

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

RICHARD J. SULLIVAN
Secretary

SCOTT J. SOARES
Commissioner

Dear GAP/GHP Audit Participant:

The Massachusetts Department of Agriculture, in collaboration with the USDA Specialty Crop Block Grant Program, is pleased to inform you of the Massachusetts' Department of Agricultural Resources' USDA Good Agricultural Practices (GAP) and Good Handling Practices (GHP) Cost-Share Program for the 2010-2011 calendar years. The GAP/GHP Cost Share Program has been designed to facilitate uptake and bear a portion of the expense associated with a successful audit.

Any producer, individual or business, located in the Commonwealth of Massachusetts that schedules and successfully completes their initial USDA GAP/GHP audit will be eligible to apply for cost-share reimbursement. Qualified applicants may be eligible to receive up to a maximum of \$750.00 per calendar year to cover the costs of one successfully completed GAP/GHP Audit. To qualify for this reimbursement applicants must have successfully completed their initial USDA audit on or between January 1, 2010 and December 31, 2011. Reimbursements will not be given for costs associated with a failed audit.

Applications will be accepted, processed and approved on a first-come, first-serve basis. Reimbursements will cover all costs associated with a successful initial USDA GAP/GHP audit up to a maximum of \$750. Costs exceeding \$750 will not be eligible for reimbursement. The Massachusetts Department of Agricultural Resources recommends that applications for reimbursement, along with verification of payment, be submitted to the Department as soon as an audit is successfully completed and payment has been disbursed.

If you have any questions or require further assistance please feel free to contact the Department of Agriculture's representative for the GAP/GHP Cost Share Program, Michael Botelho, at 617-626-1721, or through e-mail at michael.botelho@state.ma.us.

Regards,

Michael Anthony Botelho
Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500
Boston, Ma. 02114

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The Massachusetts Department of Agricultural Resources
In cooperation with
The United States Department of Agricultural Marketing Service

USDA Good Agricultural Practices/Good Handling Practices (GAP/GHP) Cost-Share Program

Reimbursement Form Instructions

Available only to farms satisfactorily inspected and certified and receiving initial USDA GAP/GHP certification between January 1, 2010 and December 30, 2011.

Subject to Federal Fund availability, and subject to a limit of \$750 per farmer/ per reimbursement period.

INSTRUCTIONS

1. Complete this form.
2. Please attach proof of certification payment (receipt or cancelled check).
3. Please complete the W-9 Form (attached) **if you have received reimbursement last year for a different program, and/ or if there were any changes to the information requested on the W-9 form. You will need to submit a letter of explanation of changes along with updated W-9 form. NO** Facsimile accepted. **NO** erasures or whiting-out accepted.
4. **Please sign and complete page 2 of 2 on the Commonwealth Terms and Conditions Form. NO** facsimile accepted. **NO** erasures or whiting-out accepted.
5. The 'Authorization for Electronic-Funds Payment' form is attached and **is optional**. It is solely for your convenience. **NO** facsimile accepted. **NO** erasures or whiting-out accepted.
6. All forms must be signed by owner (if sole proprietor) authorized signatory (if corporation, or other organization)
7. Mail completed form and attachments to the following address for postmark NO Later than December 31, 2010 to:

Michael A. Botelho
USDA GAP/GHP Cost Share Program
Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500
Boston, MA 02114-2141
michael.botelho@mass.state.gov

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GAP/GHP COST SHARE PROGRAM Reimbursement Form

Any producer, individual or business, located in the Commonwealth of Massachusetts that schedules and successfully completes their USDA Good Agricultural Practices/ Good Handling Practices GAP/GHP audit will be eligible to apply for cost-share reimbursement. Qualified applicants may be eligible to receive up to a maximum of \$750.00 per calendar year to cover the costs of one successfully completed GAP/GHP Audit. To qualify for this reimbursement applicants must have successfully completed an approved initial USDA audit on or between January 1, 2009 and December 31, 2010.

Reimbursements will not be given for costs associated with a failed audit.

1. **Farm/Business Name:** _____

2. **EIN#:** ____ - ____ - ____ - ____ - ____ - ____

(Must be the same number as recorded on W-9 form)

3. **Social Security Number:** ____ - ____ - ____ - ____ - ____ - ____

(If you do not have a business EIN, please provide the Social Security Number for the individual seeking reimbursement)

4. **Contact Information:**

Business Name: _____

Contact Name: _____

Address: _____

Phone: (____) _____ **Fax:** (____) _____

Email: _____

5. **USDA GAP/GHP Audit Information:**

Date of Audit Approval: _____

Name of Auditor: _____

Total Cost of Audit: \$ _____

(Note: please attach receipt or cancelled check)

I hereby certify upon pains and penalties of perjury that the information on this form is true and correct to the best of my knowledge.

Title: _____

Authorized Signature: _____ **Date:** _____