



Instructions for 2016 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 2016 certification costs up to a maximum of \$750 per category of certification. Please note that certification costs must have been **paid** from **October 1, 2015 through September 30, 2016** 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.

Please submit complete applications to ISDA by **November 2, 2016** to ensure your application is reviewed in time to receive reimbursement. **PLEASE NOTE** that ISDA will no longer be including the application checkbox on certification applications. **A separate Cost Share application must be submitted for all operations.**

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
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. *ISDA certified operations do not need to provide this.
4. Proof of application/certification fee and inspection fee **payments** (ex.: copy of canceled checks, receipts, or invoices). *ISDA certified operations do not need to provide this.

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

