent inspection because of convictions, in a Federal or State court, of a felony, or multiple misdemeanors involving the acquisition, handling, or distribution of adulterated or misbranded meat or poultry products or fraud in connection with transactions in food, or other factors.
2. If proposing to distribute amenable species in commerce, certification that the applicant is or plans to be operating under a grant of federal or state inspection, as applicable. In addition, if inspection services have been suspended in the past five years, disclose the reasons for the suspension and how the action was resolved.
3. Certification by the applicant that any equipment required for the project is available, can be procured and delivered within the proposed project development schedule, barring any unforeseen supply chain disruptions to availability, and will be installed in conformance with manufacturer’s specifications and design requirements. This would not be applicable when equipment is not part of the project.
4. Certification by the applicant that land is available for the project, either owned, including in trust, or leased by the applicant for the term of the grant.
5. Certification by the applicant that the project will be constructed in accordance with applicable laws, regulations, agreements, permits, codes, and standards.
6. Certification by the applicant that the harvesting, gathering and processing of indigenous animals will comply with Tribal, local, state or federal laws, as applicable.
7. Applicant certifies and acknowledges that:
	* 1. The Agency will check the Do Not Pay System to verify that the applicant entity: has an active entity registration in the System for Award Management; has not been debarred or suspended; and is not listed on the Treasury Offset Program; and
		2. The applicant is responsible for resolving any issues that are reported in the Do Not Pay System. If issues are not resolved by the time the Agency makes program awards, the Agency may proceed to award funds to other eligible applicants.

[ ]  By checking the box to the left, I confirm that I have read and understand the applicant certifications.

## Application Checklist

Use the IAG Application Checklist (available at this link: [www.usda.gov/iag)](http://www.usda.gov/iag) to ensure all documents for a complete application are filed.

1. Minor alterations and renovations are defined as the alteration, repair, remodeling, and or renovation of a building which, when completed, will render the building suitable for use. Minor alterations and renovations are made to existing facilities and structures. [↑](#footnote-ref-2)
2. The Contractual section includes contractual, consultant, and subaward agreements that are part of the completion of the project. A subaward is an award provided by the non –federal entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the non-federal entity. Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant or subaward, each must be described separately. [↑](#footnote-ref-3)