



Indiana State Department of Agriculture Organic Certification Cost Share

Application Deadline: October 15, 2014
 Federal Funding Information: CFDA# 10.171
 Award Year 2014

For fiscal year 2014, individual organic producers (crops, wild crops, and/or livestock) and/or handlers are eligible for reimbursement of 75 percent of their 2014 (October 1, 2013 through September 30, 2014) certification costs up to a maximum of \$750 per category of certification. Operations must possess current USDA organic certification to be eligible to receive reimbursements. This means operations must either have successfully received their initial USDA organic certification from a USDA-accredited certifying agent, or must have incurred expenses related to the renewal of their USDA organic certification from a USDA-accredited certifying agent between October 1, 2013 and September 30, 2014. Operations with suspended or revoked certifications are ineligible for reimbursement.

Allowable Costs	Unallowable Costs
Application Fees	Late Fees
Inspection Costs	Inspections due to violations of NOP regulations
First-time USDA NOP certification fees	Any charges related to certifications other than USDA organic
Travel costs/per diem for organic inspectors	Transitional certifications
User fees/sales assessments	Materials and supplies
Postage	Equipment

Payments are limited to 75% (seventy-five percent) of an individual producer's certification costs, up to a maximum of \$750 (seven hundred and fifty dollars) per certificate or category of certification, per year. Eligible operations may receive one reimbursement per year per certificate or category of certification (if one certificate includes multiple categories). Each certificate may be reimbursed separately. Likewise, each category of certification may be reimbursed separately.

Three categories of certification are eligible for reimbursement under the AMA cost share program: crops, wild crops, and livestock.

Example 1 – One Category

An operation certified for the category of crops is only eligible for up to 75% of certification costs up to a maximum of \$750.

Example 2 – Two Categories

An operation certified for the categories of crops and livestock is eligible for up to 75% of the certification costs for both categories combined up to a maximum of \$1,500, even if a single certificate lists all of the categories.

Example 3 – Three Categories

An operation certified for the categories of crops, wild crops, and livestock is eligible for up to 75% of the certification costs for these categories combined up to a maximum of \$2,250, even if a single certificate lists all of the categories.

Example 4-Three Categories and Handler

An operation certified for the categories of crops, wild crops, livestock, and handler is eligible for up to 75% of the certification costs for these categories combined up to a maximum of \$3,000, even if a single certificate lists all of the categories.

APPLICATION PROCESS FOR FIRST-TIME APPLICANTS AND/OR NEWLY-CERTIFIED OPERATIONS: Once a producer or handler in Indiana receives proof of organic certification from an accredited certifying agent, (<http://www.ams.usda.gov/AMsv1.0/> NOPACAs) then s/he may apply to the Indiana State Department of Agriculture for a reimbursement grant. Applicants should keep records of all invoices and payments for certification-related expenses. Copies of following documents are required:

- A. Copy of USDA organic certificate or other proof of certification issued by a USDA-accredited certifying agent
- B. Application form
- C. Itemized invoice and/or proof of payment for certification-related expenses (see above chart)
- D. IRS W-9 tax form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- E. Automated Direct Deposit Authorization Agreement SF#47551 (available here: <http://www.in.gov/auditor/2340.htm>)

Reimbursements may not be processed until the applicant is granted certification and all required grant agreement paperwork has been accepted.

PROCESS FOR RENEWAL APPLICANTS:

A. The applicant submits an completed, signed and dated application, the W-9 and Direct Deposit forms to the Indiana State Department of Agriculture, along with an itemized invoice for certification expenses. The Department verifies the applicant's name against the USDA's database of certified organic operations.

B. If the applicant is not listed in the database, then proof of certification must be provided. If the applicant is in the database, then the reimbursement may be issued upon grant agreement execution.

Based on the receipt of the completed application packet by the Indiana State Department of Agriculture, reimbursements will be on a first-come, first-served basis until the limited program funds are exhausted.

Indiana State Department of Agriculture Organic Certification Cost Share Program Application



Contact/Owner Name

Company/Farm Name

Farm Address City, State Zip

Mailing Address City, State Zip

Phone Number Email Total Certified Acres

Certifying Organization Certification Expense

Certified Products (check all that apply)

- Dairy Beef Swine Poultry (layers) Poultry (meat) Corn
- Soybeans Wheat Oats Other Small Grain (specify) _____
- Fresh Market Vegetables Other (specify) _____

I certify that the above information is accurate and that no part of the certification expense has been reimbursed from other sources.

Contact/Owner Signature _____ Date _____

Mail application and accompanying documents to:
Indiana State Department of Agriculture
Attn: Grants Coordinator
One North Capitol Ave Suite 600
Indianapolis, IN 46204

Or email all documents to: bdawson@lg.in.gov

Applicant Check List

- Completed application
- W-9 form
- Direct Deposit Form (Section 2 must either be completed by the financial institution or have a voided check attached)
- Copy of your certificate or continuation of certification document with effective date within eligible range (10/1/13-9/30/14)
- Copies of paid, itemized invoices corresponding to certification costs

Once the above documents are submitted and reviewed, the Indiana State Department of Agriculture will send qualified applicants a grant agreement which must be signed and returned. Reimbursement cannot be made until the grant agreement is fully executed.