

New Hampshire Department of Agriculture, Markets & Food

APPLICATION FACT SHEET NH Agriculture COVID-19 Relief Program

The New Hampshire Agriculture COVID-19 Relief Program was created to assist producers in recovering economic losses incurred as a direct result of the COVID-19 pandemic. The funding is from the federal CARES Act Coronavirus Relief Fund provided to New Hampshire and managed by the NH Governor's Office for Emergency Relief & Recovery.

About the Program:

This program will provide relief funding to New Hampshire farm operations for portions of expenses and lost revenues incurred due to COVID-19. The Department of Agriculture, Markets & Food ("Agriculture") is administering this program.

Agriculture recognizes upfront, this program does not have the financial resources to make farms whole; instead, it will help offset some of the increased costs.

Producers who have documented average gross sales losses of at least \$1,000/month (as compared to 2019) for each application period, or have a minimum average of \$500/month of COVID-19 related expenses that impacted the operation for the application period, or both, are eligible for this program. If you applied for the March 1-June 30 funding term, use the account information that you created to access future applications. If you do not already have an account, you will be creating one as part of the application process. There are two remaining application terms for 2020 as shown below.

Those farms that successfully registered for the original NH Agriculture COVID-19 Relief program in June (farms that grossed \$50,000 or more in calendar year 2019) will also use the same application and terms/deadlines for additional losses and expenses. Use the account user name and password that you created when you registered to access future applications. If you have a question about eligibility contact Gail McWilliam Jellie at 271-3551.

If your business has received payment or reimbursement for the same expenses and/or lost sales from any other source, you may not be eligible for funding from this program. If you have any questions about whether or not you might be affected, or how, contact Gail McWilliam Jellie at gail.d.mcwilliamjellie@agr.nh.gov, tel. 603-271-3551.

Applying for the Program:

The application is available via an online portal:

https://nhpublichealth.force.com/nhgoferr/Proposal_Core_Listing_Page

It is recommended that applicants use Google Chrome or Firefox web browsers to complete the registration. Deadlines are as follows:

- October 15, 2020, for expenses and/or lost sales incurred during July 1, 2020 to September 30, 2020
- December 10, 2020, for expenses and/or lost sales incurred during October 1, 2020 to November 30, 2020

Steps for completing the Registration Form:

- 1) It is highly recommended that you do not wait until the last minute to begin the application process.
- 2) Create an online account, or use your existing account information. The same account must be used to complete all your applications. Save your account information for future use.
- 3) Provide your business information which includes your business name, your federal employer identification number (EIN or Social Security number), your business and email addresses, telephone number and if applicable, your business website.
- 4) Select the time period for which you are applying.
- 5) Utilizing your records, list revenues for all applicable commodities for which you had sales in 2019 and 2020 in the application timeframe. Aggregate all sales and list a single number per commodity.
- 6) Total all sales together and list this figure on the appropriate line of the application form.
- 7) Provide information about COVID-19 related expenses (additional hired labor, PPE, supplies, capital purchases).
- 8) Sign the form by typing your name in the signature line and checking the box to certify the information you provided is true. List your title and date the form on the appropriate lines.
- 9) Save the form and then submit via the website using the submit button. ***NOTE: The form times out every 15 minutes due to a security setting. Save your information frequently as you complete the form to prevent losing your information. You will not receive a confirmation email, but your application will confirm submission after you hit the submit button. Also, when you sign back into your account it will indicate whether or not your application was submitted.

Dairy farms have a separate COVID-19 assistance program and are not eligible for this program. Contact the NH Dept. of Agriculture, Markets & Food with dairy related questions.

*Please note that **documentation is required to support your application** and must be submitted **with the application**. This documentation may include Schedule F tax forms, Form 943 or 941, and Quickbooks, or similar reports.*

For more information about the NH Agriculture COVID-19 Relief Program, contact Gail McWilliam Jellie at gail.d.mcwilliamjellie@agr.nh.gov, tel. 603-271-3551.