



# Arizona Department of Agriculture

1110 W. Washington St., Suite 450, Phoenix, Arizona 85007  
(602) 542-0137 FAX (602) 364-0830

October 2023

Dear GAP Audit Participant:

This letter is to notify you of the Agricultural Consultation and Training GAP Certification Cost-Share Program. Qualified applicants may receive 75% of the costs of *up to two* successful USDA Good Agricultural Practices (GAP) audits per year. Participation in the USDA GAP audit program is voluntary. The cost-share program is designed to help defray some of the expenses related to successful audits. Information about the GAP certification one-on-one assistance program, offered by the AZDA, is available on-line at <https://agriculture.az.gov/trainingassistance/food-safety/good-handling-practices-and-good-agricultural-practices-ghpgap>

A business/individual is eligible to apply for reimbursement as soon as their USDA GAP audit has been approved and fees have been paid. Applicants must fully complete the necessary application and be able to show verification of audit approval and proof of payment. Qualified applicants may only receive funding for one scheduled and one un-announced audit per Federal Fiscal Year (FFY). Both audits must be successful. To qualify for reimbursement, applicants must have successfully completed an approved USDA audit on or between July 1, 2022 and September 30, 2024. Reimbursements will not be given for costs associated with a failed audit.

Applications are accepted and approved on a first-come, first-served basis. Reimbursements will cover 75% of all expenses associated with up to two successful USDA GAP audits per year. It is recommended that potential applicants apply for this funding as soon as their audit is approved and payment is verified. In the event of limited funds available, preference will be given to complete applications received with the earliest approval date. **Funding for this program may not be available after September 30, 2024 and all qualified applications must be received by that date. Qualified applicants are encouraged to take advantage of this opportunity.**

The attached form is also available on-line at: <https://agriculture.az.gov/trainingassistance/food-safety/good-handling-practices-and-good-agricultural-practices-ghpgap>. If you have questions regarding this cost-share program, please do not hesitate to contact the GAP Cost-Share Program Coordinator, Lisa James, at 602-542-3262 or [ljames@azda.gov](mailto:ljames@azda.gov).

Sincerely,

A handwritten signature in blue ink that reads "Susan Chase".

Susan Chase  
Assistant Director  
Agricultural Consultation & Training