



PARTICIPANT CHECKLIST

PLEASE USE THIS CHECKLIST TO ENSURE THAT YOU ARE ON TARGET TO RECEIVE YOUR INCENTIVE PAYMENTS. ITEMS THAT ARE REQUIRED **ANNUALLY** MUST BE COMPLETED BEFORE INCENTIVE PAYMENTS WILL BE DISTRIBUTED FOR THAT YEAR.

IN ADDITION TO PRODUCTION REQUIREMENTS FOR EACH ENROLLED PRACTICE, PARTICIPANTS MUST ALSO COMPLETE THE FOLLOWING TO RECEIVE INCENTIVE PAYMENTS:

- ANNUALLY** review, sign, and submit a *Climate-Smart Grown in SC Participation Agreement*. Agreements will be distributed by email via Adobe Acrobat Sign by default, or by postal mail upon request by the farmer
- ANNUALLY** attend at least one [1] mandatory technical training coordinated by Climate-Smart Grown in SC during each enrolled year
- ANNUALLY** provide a copy of the *Producer Subsidiary Print Report*, obtained from your local FSA office when requested by Climate-Smart program personnel
- ANNUALLY** implement selected Climate-Smart practices, in accordance with program guidelines, within one year of the enrollment or re-enrollment date

AFTER INITIAL ENROLLMENT:

- Obtain from the [Farm Service Agency](#) (FSA) your FSA farm map showing the farm, tract, and field number(s) associated with the enrolled acreage. Once obtained, report that information [here](#) to a secure Box link or [email it](#) to the project coordination team
- If not already filed, complete and file FSA form [AD-1026](#) with your local FSA office
- Complete enrollment in the vendor payment system for your coordinating institution (either SC State University or Clemson University)
- Coordinate with program personnel to verify practices and acreage ahead of receiving incentive payments
- Complete all surveys and/or requests for additional information by Climate-Smart Grown in SC within the specified timeline(s) provided
- If contacted, coordinate with Climate-Smart research technicians for collection of soil samples or other data on enrolled acreage*

* A small group of participants will be asked to allow for additional research activities on your farm