

## **2009 National Organic Certification Cost-Share Program Instructions**

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.

Payments to eligible producers will be limited to 75% of an individual producer or handler certification costs up to a maximum of \$750. Individual producers and handlers will be reimbursed for certification costs incurred the period of October 1, 2008 through September 30, 2009. 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.

In order to administer the reimbursement process equitably and comply with USDA grant management requirements, qualifying documentation must be provided. Please submit the qualifying documentation listed below:

1. National Organic Certification Cost-Share Program Application Form (**blank form enclosed**).
2. W-9 Form - Request for Taxpayer Identification Number and Certification (**blank form 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 Tonya March in the ISDA Fiscal Office at (208) 332-8511.

Mail to:

**Idaho State Department of Agriculture  
Organic Cost Share Reimbursement Program  
Attn: Tonya March  
P.O. Box 790  
Boise, ID 83701**