



David E. Pierce
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Division of Marine Fisheries

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Secretary
George N. Peterson,
Jr.
Commissioner
Mary-Lee King
Deputy Commissioner

January 11, 2016

Sector Name
Sector Manager
Address
Address

RE: Phase 2 Federal Groundfish Disaster Aid Program

Dear Sector Manager:

The Massachusetts Division of Marine Fisheries (DMF) notified you, in a December 21, 2015 mailing, that Northeast Fishery Sector II was pre-qualified to receive federal disaster assistance from Phase 2 of the Commonwealth's Groundfish Disaster Economic Assistance Program. Sectors had until January 8, 2016 to submit a written appeal to DMF. To date, DMF has not received a written appeal from Northeast Fishery Sector II, therefore this letter **finalizes** <Sector Name>'s **final eligibility to receive a payment of \$<amount>**. Enclosed you will find documents to make you a state vendor – a necessary step in receiving your financial assistance.

There are four documents enclosed that you will need to fill out:

1. A **Standard Contract** form

Complete the contractor information box on the top left of the form. The "Contractor Legal Name" should be either your name or corporation, as appropriate. If it is a corporation please include the name of an appropriate corporation officer as the "Contract Manager". Leave the "Contractor Vendor Code", "Vendor Code Address ID" and "Prompt Payment Discount (PPD)" fields blank. Complete the "Authorizing Signature For the Contractor" on the bottom left of the form. All other fields have been filled out for you.

2. **Commonwealth Terms and Conditions**

Fill out according to instructions on form.

3. A **W-9** form

Fill out according to instructions on form.

4. A Commonwealth **Electronic Funds Transfer (EFT)** Authorization form

Fill out according to instructions and please be sure to include a voided check.

Please be sure to sign and date all four documents and mail to DMF in the enclosed return envelope. Once you have become an approved state vendor, DMF will be able to transfer eligible funds to you. It will take approximately 45 days for payments to process.

Should you have any questions please contact Samantha Andrews, DMF Program Coordinator, by phone at (617) 626-1564 or by email at Samantha.n.andrews@state.ma.us.

Sincerely,

Melanie Griffin
Fishery Policy Analyst