Farm Community Food Projects Compliance

A checklist for Community Food Projects compliance, used by community groups running food projects 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
Community Food Projects application and approval letter	☐	☐	☐
Signed agreement and any amendments	☐	☐	☐
Approved project scope and budget	☐	☐	☐
Partner agreements on file	☐	☐	☐
Receipts and payroll records	☐	☐	☐
Outcome and final 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.