

For paper applications only: APPLICATION IS ON THE REVERSE SIDE OF THIS FORM

## 2015 ORGANIC CERTIFICATION COST SHARE PROGRAM Directions and Program Information

### RULES & REQUIREMENTS

- Cost-share payments are limited to 75% of \*allowable certification costs up to a maximum of \$750 per scope;
- There are 4 scopes: crops, livestock, wild crops, processing/handling;
- The eligibility period includes bills PAID between 10/1/14-9/30/15;
- If you have farms in multiple states, apply in the state in which the certified operations are located;
- You must have obtained your first certificate between 10/1/14-9/30/15 **OR** be a renewing producer/processor in good standing to apply;
- Only 1 application per operation will be accepted per cost-share year.

\*ALLOWABLE COSTS: application fees, inspection fees (including travel costs for inspector), certification costs, user fees/sales assessments, postage (with receipt)

\*UNALLOWABLE COSTS: inspections due to violations, charges relating to non-USDA organic certification (such as JAS certification), transitional certifications, labeling program, materials, supplies, & equipment, LATE fees, MEMBERSHIP fee, consultant fees

### INSTRUCTIONS

**If you are certified with: CCOF, ICS, IDALS, MOSA, NICS, OneCert Inc., or QCS**, your certifier agreed to provide the necessary documentation to support your application. You only need to complete and submit:

- Application
- W9\*\*

If your certifier is NOT listed above, they have not agreed to provide this information. You will need to provide the following:

- ✓ W9\*\*
- ✓ Receipt from certifier of eligible fees paid between October 1, 2014-September 30, 2015 for organic certification.
- ✓ Copy of most recent organic certificate.

**\*\*W9s** are valid for 18 months. If you received cost-share last year, you do not need to complete a new one unless your information has changed. An example of a change of information would be if you moved and have a new address or if your name changed due to marriage or a business name change.

Payment information will be requested from certifiers on a scheduled basis – allow 4 weeks to receive payment.

Send to: Iowa Department of Agriculture (IDALS)

Organic Certification Program  
Wallace Building, 502 East 9<sup>th</sup> Street  
Des Moines, IA 50319

Contact: Tammy Stotts (515)281-7657 or [tammy.stotts@iowaagriculture.gov](mailto:tammy.stotts@iowaagriculture.gov)

**Deadline:** Applications are due in our office by **November 6, 2015.**  
The application is on the reverse side of this form.

**Iowa Department of Agriculture and Land Stewardship  
Organic Certification Cost-Share Program Application  
(Eligibility period 10/1/14-9/30/15)**

**Application Deadline: November 6, 2015**

First Name:	Last Name:	Social Sec. #/Federal ID:	Certifier:
Farm/Business Name:	Telephone:	Email:	
Address:	City:	*State:	Zip:
Categories of certification (Check <b>all</b> that apply) <input type="checkbox"/> Crop <input type="checkbox"/> Livestock <input type="checkbox"/> Handler/Processor <input type="checkbox"/> Wild Crops			

\*Apply to the state in which your certified operation is located.

1. Did you apply for organic certification for the first time between 10/1/14 and 9/30/15?  Yes (your certificate must have been issued between 10/1/14-9/30/15 to qualify) skip to question #3  No
2. Do you have any organic farming operations or processing facilities in any other state(s) for which you will be applying for cost-share?  Yes (List state(s): \_\_\_\_\_)  No
3. Only 1 application will be accepted per year/per operation. Have you paid all fees for the cost-share period for which you are seeking reimbursement?  Yes  No (wait until fees have been paid, or forego unpaid fees)
4. Are you certified by any of the following certifiers: Certification Service, LLC (CCOF), International Certification Services, Inc. (ICS), Iowa Dept of Ag & Land Stewardship (IDALS), Midwest Organic Services Assoc (MOSA), OneCert, Inc., Natures International (NICS), Quality Certification Services (QCS), (These certifiers have agreed to provide supporting documentation.)  
 Yes (submit this complete, signed application and if you did not receive cost-share last year, a W9)  
 No (You must contact your certifier and obtain and submit copies of all PAID receipts and a copy of your organic certificate (Copies of checks are NOT acceptable). If you did not receive cost-share last year or if you had any changes to your previous information you also need to submit a W9 form.

Please list information about the fees PAID between 10/1/14-9/30/15:

(Example of fee types can be found in the instructions under allowable-unallowable costs)

			IDALS USE ONLY	
Date Pd:	Fee Type:	Amt Pd.	Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Pd:	Fee Type:	Amt Pd.	Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Pd:	Fee Type:	Amt Pd.	Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Pd:	Fee Type:	Amt Pd.	Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Pd:	Fee Type:	Amt Pd.	Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Pd:	Fee Type:	Amt Pd.	Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	

I verify that I am certified organic and all information submitted is accurate and true.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date