



Instructions for 2015 National Organic Certification Cost-Share Program

The United States Department of Agriculture (USDA) is authorized to provide cost share assistance to producers and handlers of agricultural products in obtaining certification under the USDA National Organic Program. The Idaho Organic Program of the Idaho State Department of Agriculture (ISDA) will administer the dissemination of these funds to eligible Idaho organic producers and handlers.

Organic cost share programs reimburse individual organic operators up to 75 percent of their 2015 certification costs up to a maximum of \$750 per category of certification. Please note that certification costs must have been **paid** from **October 1, 2014 through September 30, 2015** in order to receive reimbursement. Complete applications (those that contain all of the qualifying documentation) will be reimbursed in the order they are received and until the funds are exhausted or the eligibility period ends, whichever comes first. ISDA will contact you if your application is incomplete.

Please submit complete applications to ISDA by **November 2, 2015** to ensure your application is reviewed in time to receive reimbursement. Operations certified by ISDA may opt to apply by checking the appropriate box in the 2015 Organic Certification Application, in lieu of completing a separate cost share application.

In order to administer the reimbursement process equitably and to comply with USDA grant management requirements, qualifying documentation must be provided. Please submit the qualifying documentation listed below (all forms may be downloaded from <http://www.agri.idaho.gov/Categories/PlantsInsects/Organic/organiccostshare.php>):

1. National Organic Certification Cost-Share Program Application Form OR checking the box on your ISDA 2015 Organic Certification Application.
2. W-9 Form – Request for Taxpayer Identification Number and Certification (enclosed)
3. Copy of current Certificate of Organic Operation or letter of Continuation of Certification.
4. Proof of application/certification fee and inspection fee **payments** (ex.: copy of canceled checks, receipts, or invoices).

If you have questions, please contact Jason Laney, Organic Program, Idaho State Department of Agriculture at (208) 332-8675 or jason.laney@agri.idaho.gov. Please send electronic applications to jason.laney@agri.idaho.gov.

Applications packets may also be mailed to:

Idaho State Department of Agriculture
Organic Cost Share Reimbursement Program
Attn.: Jason Laney
PO Box 790
Boise, ID 83701

