Farm Outreach and Assistance for Socially Disadvantaged Farmers Compliance

A checklist for Outreach and Assistance for Socially Disadvantaged Farmers compliance, used by community groups and farmers receiving outreach support 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
Outreach and Assistance for Socially Disadvantaged Farmers application and approval letter	☐	☐	☐
Signed agreement and any amendments	☐	☐	☐
Award and scope of work	☐	☐	☐
Participant lists and sign-in sheets	☐	☐	☐
Event and training records	☐	☐	☐
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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