



County Agricultural Incentives Program (CAIP) Project Site Visit Form

Beginning in 2019 County CAIP Administrative Entities are required to conduct “random site visits.” Requirements are outlined within the CAIP Standard Guidelines and Procedures.

Section II.A.5. Site Visits: The administrative entity shall ensure that a minimum 25% of approved applicants or 13 recipients, whichever is lesser, receive a site visit this program year. All capital construction projects (e.g. buildings, fences, etc.) shall receive a site visit.

This form is for the Administrator to keep on-file for each project receiving cost-share funds that was selected for a site visit.

Producer Information

Questions 1-4 should match the information provided in Individual Producer File.

- 1. **Producer Name:** _____
- 2. **Address:** _____
- 3. **Phone Number:** _____ **cell/home**
- 4. **Cost Share Items:** _____

Site Visit Information

- 5. **Project Site Visit Date:** _____
- 6. **Project Site Visit Completed by:** _____
- 7. **Others Present for Site Visit:** _____
- 8. **Miles traveled to Site Visit (if applicable):** _____
- 9. **Notes:** _____

I verify that the above referenced project was visited and the information listed is accurate.

Site Visitor Signature: _____

Producer Signature: _____

(if present)