

AGRICULTURAL MARKETING AND DEVELOPMENT Phone: 651-201-6012

2019-2020 AGRI Good Agricultural Practices/Good Handling Practices (GAP/GHP) Cost Share Application

For certification-related costs incurred between 5/16/2019 and 5/15/2020. Applications must be postmarked no later than 5/31/2020. See [Frequently Asked Questions \(page 2\)](#) for additional information.

First Name/MI	Last Name	Phone		
Farm or Company Name		Email		
Mailing Address	City	State	Zip	
County	Certifying Agency			

You are eligible for this program for up to three years if your certificate was issued or renewed/updated between 05/16/2019 and 5/15/2020 or you had continuing certification during this time period. *If not*, you do not qualify for this program.

Submit the following:

- 1) Application Form – if unable to enter electronically, please use black ink;
- 2) Form W-9;
- 3) Proof of new or continuing certification (copy of your current certificate(s) or letter from certifier)
- 4) Detailed invoices/statements from your certifier that list certification costs you incurred after 05/16/19 and before 05/15/20. Self-completed worksheets and cancelled checks are not acceptable forms of documentation.

I hereby attest that the information submitted with this form is true, complete, and accurate; and that I was certified by an accredited certification agency during the qualifying period.

X Applicant Signature _____ **Date** _____

We are requesting Form W-9 in order to issue the payment you are requesting. You are not legally required to give us this information but we will be unable to process your claim without it. No one will have access to your social security number except those permitted access by law, by your written consent, by a court order, or by those department employees whose job duties require access.

TO BE COMPLETED BY THE MINNESOTA DEPARTMENT OF AGRICULTURE	
Date Received	Vendor ID
PO: 3(4)20431	
Ok to Pay \$	Denied Claims Reason
Signed	

FREQUENTLY ASKED QUESTIONS

How do I become GAP/GHP certified?

Third party certification is required to become GAP/GHP certified. For more information or to schedule an audit, please call 651-201-6067 or visit the Minnesota Department of Agriculture's (MDA) Fruit and Vegetable Inspections Webpage: www.mda.state.mn.us/licensing/licensetypes/fruitandvegetable.aspx

Producers and handlers certified to USDA GAP/GHP standards by an accredited certifier are eligible for this program for up to three years, if:

- Certification was awarded or continuing between 05/16/2019 and 05/15/2020; and
- The address on your certificate is located in Minnesota.

What kind of costs qualify for reimbursement?

GAP/GHP certification costs. Costs associated with becoming eligible for GAP/GHP certification, such as installing hand sinks and drains or hiring a contractor to oversee the plan, are ineligible for reimbursement.

How do I apply?

Mail your application to the MDA by 05/31/2020. Farms must submit proof of certification and copies of invoices issued by their certifier (no self-completed worksheets or cancelled checks).

How much am I eligible for?

Payments depend on the total certification costs incurred between 05/16/2019 and 05/15/2020. In no case will payments exceed 75% of the documented costs (or \$2000) of certification.

When is the application due?

The application and all required supporting documentation must be postmarked no later than 05/31/2020. If postmark is illegible, we will consider the application to have been postmarked one day prior to receipt. Late applications will be denied.

What about my privacy?

Under state law, we must provide demographic information, like your name and address, if asked. We do not release social security numbers or individual payment amounts.

What if I have certified more than once during the eligibility period?

You are eligible for payment with each certification completed during the eligibility time period for a maximum of three years.

Where do I send the application?

MDA GAP Cost Share/AMD
625 Robert St. N.
St. Paul, MN 55155-2538

All applicants must submit IRS form W-9: www.irs.gov/pub/irs-pdf/fw9.pdf