



Paul J. Diodati
Director

Commonwealth of Massachusetts

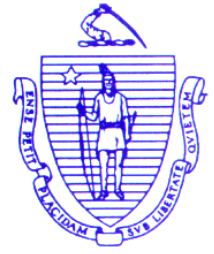
Division of Marine Fisheries

251 Causeway Street, Suite 400

Boston, Massachusetts 02114

(617)626-1520

fax (617)626-1509



Deval Patrick
Governor

Maeve Vallely Bartlett

Secretary

Mary B. Griffin

Commissioner

August 6, 2014

<Name on NMFS Permit>

<Address>

<City>, <State> <Zip>

RE: Federal Groundfish Disaster Aid

The Nation Marine Fisheries Services (NMFS) recently notified you that you were qualified to receive federal disaster assistance related to the disaster declared for the 2013 groundfish fishing year. Given your homeport status in the Commonwealth of Massachusetts on April 30, 2014 you will receive your payment through the Massachusetts Division of Marine Fisheries (DMF). 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 (one set per eligible person or legal corporation):

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. DMF does not expect to receive federal disaster assistance funds from NMFS for disbursement prior to October 1st. After DMF receives funding from NMFS, it will take approximately 45 days for payments to process. If you have any questions you may contact me at 617.626.1528 or by email at Melanie.griffin@state.ma.us.

Sincerely,

Melanie Griffin
Fishery Policy Analyst