



Illinois Organic Certification Cost-Share Program



Effective 11/30/11

For Certified Producers and Handlers

CFDA #: 10.171

Applications will be accepted through November 1, 2012.

Details required to apply for reimbursement are on the second page of this application and may include the following requirements:

1. This form/application (completely filled out, signed and dated)
2. W-9 form (Rev. 12/11) (Available at www.irs.gov)
3. Copy of your certificate or continuation of certification document with effective date within eligible range of 10/1/11 to 9/30/12
4. Copy of paid, itemized invoices corresponding to #3 above.

Upon receipt of your documents, the Illinois Department of Agriculture will confirm certification and then provide reimbursement to the mailing address listed on this form. Mailing address must match the address listed on the W-9 form. Please note that incomplete forms may delay your reimbursement. Based on the receipt of the completed application packet by the Illinois Department of Agriculture, reimbursements will be on a first-come, first-served basis until the limited program funds are exhausted. If you have questions, please contact Delayne Reeves at 217/524-9129 or email delayne.reeves@illinois.gov. **Please print clearly or type!**

Do Not Write In This Space

Contact/Owner Name _____

Company/Farm Name _____

Farm Address _____

City _____ State _____ ZIP _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

County _____ E-mail _____

Certifying Organization _____

Certification Expense \$ _____ Total Certified Acres _____

Certified Products
(Please check all that apply)

- Dairy
- Beef
- Swine
- Poultry (layers)
- Poultry (meat)
- Corn
- Soybeans
- Wheat
- Tobacco
- Oats
- Other Small Grain
- Fresh Market Vegetables
- Other (please indicate)

Attach additional detailed list if necessary.

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 Packet To:	For office use only		
Illinois Organic Certification Cost-Share Program Illinois Department of Agriculture Bureau of Marketing and Promotion State Fairgrounds, P.O. Box 19281 Springfield, IL 62794-9281	Date of Certification/ Recertification	10/1/2011 - 9/30/2012	
	Actual Certification Cost from Invoices	\$	
	<input type="checkbox"/> 75% =	\$	<input type="checkbox"/> \$750
	Approved by		Date

USDA, NATIONAL ORGANIC PROGRAM, ORGANIC CERTIFICATION COST SHARE PROGRAM

www.ams.usda.gov/NOP/

Procedural Guidelines — Fiscal Year 2012 *(Current as of 9/1/11)*

PROGRAM AUTHORITY

The NOCCSP is authorized under 7 U.S.C. 6523, as amended by section 10301 of the Food, Conservation and Energy Act of 2008. The USDA, AMS has allocated \$22 million for this program over 5 years. The Act authorizes the USDA to provide certification cost share assistance to producers and handlers of organic agricultural products in all States. The program will provide cost share assistance, through participating States, to organic producers and handlers receiving certification or continuation of certification by a USDA accredited certifying agent.

PROGRAM PARTICIPANTS: ORGANIC OPERATIONS

To receive cost share assistance from their respective State departments, eligible organic operations must apply to their participating State department to receive cost share payments. To be eligible, operations must have a current USDA organic certificate. The applicable National Organic Program (NOP) regulations are available on the NOP website at www.ams.usda.gov/nop. In order to be eligible for reimbursement in the current federal fiscal year, applicants must have received their first certification or have incurred expenses related to the renewal of certification by a USDA accredited certifying agent between October 1, 2011 and September 30, 2012.

ALLOWABLE COSTS

Payments are limited to 75% (seventy-five percent) of an individual producer's or handler's certification costs up to a maximum of \$750 (seven-hundred and fifty dollars) per certificate or category of certification, per year. No other direct costs are permitted. Operations may receive one reimbursement, per certificate, per year. For a sample list of allowable and unallowable expenses on reimbursement applications, see Chart of Allowable and Unallowable Costs.

Chart of Allowable and Unallowable Costs

Below is a list with a sample of costs which may be reimbursed, as well as those which are ineligible. This list is meant to be demonstrative, not exhaustive. Questions about allowable costs should be directed to the Cost Share Manager.

Allowable Costs	Unallowable Costs
<ul style="list-style-type: none">• Application Fees• Inspection costs• First-time USDA National Organic Program certification fees• Travel costs/per diem for organic inspectors• User fees / sales assessments• Postage	<ul style="list-style-type: none">• Late Fees• Inspections due to violations of NOP regulations• Any charges related to certifications other than USDA organic• Transitional certifications• Materials and Supplies• Equipment

Producer and Handler Application Procedures and Requirements

In order to receive a cost share reimbursement, eligible producers and handlers in Illinois should apply to the Illinois Department of Agriculture.

Applications will be accepted through November 1, 2012.

I. APPLICATION PROCESS FOR FIRST-TIME APPLICANTS AND/OR NEWLY-CERTIFIED OPERATIONS:

Once a producer or handler in Illinois receives proof of organic certification from an [accredited certifying agent](http://www.ams.usda.gov/AMSv1.0/NOPACAs), (<http://www.ams.usda.gov/AMSv1.0/NOPACAs>) then s/he may apply to the Illinois Department of Agriculture for reimbursement. Applicants should keep records of all invoices and payments for certification-related expenses. Copies of following documents may be required:

- Copy of USDA organic certificate or other proof of certification issued by a USDA-accredited certifying agent
- Application form
- Itemized invoice and/or proof of payment for certification-related expenses (see above chart)
- IRS W-9 tax form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Reimbursements may not be processed until the applicant is granted certification.

II. PROCESS FOR RENEWAL APPLICANTS:

- The applicant submits an completed, signed and dated application and W-9 form to the Illinois 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.
- 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.

Illinois Organic Certification Cost-Share Program
Illinois Department of Agriculture, Bureau of Marketing and Promotion
State Fairgrounds, P.O. Box 19281, Springfield, IL 62794-9281

Delayne Reeves, Marketing Representative
Phone: 217/524-9129 Fax: 217/524-5960 Email: delayne.reeves@illinois.gov