

New Hampshire Department of Agriculture, Markets & Food

APPLICATION FACT SHEET NH Agriculture COVID-19 Relief Program

Expansion Application Form

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 (“flex funds”) provided to New Hampshire and managed by the Governor’s Office for Emergency Relief & Recovery.

About the Program:

This program will provide relief funding to New Hampshire farm operations for 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.

All relief funding payments will be made by December 30, 2020; checks will be sent out as soon as possible following the application dates.

Producers who have COVID-19-related gross sales losses of \$1,000/month as compared to 2019, or expenses of \$500/month, are eligible for this program.

The original program was limited to specialty crop producers and the new funding opportunity will be available to all agricultural producers who have documented an average minimum loss of \$1,000/month (as compared to 2019), or have accumulated average expenses of at least \$500 directly related to COVID-19 actions on the farm, during the application period.

The original program funding was limited to farms that grossed \$50,000 or more in calendar year 2019, with COVID-19 related losses. This restriction was due to the fact that there was limited funding available and the potential for an estimated 4,000 non-dairy farms to apply, which would provide a very small payment per farm against potentially large expenses and losses. At the \$50,000 gross sales level (farms that typically net \$5,000/year), approximately 400 eligible operations were anticipated, which allowed for an average allocation of \$3,750 per farm, with the funding available.

Information from the first round of applications has been helpful to determine the kinds of losses farms have experienced and extent of losses. We are pleased to be able to now open the program to additional farms with lower gross income as well as those with different commodities.

Applying for the Program:

The application will be available via an online portal.

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

The application deadlines/periods are as follows:

- August 31, 2020, for March 1, 2020 to June 30, 2020 (only open for farms that missed the initial registration deadline or did not qualify initially)
- October 15, 2020, for July 1, 2020 to September 30, 2020
- December 10, 2020, for October 1, 2020 to November 30, 2020

Steps for completing the Application Form:

- 1) Create an online account. This account information will be used to complete both your current application and any subsequent applications.
- 2) Provide your business information which includes your business name, your federal employer identification number (a.k.a. EIN), your business and email addresses, telephone number and if applicable, your business website.
- 3) 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.
- 4) Total all sales together and list this figure on the appropriate line of the application form.
- 5) Provide information about COVID-19 related expenses (additional hired labor, PPE, supplies, capital purchases).
- 6) 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.
- 7) Save the form and then submit via the website using the submit button. **Please note:** The Application Form times out every 15 minutes due to inactivity for security purposes. Save your information frequently as you complete the form to prevent losing your information.

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 will be 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, see the program factsheet at <https://www.goferr.nh.gov/covid-expenditures/nh-agriculture-grants>, or contact Gail McWilliam Jellie at gail.d.mcwilliamjellie@agr.nh.gov , tel. 603-271-3551.