



July 2021

Dear Pennsylvania Certified Organic Operator,

This letter is to notify you of the USDA Organic Certification Cost Share Program for the 2020-2021 program year. USDA certified organic operations that are certified or receiving continuation of certification during the period **October 1, 2020, through September 30, 2021**, by a USDA-accredited certifier may apply for cost-share reimbursement.

Qualified applicants may **receive 50 percent of eligible fees paid, up to a maximum of \$500**, for each eligible scope of certification. This rate was announced by USDA Farm Service Agency (FSA) in 2020 and will remain in effect until 2023. The Pennsylvania Department of Agriculture will begin processing applications pending final approval of funding from USDA FSA.

A copy of your certificate or renewal certificate is no longer required for the cost share application, but please be certain to enter your certificate number on the enclosed application. You will need to provide invoices and proof of payment with your completed application or arrange for your certifier to supply that information to the Pennsylvania Department of Agriculture. This information is necessary to verify costs and to process your application for reimbursement.

All completed applications must be postmarked by **October 31, 2021**, and mailed to:

Pennsylvania Department of Agriculture
ATTN: Michele Brookins
2301 North Cameron Street
Harrisburg, PA 17110

Applications also are available online at agriculture.pa.gov/agbiz and may be submitted by email no later than **October 31, 2021**. Please note, you will need to submit your proof of payment, which can be done electronically as well, by emailing to RA-AgBusiness@pa.gov.

We recommend completing your application as soon as possible as reimbursements will be made when and while funds are available, on a first come, first served basis. If you have any questions, please contact Michele Brookins at mbrookins@pa.gov, by phone at (717) 787-5319, or at RA-AgBusiness@pa.gov.

Sincerely,

A handwritten signature in black ink that reads "Cheryl L. Cook".

Cheryl L. Cook
Deputy Secretary

Completed applications must be postmarked by **October 31, 2021**: PA Dept. of Agriculture ATTN: Michele Brookins



FEDERAL ORGANIC COST-SHARE PROGRAM APPLICATION ADMINISTERED BY THE PENNSYLVANIA DEPARTMENT OF AGRICULTURE

Certified organic operations receiving valid certification or continued certification issued by a USDA-accredited certifying agent with eligible costs paid during the period of October 1, 2020 through September 30, 2021 may apply for cost-share reimbursement. PLEASE PRINT OR TYPE IN BLUE OR BLACK INK ONLY- READ INSTRUCTIONS ON REVERSE SIDE

1. Applicant's Name: _____ 2. Title _____

3. Payee(s)'s Name: PLEASE COMPLETE ONLY ONE: A or B

A. Applying under Business Name _____

BUSINESS EIN# [][][]-[][][][][][][][][][]

B. Applying as individual(s) All individuals whose name appears on the organic certificate must be listed if completing this section, along with their social security number (SS#)

Payee 1: _____

SS# [][][][]-[][][]-[][][][][][]

Payee 2: _____

SS# [][][][]-[][][]-[][][][][][]

Payee 3: _____

SS# [][][][]-[][][]-[][][][][][]

Payee 4: _____

SS# [][][][]-[][][]-[][][][][][]

4. Owner (s): _____

5. Company/Farm Name: _____

6. Address: _____

7. City: _____ State _____ Zip _____

8. Phone #: () _____ 9. Fax: () _____ 10. Email: _____

11. Cost-share scope(s) (Circle each scope for which you are certified)-Crops ||Wild Crops || Livestock||Processing/Handling||

12. Circle reimbursement for: First certification or Renewal 13. Certificate Number: _____

14. Certification or Re-Certification Costs \$ [][][][][] [][][] Please attach proof of payment for certification costs with your application

15. To Payee: (1) Are you responsible for the payment of the incurred certification fees? YES [] NO* []

(2) Are you paying certification fees for any other organic farms? YES* [] NO []

*If no to #1, explain on back of application. If yes to #2, list farms and addresses on back of application.

16. Certification Agent/Agency

Global Organic Alliance NOFA-NY NOFA-NJ OEFFA Oregon Tilth OCIA Pennsylvania Certified Organic QAI QCS Other (please specify on reverse)

I hereby apply to the Pennsylvania Department of Agriculture for reimbursement fees under the Federal Organic Cost-Share Program given under the authority of the Federal Crop Insurance Act (7U.S.C. 1501 et seq.) and Agricultural Risk Protection Act of 2000. I verify that the information I provided on this application is true and correct. False statements are subject to penalties for unsworn falsifications to authorities (18 Pa. C.S.A. Section 4904).

17. Applicant(s)'s Signature:

1. _____ Date: _____ 2. _____ Date: _____

3. _____ Date: _____ 4. _____ Date: _____

Please see the reverse side of this document for instructions and important changes to the application procedure

INSTRUCTIONS

- 1-2. Name and Title of **individual completing this application.**
3. Names of **ALL** persons listed on organic certificate or renewal certificate who will receive reimbursement payments in equal division of the total reimbursement amount must be completed in section B. If certificate is for business, please complete section A.

SS# or business FEIN# that matches the Payee(s) listed in item 3.
- 4-10. Owner contact information. This is where any and all correspondence as well as the reimbursement check will be mailed.
11. Organic operations may receive one reimbursement per certificate or scope of certification per year. The NOP currently recognizes four scopes of certification: crops, wild crops, livestock, and processing/handling. This means that operations with more than one certification scope may be eligible for more than one reimbursement.
12. Circle **Certification** if this is your first certification year or **Renewal of Certification** if your certification was renewed this year. **IMPORTANT: You DO NOT need to send a copy of your certificate with the application!**
13. This is the unique certification number as it appears on the certificate you receive from your certification agency. Contact your certification agency if you do not know this number.
14. **Please include the dollar amount for the total costs of your certification or renewal certification for this cost share year. Invoices and proof of payment should be included with your application. Please remember, the cost share year is on or between October 1, 2020 and September 30, 2021.**

ALLOWABLE COSTS:

- Application Fees
- Inspection Fees, including Travel Costs and Per Diem for Organic Inspectors
- Certification Costs, including fees necessary to access international markets with which AMS has equivalency agreements or arrangements
- User Fees/Sale Agreements
- Postage

UNALLOWABLE COSTS:

- Inspections due to violations of USDA Organic regulations
- Charges related to non-USDA organic certifications
- Transitional Certifications
- Other labeling program
- Materials, Supplies, Equipment
- Late Fees
- Membership Fees
- Consultant Fees

****NOTICE TO OPERATIONS CERTIFIED BY PENNSYLVANIA CERTIFIED ORGANIC (PCO)-YOU** STILL MUST FILL OUT THE APPLICATION IN IT'S ENTIRETY, THE ONLY THING YOU ARE NOT REQUIRED TO PROVIDE IS AN AMOUNT OR PROOF OF PAYMENT. PCO WILL PROVIDE THE ALLOWABLE COSTS ASSOCIATED WITH YOUR CERTIFICATION.**

15. (1) Check yes or no in answer to the supplied question. If you answered **NO** please explain below.

(2) Check yes or no in answer to the supplied question. If you answered **YES** please list farms below and attach additional sheet(s) if necessary.
16. Name and contact information for your certifying agency. **If you checked Other**, please fill out information below:

Certification Agent/Agency: _____
Address: _____
Phone#: _____ Fax: _____ Email: _____
17. **Signature of all payees as listed in item 3.**

*Applications postmarked after **October 31, 2021** may not be processed. If you have any questions, or need additional information, please contact Michele Brookins. Additional applications may also be printed out from our website: https://www.agriculture.pa.gov/Business_Industry/Financial%20Assistance/Pages/default.aspx

Contact Information:
Michele Brookins
Pennsylvania Department of Agriculture
2301 North Cameron Street
Harrisburg, PA 17110
Ph: 717-787-5319
Fax: 717-787-5643
Email: mbrookins@pa.gov