



FARM AND RANCH BUSINESS HEALTH ASSESSMENT

OVERVIEW AND INSTRUCTIONS

ABOUT THE BUSINESS HEALTH ASSESSMENT

The Business Health Assessment is designed to help you systematically evaluate your operation and develop personal learning goals to increase your skills or knowledge. It is a starting point for farmers' participation in California FarmLink's Resilience Program. At the end of the program you will have a chance to review this assessment and set your learning goals for the next year. The Business Health Assessment is designed to be re-administered every two to three years, so we may reach out to you in 2024 and ask you to take this assessment again to see how you have improved your business skills and to learn what your new goals for improving your business will be three years from now.

The sections and their purposes are as follows:

A. BUSINESS FORMATION

This section identifies how well the farmer/rancher understands limited and unlimited liability and business entity types. For entities with multiple owners, it assesses if the entity been properly formed and capitalized and if the governing agreement address critical issues.

B. LAND

This section assesses if the farmer/rancher has secure land tenure, if the farmer/rancher understands how and why to keep land ownership legally separated from business operations, and if s/he understand tax implications of improvements to the land.

C. ACCOUNTING

The purpose of this section is to assess if the farmer/rancher has an adequate double-entry accounting system sufficient for tax and managerial accounting, and if s/he understands how to manage from a balance sheet perspective.

D. TAXATION

This section assesses if the farmer/rancher has adequately addressed common tax issues.

E. LABOR AND CONTRACTORS

The purpose of this section is to verify that the farmer/rancher is in compliance with State and Federal labor protections.

F. PRODUCTION AND MARKETING

This section identifies crops, production methods, and marketing outlets and evaluates the farmer or rancher's knowledge of related regulatory issues and USDA programs.

G. CREDIT

This section evaluates if the farmer/rancher has the necessary skill and knowledge to identify credit needs and successfully apply for credit.

H. BUSINESS PLAN, INSURANCE, ENERGY, OTHER

This is currently a "catch-all" section. Depending on need this section might be split into multiple sections and each part enhanced.

I. PERSONAL INFORMATION

This section gathers data about the participant including their experience and training before they started farming or ranching and their current methods of continued learning.

I. OPTIONAL DEMOGRAPHIC DATA

This optional section is to gather demographic data for analytical purposes.

FOR FARMERS AND RANCHERS

How should I use this assessment and what does my score mean?

Complete the assessment by selecting the answer that best describes your reaction to the question. Most questions are scored from zero to four with a 0 representing total unfamiliarity with the concept, 1 representing familiarity without understanding, 2 indicating some understanding but without the ability to apply the knowledge to the business operation, 3 indicating that the knowledge has been applied to the business but the farmer or rancher still has questions and needs assistance in fully applying the skill or knowledge, 4 indicating that the knowledge has been fully incorporated into business operations.

FARM AND RANCH BUSINESS HEALTH ASSESSMENT

Author: Poppy Davis, revised December 2020

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The Business Health Assessment and all related fact sheets are available on the Resources section of the California FarmLink website www.californiafarmlink.org



Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
A	BUSINESS FORMATION This section evaluates your understanding of limited and unlimited liability and business entity types. For entities with multiple owners this section evaluates if the entity has been properly formed and capitalized, and if the governing agreement addresses critical issues.		
A.1.0	Who owns your business?	<input type="checkbox"/> A = I own it by myself <input type="checkbox"/> B = I own it with my spouse <input type="checkbox"/> C = I own it with other family members <input type="checkbox"/> D = I own it with other people to whom I am not related by blood or marriage <input type="checkbox"/> E = It is my parents, but I... <input type="checkbox"/> STOP = It is a non-profit	
A.1.1	<i>If answered #B: Do you and your spouse file taxes as a partnership or a qualified joint venture?</i>	<input type="checkbox"/> 0 = No, I do not know about this <input type="checkbox"/> 1 = No, we file jointly but report the farm income under one spouse's social security number <input type="checkbox"/> 2 = Yes, we do this so that both of us can pay into Social Security and Medicare	
A.1.2	<i>If answered #C, #D or #E: Do you have a written partnership or operating agreement?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes and skip to A.2.0	
A.1.3	<i>Do you plan to make a written partnership or operating agreement?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Maybe <input type="checkbox"/> 3 = Yes but need help <input type="checkbox"/> 4 = Yes, totally under control	
A.2.0	Have you formed an LLC to own your business?	<input type="checkbox"/> 4 = Yes and skip to A.5.0 <input type="checkbox"/> 0 = No	
A.2.1	<i>Do you understand how forming an LLC or a corporation will protect you and your family?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Sort of <input type="checkbox"/> 3 = Yes	
A.2.2	If A.1.0 is A or B - Do you understand that if you are a sole proprietorship or a partnership you have unlimited personal liability for debts or lawsuits against the business?	<input type="checkbox"/> 0 = No, I have not heard about this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge (i.e. already incorporated, or process started)	
A.2.3	If A.1.0 is C or D - Do you understand that if you are a partnership you and your spouse may be personally responsible for debts or lawsuits related to your partner's activities in the business?	<input type="checkbox"/> 0 = No, I have not heard about this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge (i.e. already incorporated, or process started)	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
A.3.0	Did anyone who you do not consider to be a business owner contribute assets to the business, such as cash or equipment, with the expectation of being repaid from the business?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Maybe <input type="checkbox"/> 3 = Yes		
A.4.0	Do you understand that if you form an LLC or corporation for your business you may be able to limit your personal liability for debts or lawsuits against the business?	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 3 = I understand this and have decided it is not important for me to form an LLC now, because I have no real assets to protect and I am not married to someone with assets or wages to protect. <input type="checkbox"/> 4 = I understand and am acting on my knowledge (i.e. already incorporated, or process started)		
A.5.0	Did someone help you to create an opening balance sheet for your business?	<input type="checkbox"/> 0 = No and skip to A.5.2 <input type="checkbox"/> 1 = Yes, or I have advanced training in this area and I did it myself		
A.5.1	<i>Was that person a Certified Public Accountant (CPA) or working directly for a CPA, or was it a bookkeeper not associated with a CPA? Or someone other? Or do not know/not sure?</i>	<input type="checkbox"/> 4 = CPA or CPA's bookkeeper <input type="checkbox"/> 3 = bookkeeper not at a CPA firm <input type="checkbox"/> 2 = other <input type="checkbox"/> 2 = Don't know/not sure		
A.5.2	Do you have records to show that each of the owners contributed assets equal to their percentage ownership?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
A.5.3	<i>If A.1.0 is C or D - When you formed your partnership or corporation did any owner contribute non-cash assets?</i>	<input type="checkbox"/> 0 = No and skip to A.6.0 <input type="checkbox"/> 2 = Yes <input type="checkbox"/> 1 = Don't know		
A.5.4	Did you value the assets at fair market value on the date of contribution?	<input type="checkbox"/> 4 = Yes <input type="checkbox"/> 1 = No, or do not know		
A.6.0	Do you know how to track money or other assets such as equipment you put into your business?	<input type="checkbox"/> 0 = No idea <input type="checkbox"/> 1 = I've been sort of wondering about this <input type="checkbox"/> 2 = I understand a little but don't know what to do <input type="checkbox"/> 3 = Some one showed me or set up a process for me to follow, but I don't fully understand it <input type="checkbox"/> 4 = I understand it and I am 100% confident it is all correct in my accounting system and I can keep it that way over time		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
A.7.0	If A.1.0 is C or D: Did a CPA or an attorney help you with your written partnership, LLC, or corporation agreement? (all others skip to A.Z.1)	<input type="checkbox"/> 4 = Yes <input type="checkbox"/> 0 = No		
A.7.1	Does your agreement state that owners will be paid a salary based on hours worked?	<input type="checkbox"/> 1 = No <input type="checkbox"/> 3 = Yes		
A.7.2	Does your agreement limit owner's ability to contribute additional funds to the business or incur expenses on behalf of the business?	<input type="checkbox"/> 1 = No <input type="checkbox"/> 3 = Yes		
A.7.3	Does your agreement specify under what circumstances an owner may take cash from the business?	<input type="checkbox"/> 1 = No <input type="checkbox"/> 3 = Yes		
A.7.4	Does your agreement specify under what circumstances an owner must contribute additional cash to the business?	<input type="checkbox"/> 1 = No <input type="checkbox"/> 3 = Yes		
A.7.5	Does your agreement limit the amount of cash an owner or an owner's spouse can take out of the business in the event of death, injury, divorce or other change of circumstance?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 4 = Yes		
A.7.6	How well would you say you understand guaranteed payments, additional contributions, and planning for an owner to exit?	<input type="checkbox"/> 0 = No idea <input type="checkbox"/> 1 = I have heard of these things but I do not know how they apply to me and my business <input type="checkbox"/> 2 = I understand a little but don't know what to do <input type="checkbox"/> 3 = I understand some but not all of these things, I have questions and need more information about this <input type="checkbox"/> 4 = I understand all of these things and I am 100% confident that these issues have been adequately addressed in my agreement		
A.Z.1	How important is it to you to learn more about how and why to form a separate entity for your farm or ranch business?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
B	<p>LAND</p> <p>This section evaluates if you have secure land tenure, if you know how to find new land, if you know how and why to own land separately from your business, if you understand the tax treatment of land improvements and permanent crops, and if you are in compliance with significant environmental regulations.</p>		
B.0.0	<p>Are you an enrolled member of a federally recognized tribe?</p>	<input type="checkbox"/> A = No and skip to B.1.0 <input type="checkbox"/> B = Yes	
B.0.1	<p><i>Do you farm or ranch on individual trust land (also called allotments) Tribal trust land, or restricted fee land?</i></p>	<input type="checkbox"/> A = No and skip to B.1.0 <input type="checkbox"/> B = Yes	
B.0.2	<p><i>Are you aware that enrolled tribal members farming or ranching on certain types of trust land may be exempt from some state regulations and taxes, and may be subject to regulations and taxes of the tribe?</i></p>	<input type="checkbox"/> 0 = No, I don't know about this. <input type="checkbox"/> 1 = I know something about this, but not how it applies to my business. <input type="checkbox"/> 2 = I know I am exempt from state regulation, but I don't know if there are federal or tribal regulations I have to comply with. <input type="checkbox"/> 3 = I know I have to comply with some federal or tribal regulations but I need help learning more about this. <input type="checkbox"/> 4 = I am confident in my understanding of federal or tribal regulations apply to my business.	
B.1.0	<p>Do you own any of the land you farm or ranch?</p>	<input type="checkbox"/> A = No and skip to B.2.0 <input type="checkbox"/> B = Yes	
B.1.1	<p><i>Do you own the land as a tenancy in common with other family members?</i></p>	<input type="checkbox"/> A = No and skip to B.2.0 <input type="checkbox"/> B = Yes	
B.1.2	<p><i>Do you have an agreement with the other owners about your right to use the land?</i></p>	<input type="checkbox"/> 0 = No, I don't even know all of them or how I would do that. <input type="checkbox"/> 1 = No, some of them know and some of them don't. <input type="checkbox"/> 2 = It's an informal agreement, not in writing, but the other owners know and agree. <input type="checkbox"/> 3 = The other owners don't have to agree to let me use it and I don't have to pay them rent. <input type="checkbox"/> 4 = I have a written agreement from all the other owners, this allows me to access some USDA programs and financing.	
B.1.3	<p><i>Do you pay yourself rent? This means having the farm business pay rent to you as the landowner, or to all the landowners, including you.</i></p>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Sometimes <input type="checkbox"/> 4 = Yes	
B.1.4	<p><i>Did the person you bought the land from finance the purchase? This means you make regular payments directly to the person you bought the land from until you pay off the land.</i></p>	<input type="checkbox"/> A = N/A or No, and skip to B.2.0 <input type="checkbox"/> B = Yes	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
B.1.5	<i>This kind of financing is called "seller-financing" or sometimes a "land contract." In some states buyers have limited protections if they default on this type of agreement. Are you aware of what you would loose if you had to default on your contract?</i>	<input type="checkbox"/> 0 = No, I do not know what would happen if I stopped paying <input type="checkbox"/> 1 = I think it would be the same as if I stopped paying a mortgage - but I don't know if that is true <input type="checkbox"/> 2 = I think I have less rights than if I had a mortgage but I don't really know the differences <input type="checkbox"/> 3 = I understand that I would lose all the money I paid in, even if the property had gone up in value, but I do not understand what my rights would be to get the property back, or how long between when I stopped paying and when I would lose the property. <input type="checkbox"/> 4 = I understand what would happen under my state's laws if I defaulted on this kind of purchase.		
B.2.0	Do you rent, cash lease or crop share any of the land you farm or ranch'?	<input type="checkbox"/> A = No, and skip to B.3.0 <input type="checkbox"/> B = No rent paid (some sort of agreement) <input type="checkbox"/> C = Yes, rent paid (cash or crop share)		
B.2.1	<i>Is your agreement in writing?</i>	<input type="checkbox"/> 4 = Yes, and go to 2.3 <input type="checkbox"/> 0 = No and continue to 2.2		
B.2.2	<i>Do you have a plan to get a written lease or crop share agreement?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Intend to but need help <input type="checkbox"/> 3 = We are working on it		
B.2.3	<i>Do you have an agreement about leasing to own, or right of first refusal, or some other agreement about purchasing the land?</i>	<input type="checkbox"/> 1 = No, and skip to B.3.0 <input type="checkbox"/> 2 = Yes		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
B.2.4	<i>How is your lease to own or right of first refusal agreement documented?</i>	<input type="checkbox"/> 0 = It is a verbal agreement and I have not paid any extra money beyond rent to have this agreement <input type="checkbox"/> 1 = It is a verbal agreement, but I made a payment separate from rent to secure this agreement <input type="checkbox"/> 2 = The agreement is in writing, but I have not paid anything extra for it, I just pay fair market rent <input type="checkbox"/> 3 = The agreement is in writing, but there isn't anything written down about paying extra for the right of first refusal option or for the land purchase, but I have made one or more payments towards the option or the purchase, or I pay a little extra with rent when I can, and that money goes towards the purchase. <input type="checkbox"/> 4 = The agreement is in writing including how much I paid for the right of first refusal option or how much I put down for the land, and it is clear how much I am paying towards rent and how much I am paying towards the option or the purchase.		
B.3.0	Do you plan to purchase land to farm in the next 5 years?	<input type="checkbox"/> A = No, and skip to B.4.0 <input type="checkbox"/> B = Yes or maybe		
B.3.1	<i>Do you know how to determine how much farm or ranch land you can afford to purchase?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = maybe <input type="checkbox"/> 2 = Yes		
B.3.2	<i>Do you know how to find farm or ranch land for sale and how to assess its suitability for your needs?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = maybe <input type="checkbox"/> 2 = Yes		
B.4.0	Do you plan to lease new or additional land to farm in the next 5 years?	<input type="checkbox"/> A = No, skip to B.5.0 <input type="checkbox"/> B = Yes or maybe		
B.4.1	<i>Do you know what terms are important to have in a farm or ranch lease?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Maybe <input type="checkbox"/> 2 = Yes		
B.4.2	<i>Do you know how to find farm or ranch land to lease and how to assess its suitability for your needs?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Maybe <input type="checkbox"/> 2 = Yes		
B.5.0	How many acres of farm, timber, or ranchland total do you own and/or lease? Include forest land, roads, and unfarmable hills or waterways, but not the area where you live.	enter # of acres in "Letter Scores" box		
B.5.1	<i>Of these acres, how many are used in your farm or ranch operation?</i>	enter # of acres in "Letter Scores" box		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
B.6.0	Are you registered as a business with the County Property Tax Assessor? (For paying county property taxes on your farm equipment, this is different from property taxes on the land itself. This question does not apply to allotment or trust land.)	<input type="checkbox"/> 0 = No or I don't know <input type="checkbox"/> 4 = Yes or I have verified that I am exempt		
B.7.0	If you are not in a rural or agricultural area have you confirmed that your business activities are not violating any local zoning ordinances?	<input type="checkbox"/> 0 = No or I don't know <input type="checkbox"/> 4 = Yes		
B.8.0	What is your source of water for farming?	<input type="checkbox"/> A=City <input type="checkbox"/> B= Well <input type="checkbox"/> C= River <input type="checkbox"/> D= Irrigation District <input type="checkbox"/> E=Pond(s) <input type="checkbox"/> F= other		
B.8.1	<i>For leased land ask: Is the maintenance of the well and pump addressed in your lease?</i>	<input type="checkbox"/> 0 = No or I don't know <input type="checkbox"/> 4 = Yes SKIP IF N/A		
B.8.2	<i>For yes ask: Whose responsibility is it to fix the well or pump?</i>	<input type="checkbox"/> 1 = Mine <input type="checkbox"/> 2 = Mixed <input type="checkbox"/> 3 = Owner's		
B.9.0	Where does excess water drain from your fields?	<input type="checkbox"/> 0 = I don't know <input type="checkbox"/> 2 = City sewer, drainage ditch, natural drainage on property, to creek, river etc.		
B.9.1	<i>Are you aware of regulations about irrigation runoff?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = A little <input type="checkbox"/> 2 = I don't think it applies to me <input type="checkbox"/> 3 = I need help understanding this or acting on this information <input type="checkbox"/> 4 = I am 100% sure I am informed and engaged and in compliance		
B.10.0	Do you plan to clear any hillside or riparian vegetation or to grade or level on a hillside or near a riparian area?	<input type="checkbox"/> 0 = No or N/A and go to B.11 <input type="checkbox"/> 1 = Maybe <input type="checkbox"/> 2 = Yes For 1 or 2 continue		
B.10.1	<i>Are you aware this may require a permit from your county, state, or tribe in order to comply with county regulations and state environmental regulations?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = A little <input type="checkbox"/> 2 = I don't think it applies to me <input type="checkbox"/> 3 = I need help understanding this or acting on this information <input type="checkbox"/> 4 = I am 100% sure I am informed and engaged and in compliance		
B.11.0	For landowners only: Were there improvements on the land when you bought it such as ag buildings, fences, irrigation infrastructure or permanent crops?	<input type="checkbox"/> 0 = No and skip to B.13.0 <input type="checkbox"/> 4 = Yes		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
B.11.1	<i>Did you have a farm appraisal done when you bought the farm? (An appraisal by a certified farm appraiser that assigns value to agricultural assets and to the acreage taking into account soil quality.)</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 4 = Yes		
B.11.2	<i>Did your CPA record the farm assets on your farm tax return and take appropriate depreciation in the year you bought the farm?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 4 = Yes <input type="checkbox"/> 1 = I haven't started farming yet or it is just a hobby right now		
B.13.0	<i>If you have livestock, do you plan to add fencing?</i>	<input type="checkbox"/> A = No, skip to B.14.0 <input type="checkbox"/> B = Yes		
B.13.1	<i>Are you aware that the EQIP program can assist with these expenses?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = sort of <input type="checkbox"/> 3 = Yes I would like help applying <input type="checkbox"/> 4 = Yes and I have applied or determined the program is not right for me		
B.14.0	<i>Are there riparian or other ecologically sensitive areas on or adjacent to your land?</i>	<input type="checkbox"/> A = No, skip to B.15.0 <input type="checkbox"/> B = Yes, and continue		
B.14.1	<i>Are you aware that the EQIP program can assist with conservation projects?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = sort of <input type="checkbox"/> 3 = Yes I would like help applying		
B.15.0	<i>For land owners only: Is there a conservation easement on your land?</i>	<input type="checkbox"/> 0=No = go to B.15.2 <input type="checkbox"/> 1=Yes = go to B.15.1 then skip B.15.2 and go to next section		
B.15.1	<i>Do you understand the importance of meeting annually with a compliance officer from the organization that holds your easement?</i>	<input type="checkbox"/> 0 = No, not at all <input type="checkbox"/> 2 = They do not contact me <input type="checkbox"/> 4 = Yes, they visit once a year		
B.15.2	<i>Are you interested in learning about placing a conservation easement on your land?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes		
B.Z.1	<i>How important is it to you to learn more about how to purchase farm or ranch land? This includes how to calculate what you can afford and how to assess if land is suitable for your needs.</i>	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
B.Z.2	<i>How important is it to you to learn more about how to lease farm or ranch land? This includes how to find the right land to lease, why to have a lease, what the lease should say.</i>	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
B.Z.3	<i>How important is it to you to learn more about environmental regulation of agricultural lands and how to be in compliance?</i>	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
C	ACCOUNTING This section evaluates your bookkeeping and accounting practices to ensure that you have a system sufficient for tax and managerial accounting and that you understand how to manage your business from a balance sheet perspective.		
C.1.0	Do you have a separate checking account for your business?	<input type="checkbox"/> 4 = Yes, and go to C.2.0 <input type="checkbox"/> 0 = No, and continue to C.1.1	
C.1.1	<i>For no: Do you understand why this is important?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Sort of <input type="checkbox"/> 2 = Yes, I just have not done it yet	
C.2.0	How do you keep track of your farm/ranch money, income and expenses?	<input type="checkbox"/> 0 = In my check register and I keep receipts - skip to C.4.0 <input type="checkbox"/> 1 = In Excel - skip to C.4.0 <input type="checkbox"/> 2 = On line software with limited functions (Xero, Zoho, Freshbooks) choose this if you do not know if the program you use has a full chart of accounts and a balance sheet <input type="checkbox"/> 3 = Software with a full chart of accounts and a balance sheet function (Quickbooks, Sage, etc.) or I have a bookkeeper <input type="checkbox"/> 4 = I have a bookkeeper and I use software with a full chart of accounts and a balance sheet	
C.2.1	<i>Did you set your system up on your own or did a trained bookkeeper or accountant help you?</i>	<input type="checkbox"/> 1 = On my own (unless trained in accounting/bookkeeping) <input type="checkbox"/> 2 = Got some help, not sure how good they are <input type="checkbox"/> 3 = Got help, pretty confident <input type="checkbox"/> 4 = Got high quality help/used a template from FarmLink, KTA, CFA, etc., or I have advanced training in this area	
C.3.0	Do you know how to read and understand your Balance Sheet?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes	
C.3.1	<i>How often do you look at your Balance Sheet and use it as a management tool to help you understand your business?</i>	<input type="checkbox"/> 0 = never, I do not do this <input type="checkbox"/> 1 = I look at it sometimes but I do not understand it <input type="checkbox"/> 2 = I look at it about once a month, but I do not really understand it, do not use it to understand my business <input type="checkbox"/> 3 = I look at it a few times a year and I understand it, but I wouldn't say it is a key management tool <input type="checkbox"/> 4 = I look at it most months and I use it as a management tool to help me understand my business and make decisions	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
C.4.0	Do you have a system or a method to calculate your cost of production? This could be for all crops, for individual crops, fields or plantings, or for livestock by animal, flock, herd, birth month, etc.	<input type="checkbox"/> 0 = No, I do not know how to do this <input type="checkbox"/> 1 = I have this information for my operation as a whole, but not at enough detail to help me make decisions <input type="checkbox"/> 2 = I have this but I have questions, it is not that accurate, it is too time consuming, too confusing, not that useful, frustrating, etc. <input type="checkbox"/> 3 = I have this but I would like to learn if there are better systems, techniques <input type="checkbox"/> 4 = I have this and it works well for me and helps me to manage my business		
C.5.0	Do you have a system or a method to calculate your cost of sales? This means the cost of different packing or processing methods and the cost of selling into different markets.	<input type="checkbox"/> 0 = No, I do not know how to do this <input type="checkbox"/> 1 = I have this information for my operation as a whole, but not at enough detail to help me make decisions <input type="checkbox"/> 2 = I have this but I have questions, it is not that accurate, it is too time consuming, too confusing, not that useful, frustrating, etc. <input type="checkbox"/> 3 = I have this but I would like to learn if there are better systems, techniques <input type="checkbox"/> 4 = I have this and it works well for me and helps me to manage my business		
C.6.0	Do you know how to determine if you should expand your operation? This means understanding how to calculate your current profitability, the cost of expanding and your predicted profitability after the expansion.	<input type="checkbox"/> 0 = No, I do not know how to do this and I have not tried to do it <input type="checkbox"/> 1 = I have tried to do this for myself but I have not been able to figure it out <input type="checkbox"/> 2 = My operation is at a stable size or grows very organically so this is not an important tool for me <input type="checkbox"/> 3 = I have this but I am not confident it is correct and I would like to learn if there are better systems, techniques <input type="checkbox"/> 4 = I have this and it works well for me and helps me to manage my business		
C.Z.1	How important is it to you to learn more about how to set up an accounting / bookkeeping system for your farm or ranch business?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
C.Z.2	How important is it to you to learn more about how to use your balance sheet and income statement to understand and manage your farm or ranch business?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
C.Z.3	How important is it to you to learn more about how to calculate your cost of production, cost of sales, or opportunities for expansion to understand and manage your farm or ranch business?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority	
D	TAXATION This section evaluates your understanding of farm and ranch taxes and if you are aware of important planning strategies related to income taxes.		
D.0.0	For enrolled tribal members only - all others skip to D.1.0: Are you aware of the IRS rules for exempt "Income derived from the land"?	<input type="checkbox"/> 0 = I do not know about this <input type="checkbox"/> 1 = I have heard of this but I do not know how it applies to me <input type="checkbox"/> 2 = I understand about exempt income derived from the land, but I do not know if I have the right kind of land to qualify, or I know I have the right kind of land to qualify but I do not know if all my activities qualify <input type="checkbox"/> 3 = I understand about exempt income derived from the land, and the types of land that qualify, but I have questions about my specific situation and I need more information to know if or how to report or not report my income, or I am unsure if I have been doing it correctly or if there is a better way, and I would like more information on this topic <input type="checkbox"/> 4 = I understand about exempt income derived from the land and they types of land that qualify and I am confident that I am treating my income the right way for my situation and my goals	
Instruction	If you are confident all of you farming or ranching activity is exempt income derived from the land, skip to section E otherwise continue if you farm on multiple parcels of land, some of which may not qualify for the exemption.		
D.1.0	Have you filed a tax return for your farm or ranch business?	<input type="checkbox"/> 0 = No and skip to D.4.0 <input type="checkbox"/> 1 = Not yet, because I am still in my first year of farming <input type="checkbox"/> 4 = Yes	
D.1.1	<i>If you filed as a sole proprietor or a partnership did you file a schedule F to report farming or ranching activity?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 0 = Do not know <input type="checkbox"/> 4 = Yes	
D.1.2	<i>For no and sole proprietor ask: Did you report your farming or ranching activity on a Schedule C?</i>	<input type="checkbox"/> 0= Yes <input type="checkbox"/> 1= No	
D.2.0	What was the first year for which you filed a tax return for your farm or ranch business?	<input type="checkbox"/> Enter year in "letter score box, or if have not filed enter 9999	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
D.2.1	<i>Is there any year when you were farming or ranching but did not file farm or ranch income taxes?</i>	<input type="checkbox"/> 4 = No <input type="checkbox"/> 1 = Yes	
D.3.0	Did you pay a tax preparer to file your return, or did you prepare it yourself using software like TurboTax, or did you fill out the forms directly?	<input type="checkbox"/> 0 = Directly <input type="checkbox"/> 2 = Software <input type="checkbox"/> 3 = Paid preparer	
D.3.1	<i>For a paid preparer ask: Was it a CPA or someone else?</i>	<input type="checkbox"/> 2 = No or do not know <input type="checkbox"/> 4 = CPA	
D.4.0	Do you have a plan to file your taxes for this year?	<input type="checkbox"/> 0 = No, or don't know <input type="checkbox"/> 2 = Yes	
D.5.0	If you have income between \$15,000 and \$50,000 you may qualify for an "Earned Income Tax Credit" of up to 6k. Have you heard of the EIC?	<input type="checkbox"/> 0 = No, or don't know <input type="checkbox"/> 4 = Yes	
D.5.1	<i>If the EIC may apply to you, are you aware that sometimes increasing business income increases the EIC?</i>	<input type="checkbox"/> 0 = No, or don't know <input type="checkbox"/> 4 = Yes If they know the EIC does not apply to them leave blank	
D.6.0	For have not filed ask: Is that because you have not yet stated farming or ranching or because you need help or more information?	<input type="checkbox"/> 0 = Not started <input type="checkbox"/> 1 = Need help <input type="checkbox"/> -1 = I choose not to file	
D.6.1	<i>If not started or hobby: Do you understand how a loss from farming can create a tax savings by reducing other taxable income?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = A little <input type="checkbox"/> 2 = Something about "hobby loss" or being told they could not take losses for too many years because they would get audited <input type="checkbox"/> 3 = Yes, but I need help understanding this or acting on this information <input type="checkbox"/> 4 = I have discussed this with a knowledgeable tax preparer who I trust	
D.6.2	<i>If you call your current farming or ranching activities a "hobby" do you know and understand the tax definition of "hobby" and how this changes your taxes?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes	
D.6.3	<i>If you are in the "start up" phase of farming are you keeping track of your expenses so you can deduct them once you start farming?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 4 = Yes	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
D.7.0	Are you familiar with special rules for deducting business expenses that might not come out of your business checking account? This includes deductions for business use of your home or personal vehicle, and deductions for business meals, travel, education and promotion.	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = I have heard of this but do not know enough to act on it <input type="checkbox"/> 2 = I understand some of these deductions but not all of them, I keep track of some of this information but have questions, need more information <input type="checkbox"/> 3 = I understand and keep records for most but not all of these deductions <input type="checkbox"/> 4 = I understand and keep records for all of these deductions		
D.7.1	<i>Do you keep records of the miles you drive your personal vehicle for work?</i>	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = No, but I know I should <input type="checkbox"/> 2 = Yes, sometimes <input type="checkbox"/> 3 = Yes mostly, but not always, it is not a priority <input type="checkbox"/> 4 = Yes, always, it saves me on my taxes (or in some cases, if they have a paid tax preparer, no, I know I do not need bigger tax losses)		
D.7.2	<i>Do you have a list of farm equipment for income taxes and for county property taxes?</i>	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = No, but I know I should <input type="checkbox"/> 2 = Yes, to one but not both or "I think my accountant has it/takes care of that" <input type="checkbox"/> 3 = Yes to both, but old, inaccurate, don't match <input type="checkbox"/> 4 = Yes, to both and they match		
D.7.3	<i>Do you take a deduction for use of an office in the home?</i>	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = No, but I know I should <input type="checkbox"/> 2 = Yes, sometimes <input type="checkbox"/> 3 = Yes mostly, but I don't like it <input type="checkbox"/> 4 = Yes, always, it saves me on my taxes (or in some cases, if they have a paid tax preparer, no, I know I do not need bigger tax losses)		
D.7.4	<i>Do you keep records of your costs to eat meals in restaurants or cook meals at home when the main purpose of the meal is to conduct business with others?</i>	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = No, but I know I should <input type="checkbox"/> 2 = Yes, sometimes <input type="checkbox"/> 3 = Yes mostly, but not always, it is not a priority <input type="checkbox"/> 4 = Yes, always, it saves me on my taxes (or in some cases, if they have a paid tax preparer, no, I know I do not need bigger tax losses)		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
D.7.5	<i>Do you keep records of promotional gifts you give to people you work with (people who help you, people you buy from, people you sell to)?</i>	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = No, but I know I should <input type="checkbox"/> 2 = Yes, sometimes <input type="checkbox"/> 3 = Yes mostly, but not always, it is not a priority <input type="checkbox"/> 4 = Yes, always, it saves me on my taxes (or in some cases, if they have a paid tax preparer, no, I know I do not need bigger tax losses)		
D.7.6	<i>Do you take a "per diem" deduction for meals and incidentals on days when you travel away from the farm all day - such as for farmers markets?</i>	<input type="checkbox"/> 0 = No, don't know about this <input type="checkbox"/> 1 = No, but I know I should <input type="checkbox"/> 2 = Yes, sometimes <input type="checkbox"/> 3 = Yes mostly, but not always, it is not a priority <input type="checkbox"/> 4 = Yes, always, it saves me on my taxes (or in some cases, if they have a paid tax preparer, no, I know I do not need bigger tax losses)		
D.8.0	Do you plan to construct any new buildings on your property?	<input type="checkbox"/> A = No <input type="checkbox"/> B = Yes or maybe		
D.8.1	<i>Are you aware of the tax rules for capitalizing construction costs on buildings?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Sort of <input type="checkbox"/> 4 = Yes, I have discussed this with a CPA		
D.9.0	Do you have or do you plan to plant permanent crops such as nut-trees or fruit-bearing bushes, vines, or trees?	<input type="checkbox"/> A = No and go to D.10.0 <input type="checkbox"/> B = Yes or maybe		
D.9.1	<i>Are you aware of the tax rules for capitalizing the costs of permanent crops?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Sort of <input type="checkbox"/> 4 = Yes I have discussed this with a CPA		
D.10.0	Are you aware of options for saving for retirement that lower your current income taxes or will generate tax-free earnings? (IRA, Roth IRA, SEP-IRA, Individual 401k?)	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = I have heard of some of these but I do not know the differences between them or how to choose one <input type="checkbox"/> 2 = Yes I understand these plans are available, but I do not think they are right for me at this time. <input type="checkbox"/> 3 = Yes I have discussed this with a CPA or financial planner and I understand which plan would work best for me and plan to set one up <input type="checkbox"/> 4 = Yes I contribute to one of these types of retirement savings account annually or most years.		
D.Z.1	How important is it to you to learn more about how to get help filing your tax returns?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
D.Z.2	How important is it to you to learn more about how your farm or ranch business income or loss affects your personal tax situation?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority	
D.Z.3	How important is it to you to learn more about tax deductions for your farm or ranch business?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority	
E	LABOR AND CONTRACTORS This section assesses if you are in compliance with applicable State and Federal labor protection laws.		
E.0.0	For enrolled tribal members on trust land only (all others go to E.1.0) Do you understand if or how federal labor law applies to businesses operated on the tribal trust lands where you operate?	<input type="checkbox"/> 0 = No, I do not know about this <input type="checkbox"/> 1 = I have heard of this, but I do not know how it applies to me or my business <input type="checkbox"/> 2 = I have some knowledge about some aspects of employment taxes and regulations, but I do not know how to act on this knowledge <input type="checkbox"/> 3 = I believe I am in compliance with some or all applicable employment law, but I have questions about some laws, if they are applicable to me and my employees or not and I need help find and more information or getting more accurate and specific answers to my questions <input type="checkbox"/> 4 = I understand which employment laws do and do not apply to me and I am confident that I am in compliance with all applicable laws	
E.1.0	Are any of your immediate family working with you in your business but not business owners?	<input type="checkbox"/> A = No and skip to E.2.0 <input type="checkbox"/> B = Yes and continue	
E.1.1	<i>Are you aware of the rules for family members and wages and hours worked?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = A little <input type="checkbox"/> 2 = Yes, I think I am exempt/I am doing it correctly, but I might be wrong <input type="checkbox"/> 3 = Everyone is on payroll <input type="checkbox"/> 4 = Yes, and I am confident I am doing it right	
E.2.0	Do you pay any people as "independent contractors" without withholding payroll taxes of filing payroll tax returns?	<input type="checkbox"/> A = No and skip to E.3.0 <input type="checkbox"/> B = Yes and continue	
E.2.1	<i>Do you file a form 1099 for amounts paid in excess of \$600/year?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Mostly, or sometimes. <input type="checkbox"/> 3 = Yes	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
E.2.2	<i>Do you know and understand the rule for who may be considered an independent contractor and who must be considered an employee?</i>	<input type="checkbox"/> 0 = No, I have not heard of this <input type="checkbox"/> 1 = I have heard of this, but I don't know the rule and "I thought I was ok" <input type="checkbox"/> 3 = Yes, but I can't afford to pay wages and payroll taxes <input type="checkbox"/> 4 = Yes I know and understand the rules and I follow them <input type="checkbox"/> -1 = I understand the rules and do not and will not follow them		
E.2.3	<i>Do you know the possible consequences of paying an employee as an independent contractor?</i>	<input type="checkbox"/> 0 = No, I have not heard of this <input type="checkbox"/> 1 = I don't know, I guess I would get a fine? <input type="checkbox"/> 3 = I would have to pay back taxes with interest and penalties and might have to pay back wages if I was paying less than minimum wage <input type="checkbox"/> 4 = I would have to pay back taxes with interest and penalties and might have to pay back wages if I was paying less than minimum wage, and I could be fined for failure to comply with my state's Workers Compensation laws.		
E.3.0	Do you pay any people on payroll with payroll taxes withheld and payroll tax returns filed?	<input type="checkbox"/> A = No and skip to E.Z.1 <input type="checkbox"/> B = Yes and continue		
E.3.1	<i>For yes: Do you use a payroll service or do you prepare your payroll and payroll tax returns in house?</i>	<input type="checkbox"/> 4 = Payroll service <input type="checkbox"/> 3 = In-house by a bookkeeper <input type="checkbox"/> 2 = I do it myself or my spouse/partner does		
E.3.2	<i>Which payroll service do you use?</i>	<input type="checkbox"/> A = Don't know <input type="checkbox"/> B = My bookkeeper, not actually a payroll service <input type="checkbox"/> C = QuickBooks payroll service <input type="checkbox"/> D = Bank or accounting firm <input type="checkbox"/> E = ADP, Paychex, Gusto, other large / national payroll service		
E.4.0	How familiar are you with minimum wage law and state and federal payroll tax reporting requirements for exempt and non-exempt agricultural labor?	<input type="checkbox"/> 0 = Not at all <input type="checkbox"/> 2 = Sort of <input type="checkbox"/> 3 = Somewhat, but I need help to do it <input type="checkbox"/> 4 = Yes and I am in compliance <input type="checkbox"/> -1 = I am familiar/aware but I am not following and I do not wish to follow		
E.5.0	Do you have "interns" or "apprentices" who make less than minimum wage or for whom you do not pay payroll taxes?	<input type="checkbox"/> A = No and skip to E.6.0 <input type="checkbox"/> B = Yes and continue		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
E.5.1	Are they working for you as part of an accredited academic or training program, or can you verify that they are exempt agricultural laborers under all the terms of your state's employment laws or the Federal Migrant and Seasonal Agricultural Worker Protection Act?	<input type="checkbox"/> 4 = Yes <input type="checkbox"/> 1 = No <input type="checkbox"/> 0 = Don't know		
E.6.0	If you have payroll are you in compliance with your state's requirements for Worker's Compensation Insurance?	<input type="checkbox"/> 4 = Yes <input type="checkbox"/> 1 = No <input type="checkbox"/> 0 = Don't know		
E.7.0	If you have payroll, how familiar are you with State and Federal Occupational Health and Safety Regulations requiring you to protect your workers?	<input type="checkbox"/> 0 = Not at all <input type="checkbox"/> 1 = Sort of <input type="checkbox"/> 2 = Somewhat, but I don't know if I am doing it right <input type="checkbox"/> 3 = Somewhat, but I have questions and need help to ensure I am in compliance <input type="checkbox"/> 4 = Yes and I am in compliance <input type="checkbox"/> -1 = I am familiar/aware but I am not following and I do not wish to follow		
E.8.0	Do you provide lodging to any of your workers?	<input type="checkbox"/> No= skip to E.Z.1 <input type="checkbox"/> Yes =continue		
E.8.1	Are you familiar with housing code requirements for this type of housing?	<input type="checkbox"/> 0 = No, and skip to E.Z.1 <input type="checkbox"/> 1 = Yes, and continue		
E.8.2	Are you in compliance with local zoning requirements for the housing you provide?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 4 = Yes		
E.Z.1	How important is it to you to learn more about the rules for employing people in your farm or ranch business?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
F	PRODUCTION AND MARKETING This section identifies your production and marketing practices and helps you to evaluate your business skills in managing production and marketing.			
F.1.0	What crops do you grow?	<input type="checkbox"/> A = Grains, oilseeds, etc. <input type="checkbox"/> B = Mixed annual fruits & veggies <input type="checkbox"/> C = Flowers, herbs, gourds <input type="checkbox"/> D = Tree-fruit, nuts, grapes, blueberries, blackberries <input type="checkbox"/> E = Hay, forage, grain etc. for animal feed		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
F.2.0	What crops do you plan to grow?	<input type="checkbox"/> A = Grains, oilseeds, etc. <input type="checkbox"/> B = Mixed annual fruits & veggjes <input type="checkbox"/> C = Flowers, herbs, gourds <input type="checkbox"/> D = Tree-fruit, nuts, grapes, blueberries, blackberries <input type="checkbox"/> E = Hay, forage, grain etc. for animal feed		
F.3.0	What is your practice for harvest and immediate post-harvest handling?	<input type="checkbox"/> H = Field pack, no cooling <input type="checkbox"/> I = Packing shed, water, no cooling <input type="checkbox"/> J = Packing shed & cooling <input type="checkbox"/> K = Bulk sale for further processing <input type="checkbox"/> L = Live animals to contract harvest and cut and wrap <input type="checkbox"/> M = Live animals sold to a packer, packaged meat purchased back <input type="checkbox"/> N = N/A, feed consumed on farm, animals sold live with no product returned		
F.3.1	<i>Do you have a written food safety plan?</i>	<input type="checkbox"/> 0 = No, I don't know what that is or if I need one <input type="checkbox"/> 1 = No, I do not need one <input type="checkbox"/> 2 = No, but I know I need to work on this <input type="checkbox"/> 3 = No, I would like assistance with this <input type="checkbox"/> 4 = Yes, I have invested in this		
F.4.0	Where/how do you sell your products?	<input type="checkbox"/> A = Farmers market <input type="checkbox"/> B = CSA <input type="checkbox"/> C = Farm stand <input type="checkbox"/> D = Wholesale <input type="checkbox"/> E = Direct to institution, restaurant or retail <input type="checkbox"/> F = To a processor <input type="checkbox"/> G = Under contract <input type="checkbox"/> H = Through a bundled CSA, internet assisted aggregation, or food hub <input type="checkbox"/> I = Other		
F.4.1	<i>If you have regular sales relationships, do you have a written contract that clarifies specific expectations such as quality, quantity, time and place of delivery, farming practices, pricing and adjustments, acceptance or rejection of product and the terms of payment?</i>	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
F.4.2	<i>If you make wholesale sales, are you familiar with how to ensure your legal rights to prompt and complete payment for sales made in your state or sales made across state lines?</i>	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge	
F.5.0	Are there livestock in your operation? If so what?	<input type="checkbox"/> If no skip to F.6.0 <input type="checkbox"/> I = Pigs or hogs <input type="checkbox"/> M = Beef cattle <input type="checkbox"/> N = Dairy cattle <input type="checkbox"/> O = Meat goats <input type="checkbox"/> P = Dairy goats <input type="checkbox"/> Q = Lambs and sheep <input type="checkbox"/> R = Poultry for meat <input type="checkbox"/> S = Laying hens <input type="checkbox"/> T = Other poultry <input type="checkbox"/> U = Fish <input type="checkbox"/> V = Insects <input type="checkbox"/> W = Horses, donkeys, mules <input type="checkbox"/> X = Aquaculture <input type="checkbox"/> Y = Other	
F.5.1	How familiar are you with the different methods for accounting for livestock, particularly for tax purposes?	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge	
F.5.2	<i>How do you track your individual livestock and their vaccinations, breeding and health records, etc.?</i>	<input type="checkbox"/> 0 = I don't <input type="checkbox"/> 1 = Hand written records (notebook) <input type="checkbox"/> 3 = Computerized records - informal (Excel, Word, Evernote, etc.) <input type="checkbox"/> 4 = Computer based application or program written for this purpose	
F.5.3	What is your source of feed?	Choose all that apply: <input type="checkbox"/> E = Purchased hay <input type="checkbox"/> F = Grown hay <input type="checkbox"/> G = Purchased grain <input type="checkbox"/> H = Grown grain <input type="checkbox"/> I = Irrigated pasture <input type="checkbox"/> J = Non-irrigated pasture, rangeland, forage	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
F.5.6	When or how do you sell your livestock?	<input type="checkbox"/> K = Live at auction <input type="checkbox"/> L = Live direct sale <input type="checkbox"/> M = Whole or half carcass <input type="checkbox"/> N = Basic cut & wrap <input type="checkbox"/> O = Additional processing beyond cut & wrap		
F.5.7	For "M - O" ask: Do you have a written food safety plan?	<input type="checkbox"/> 0 = No, I don't know what that is or if I need one <input type="checkbox"/> 1 = No, I do not need one <input type="checkbox"/> 2 = No, but I know I need to work on this <input type="checkbox"/> 3 = No, I would like assistance with this <input type="checkbox"/> 4 = Yes, I have invested in this		
F.6.0	Do you process any product beyond what is needed to safely transport it and sell it in the condition in which that product is normally sold? Examples for produce are processing beyond normal wash and pack, examples for livestock are meat products beyond basic cut and wrap.	<input type="checkbox"/> A = No and skip to F.7.0 <input type="checkbox"/> B = Yes and continue		
F.6.1	For yes and for enrolled tribal members on trust lands only (all others go to F.6.2) : Are you aware of that income from value-added activities may not qualify as "exempt income derived from the land"?	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge		
F.6.2	For all producers answering yes: Are you aware of the income tax requirements for how to treat inventory or non-incident supplies?	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge		
F.7.0	Are you certified organic?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = In process <input type="checkbox"/> 4 = Yes		
F.7.1	For "0" or "2": Are you aware of USDA program assistance with certification costs?	<input type="checkbox"/> 0 = No idea/have not heard of this <input type="checkbox"/> 1 = I've heard of this, but don't understand it <input type="checkbox"/> 2 = I understand a little <input type="checkbox"/> 3 = I understand, but I don't know how to act on my knowledge <input type="checkbox"/> 4 = I understand and am acting on my knowledge		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
F.8.1	Do you use a crop adviser, pest adviser, or animal ag expert?	<input type="checkbox"/> 1 = No <input type="checkbox"/> 2 = No, I have advanced training in this area <input type="checkbox"/> 3 = Yes		
F.9.0	Do you use or plan to use any conventional or organic pesticides, herbicides, rodenticides, etc.?	<input type="checkbox"/> 0 = No and skip to F.12.0 <input type="checkbox"/> 2 = Yes, and go to F.10.1		
F.10.0	<i>Can you show that you are exempt from or in compliance with your state's licensing requirements for commercial pesticide users?</i>	<input type="checkbox"/> 0 = No, I do not know about this <input type="checkbox"/> 1 = I do not think this applies to me but I could not prove that it does not apply to me <input type="checkbox"/> 2 = I think this may apply to me but I need help understanding what to do <input type="checkbox"/> 3 = Yes, I have made efforts to be in compliance, but I have questions <input type="checkbox"/> 4 = Yes, I am confident I am in compliance with all applicable pesticide regulations		
F.10.1	Are you aware of how your county, state or tribe regulates proper storage and disposal of pesticides and pesticide containers?	<input type="checkbox"/> 0 = No, I do not know about this <input type="checkbox"/> 1 = I do not think this applies to me but I could not prove that it does not apply to me <input type="checkbox"/> 2 = I think this may applies to me but I need help understanding what to do <input type="checkbox"/> 3 = Yes, I have made efforts to be in compliance, but I have questions <input type="checkbox"/> 4 = Yes, I am confident I am in compliance with all applicable pesticide regulations		
F.11.0	Are you aware of pest exclusion or animal disease quarantine efforts in your county?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes		
F.12.0	Do you purchase product from other farmers or ranchers to sell through your business?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
F.12.1	<i>If yes, do you have written standards/protocols that guide these agreements around quality, price etc.?</i>	<input type="checkbox"/> 0 = Not at all <input type="checkbox"/> 1 = Sort of <input type="checkbox"/> 2 = Yes, but it has not been reviewed by a food safety expert or a lawyer <input type="checkbox"/> 3 = Yes and it has been reviewed by a food safety expert or a lawyer but not both <input type="checkbox"/> 4 = Yes and and it has been reviewed by a food safety expert and a lawyer <input type="checkbox"/> -1 = I am familiar/aware but I am not following and I do not wish to follow		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
F.Z.0	How important is it to you to learn more about how to create and implement a food safety plan for your primary products (crops, livestock, eggs, etc.)?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
F.Z.1	How important is it to you to learn more about how to create and implement a food safety plan for value added production (processing products beyond the minimal amount needed to safely transport them to the usual first point of sale)?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
F.Z.2	How important is it to you to learn more about the rules for the safe and legal application and disposal of pesticides and other farm inputs?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
F.Z.3	How important is it to you to learn more about special certifications such as USDA Organic, or Good Agricultural Practices, or private labels like Certified Naturally Grown or animal welfare certifications?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
G	CREDIT This section helps you to evaluate if you can identify credit needs, if you know how to match your needs to different types of credit that are available, and if you are prepared to successfully apply for credit if you determine that credit would help you to accomplish your goals.			
G.1.0	Do you know how to do a month by month (or for some livestock and commodity operations quarterly) cash flow budget for your business?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = I have seen this demonstrated but have not done it for myself <input type="checkbox"/> 2 = I sort of tried but didn't get very far <input type="checkbox"/> 3 = I have done this, but I have questions and need help getting it right and understanding how to use it <input type="checkbox"/> 4 = Yes, I have mastered this skill For 0 go to G.1.2, For 1-4 continue		
G.1.1	<i>Do you create and use a month by month cash flow budget?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.1.2	<i>Is cash flow a problem for you? This means are there some months when you owe more than you can pay, but you are owed money that has not come in yet, or you are about to sell a crop that is not quite ready.</i>	<input type="checkbox"/> A = No and skip to G.3 <input type="checkbox"/> B = Yes and continue		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
G.1.3	How do you manage cash flow problems?	<input type="checkbox"/> 0 = I don't pay my bills on time or I use a personal credit card <input type="checkbox"/> 1 = With my own money "lent" to the business <input type="checkbox"/> 2 = Both of the above <input type="checkbox"/> 3 = With an operating loan <input type="checkbox"/> 4 = I use an operating loan, I adapt my business plan, or I use an operating loan and I adapt my business plan		
G.1.4	Do you know how to separate your business cash flow budget from your personal cash flow budget?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.2.0	Do you know how to distinguish between operating credit, credit for asset purchase or improvement and credit for land acquisition?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.3.0	Do you have any loans for your business now, such as an equipment loan?	<input type="checkbox"/> A = No and skip to G.5.0 <input type="checkbox"/> B = Yes and continue		
G.4.0	Do you have an operating loan?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.4.1	Do you have an equipment or construction loan?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.4.2	Are you currently seeking a business loan?	<input type="checkbox"/> A = No and skip to G.6.0 <input type="checkbox"/> B = Yes and continue		
G.5.0	For what? Select all that apply	<input type="checkbox"/> A = Operating <input type="checkbox"/> B = Equipment <input type="checkbox"/> C = Construction <input type="checkbox"/> D = Land		
G.5.1	Do you understand how to read a loan payment schedule? This means understanding how the amount you pay each month goes partially towards principle (the original amount you borrowed) and partially towards interest, and how the amount going towards principle and interest changes.	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Sort of <input type="checkbox"/> 2 = Yes		
G.6.0	I don't want you to tell me your credit score, I just want to ask if you know what a credit score is - and if so do you know what your credit score is?	<input type="checkbox"/> 0 = I don't know what a credit score is <input type="checkbox"/> 1 = I know what a credit score is but don't know my score <input type="checkbox"/> 2 = I know my credit score, but I don't know what it means <input type="checkbox"/> 3 = I know my credit score but I need help to understand what it means and how to improve it <input type="checkbox"/> 4 = I know my credit score and I understand what it means		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
G.7.0	<i>Do you know how to build or re-build good credit?</i>	<input type="checkbox"/> 0 = No, I do not know how to do this <input type="checkbox"/> 1 = I do not have any credit cards or any debt so this is not a concern for me <input type="checkbox"/> 2 = I know a little about this, but I need to learn more in order to take action to build or re-build my credit <input type="checkbox"/> 3 = I understand how to build or re-build good credit and I have good credit or am taking action to build or improve my credit		
G.7.1	Have you ever applied for a loan?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.8.0	<i>Have you applied for a loan with the USDA Farm Service Agency?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
G.8.1	Outside of your farm or ranch business, do you have or have you had other earned income?	<input type="checkbox"/> 0 = No and skip to G.Z.1 <input type="checkbox"/> 2 = Yes and continue		
G.9.0	<i>From a job or from another self-employment business?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Job/payroll <input type="checkbox"/> 2 = Self employment or rental income		
G.9.1	How important is it to you to learn more about how to create a cash flow budget?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
G.Z.1	How important is it to you to learn more about different kinds of credit for different needs? This means learning about the difference between operating credit and credit for different kinds of asset purchases.	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
G.Z.2	How important is it to you to learn more about how to understand your loan statement, how your monthly payments affect your loan balance and how to pay off your debt more quickly?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
G.Z.3	How important is it to you to learn more about how to build or re-build good credit?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
H	BUSINESS PLAN, INSURANCE, ENERGY, AND OTHER This section evaluates your general business knowledge and your knowledge of a few specific USDA programs.			

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
H.1.0	Do you know how to create a business plan for your farm or ranch?	<input type="checkbox"/> 0 = No, I do not know how to <input type="checkbox"/> 1 = I know what a business plan is, but I have not yet tried to do one for myself/or don't want to <input type="checkbox"/> 2 = I sort of tried but didn't get very far <input type="checkbox"/> 3 = I have done this, but I have questions and need help getting it right and understanding how to use it <input type="checkbox"/> 4 = Yes, I have a written business plan that is meaningful and useful		
H.2.0	Do you have friends, family, or neighbors who help you as informal business advisors?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
H.2.2	<i>Do you want additional mentorship?</i>	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
H.3.0	How satisfied are you with your business organization, paper work, time management etc.?	<input type="checkbox"/> 0 = I am a total mess and that's just how I am <input type="checkbox"/> 1 = I am a total mess but I want to improve <input type="checkbox"/> 2 = I am less of a mess than I used to be and I am taking specific actions to improve or would like help improving <input type="checkbox"/> 3 = I do ok, and I am constantly improving <input type="checkbox"/> 4 = My desk is mostly always clean, my records are mostly always current, I have good office work habits and good systems in place		
H.4.0	Have you taken any classes to help you improve your business skills?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
H.4.1	<i>What kind of classes?</i>	<input type="checkbox"/> A = Basic bookkeeping/ accounting <input type="checkbox"/> B = General business/business planning <input type="checkbox"/> C = College level course work <input type="checkbox"/> D = Graduate level course work		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.		Numbered Scores	Letter Scores
H.5.0	Do you understand what a general liability policy is and why you would have one for your farm or ranch?	<input type="checkbox"/> 0 = No, I do not understand this <input type="checkbox"/> 1 = I understand insurance, but I don't understand how it applies to the business I want to start <input type="checkbox"/> 2 = I understand why this is important, but I have not done it/can not afford it/do not want it/ do not have enough information and understanding to make decisions at this time <input type="checkbox"/> 3 = I plan to purchase insurance for my farm or ranch business this year; I know I will have a lot of questions about what kind of insurance to buy and how much to buy, and I might need help finding the right insurance agent <input type="checkbox"/> 4 = I have identified an insurance agent to work with and I feel confident I can get the advice I need to make the right decisions about what kind of insurance to buy and how much coverage to buy	
H.6.0	Do you understand what crop insurance is and why you would purchase it?	<input type="checkbox"/> 0 = No, I do not understand this <input type="checkbox"/> 1 = I understand insurance, but I don't understand crop insurance or how it applies to the business I want to start <input type="checkbox"/> 2 = I understand why this is important, but I have not done it/can not afford it/do not want it/do not have enough information and understanding to make decisions at this time <input type="checkbox"/> 3 = I do not think crop insurance is available for my type of operation or I plan to purchase crop insurance but I have questions and I might need help <input type="checkbox"/> 4 = I know that crop insurance is not available for my type of operation or I plan to purchase crop insurance and I am confident I have the information and advisers I need to make the right decisions	

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
H.7.0	Do you understand what disability insurance is and why you would buy it?	<input type="checkbox"/> 0 = No, I do not understand this <input type="checkbox"/> 1 = I understand insurance, but I don't understand disability insurance or how it applies to the business I want to start <input type="checkbox"/> 2 = I understand why this is important, but I have not done it/can not afford it/do not want it/do not have enough information and understanding to make decisions at this time <input type="checkbox"/> 3 = I plan to do this soon, but I have questions about what kind of insurance to buy and how much to buy, and I might need help finding the right insurance agent <input type="checkbox"/> 4 = I have coverage already or I have identified an insurance agent to work with and I feel confident I can get the advice I need to make the right decisions about what kind of insurance to buy and how much coverage to buy		
H.8.0	Do you have a plan to cover the expense of a well failure, sudden and long term loss of a market, other major unexpected disruption?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes		
H.9.0	For landowners only: Are you aware of the REAP program for on-farm energy production?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes <input type="checkbox"/> 2 = Yes and I have this or have used it		
H.10.0	Are you aware of the Value Added Producer Grant program to expand value-added activities?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 2 = Yes <input type="checkbox"/> 2 = Yes and I have this or have used it		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
H.11.0	Do you have a succession plan including a designated person who is authorized to take over your affairs if you are dead or incapacitated?	<input type="checkbox"/> 0 = No, I have not thought about this or I do not know what these things are <input type="checkbox"/> 1 = No, but I have thought about this and I would like more information to understand what to do <input type="checkbox"/> 2 = I have a will and an estate plan, but I do not have a short term plan for a temporary successor if I am incapacitated, or I have a short term plan for a temporary successor but I do not have a will and an estate plan <input type="checkbox"/> 3 = I have put some effort into creating a short term or a long term succession plan but I have not been able to do it all, I have questions, I do not know if I have done it right, I am stuck on some things, I need help <input type="checkbox"/> 4 = Yes, I have a will as well as a succession plan including a designated person who is trained and authorized to take over my affairs if I am incapacitated or deceased		
H.12.0	How important is it to you to learn more about how to create a business plan?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
H.Z.1	How important is it to you to learn more about different ways to manage your time and be more organized?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
H.Z.2	How important is it to you to learn more about different kinds of insurance and how to decide which insurance and how much insurance to buy?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
H.Z.3	How important is it to you to learn more about the USDA Value Added Producer Grant or REAP programs?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		
H.Z.4	How important is it to you to learn more about how to make a plan for your business and family if you are temporarily or permanently disabled or you are deceased?	<input type="checkbox"/> A = Not important <input type="checkbox"/> B = Somewhat important <input type="checkbox"/> C = Important but not a priority <input type="checkbox"/> D = Important <input type="checkbox"/> E = Very important/high priority		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
I	PERSONAL INFORMATION This information will help us to get in touch with you and will also help us to understand what sorts of educational programs and learning habits are most associated with success.			
	Name			
	E-mail			
	Phone			
	Physical address			
	Best time and way to get in touch?			
I.1.0	Before starting your farm or ranch, what was your experience farming or ranching?	<input type="checkbox"/> 0 = None <input type="checkbox"/> 1 = Gardening, informal apprenticeship, WOOFing, etc. <input type="checkbox"/> 2 = Farm internship or apprenticeship (6 months or more) <input type="checkbox"/> 3 = Formal program to teach farming or ranching, and put name in data field if known <input type="checkbox"/> 4 = Formal program plus > 6 months internship/apprenticeship <input type="checkbox"/> 5 = Grew up farming/ranching or long time farm or ranch employee		
I.2.0	Before starting your farm or ranch, what was your experience managing a small business?	<input type="checkbox"/> 0 = None <input type="checkbox"/> 1 = Observing others, working as a non-managerial employee <input type="checkbox"/> 2 = Management position <input type="checkbox"/> 3 = Formal program to teach business management <input type="checkbox"/> 4 = Have owned and operated a successful small business before		
I.3.0	Do you have a computer? Laptop, desktop or tablet?	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Tablet <input type="checkbox"/> 2 = Desktop or laptop		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
I.4.0	How do you get information about farming and farm business management?	<input type="checkbox"/> 0 = I don't know about this, I do not have a plan for this <input type="checkbox"/> 1 = Friends & family <input type="checkbox"/> 2 = Friends & family & neighbors/mentor farmers <input type="checkbox"/> 3 = Friends, family, neighbors & also from the internet, (blogs, podcasts, websites, articles) or only from the internet <input type="checkbox"/> 4 = Some or all of the prior sources and NRCS, FSA, Extension, membership organization, ongoing association with a training program or incubator, or other farm service providers <input type="checkbox"/> 5 = All of the prior plus books, magazines, classes		
I.5.0	Are you a dues-paying member of an association that provides you with information and advocacy about legal and regulatory issues?	<input type="checkbox"/> 0 = No and go to 1.10.0 <input type="checkbox"/> 1 = Yes		
I.5.1	Which one?	<input type="checkbox"/> A = Farm Bureau <input type="checkbox"/> B = Farmers Union <input type="checkbox"/> C = Grange <input type="checkbox"/> D = National Young Farmers <input type="checkbox"/> E = Other		
I.6.0	How likely are you to go to classes to learn more?	<input type="checkbox"/> 0 = I won't <input type="checkbox"/> 1 = Maybe if it is free and convenient <input type="checkbox"/> 2 = Maybe if it is cheap and convenient <input type="checkbox"/> 3 = Likely if I could afford it and find the time <input type="checkbox"/> 4 = Very likely, or I already do that or have done that		
I.7.0	How much would you value one on one technical assistance with topics we have discussed?	<input type="checkbox"/> 0 = Not much <input type="checkbox"/> 1 = A bit, depends, not sure <input type="checkbox"/> 2 = I would be interested in learning more <input type="checkbox"/> 3 = I would probably want this <input type="checkbox"/> 4 = I defiantly want this!		

Select the number or letter of your best response from the "Answers" column. Enter a number in the "Number Score" column and a letter in the "Letter Score" column.			Numbered Scores	Letter Scores
J	OPTIONAL DEMOGRAPHIC DATA - UNSCORED BUT REPORTED TO FUNDERS This information helps programs to evaluate their ability to serve diverse audiences, and helps programs that serve diverse audiences to apply for and receive funding.			
J.1.0	M/F/N	<input type="checkbox"/> A = Female <input type="checkbox"/> B = Male <input type="checkbox"/> C = Non-binary		
J.2.0	Race(s)	Please enter in "Letter Score" box		
J.3.0	Year of birth	Please enter in "Letter Score" box		
J.4.0	Disability?	<input type="checkbox"/> A = Yes <input type="checkbox"/> B = No		
J.5.0	Do you have military experience?	<input type="checkbox"/> A = Yes <input type="checkbox"/> B = No		
J.6.0	<i>Branch?</i>	Please enter in "Letter Score" box		
J.7.0	<i>Rank?</i>	Please enter in "Letter Score" box		
J.8.0	<i>Current status?</i>	<input type="checkbox"/> A = Active <input type="checkbox"/> B = Discharged <input type="checkbox"/> C = Retired		
J.9.0	<i>Educational benefits?</i>	<input type="checkbox"/> A = Yes <input type="checkbox"/> B = No		
J.10.0	<i>Disability benefits?</i>	<input type="checkbox"/> A = Yes <input type="checkbox"/> B = No		