Farm Beginning Farmer and Rancher Development Program Compliance

A checklist for Beginning Farmer and Rancher Development Program compliance, used by trainers and new farmers in funded programs to keep applications, agreements, records and reports in one place and confirm each rule with the USDA program office.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Beginning Farmer and Rancher Development Program application and approval letter	☐	☐	☐
Signed agreement and any amendments	☐	☐	☐
Award and scope of work	☐	☐	☐
Participant lists and training records	☐	☐	☐
Mentor and partner agreements	☐	☐	☐
Expense records and reports	☐	☐	☐
Payment or reimbursement records	☐	☐	☐
Reporting dates on your calendar	☐	☐	☐
Agency contact name and phone	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Confirm current rules and deadlines with the USDA program office before each reporting period, and keep copies of everything you submit.

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