Application for Cost-Share Reimbursement 2015

Name of Certified Organic Business: ________________________________

Your Name: ______________________________________________________

Type of Certification (crop, livestock, processor): _______________________

Address: _________________________________________________________

City: ______________________ State: ______ Zip: _____________________

Phone: ______________________ Fax: _____________________________

Email: __________________________

Name of your certifier (NMDA, etc.): _________________________________

Allowed reimbursement costs for certification include: application fees, inspection fees, user fees, postage and assessments. Late fees and charges relating to violations of the organic standards are not eligible expenses. If you have questions about a particular expense, please call (505) 841-9427. If you are certified by NMDA you do not need to attach receipts unless you are claiming postage. If you are claiming postage or are not certified by NMDA you must attach receipts. Everyone must attach an itemized list of items to be reimbursed.

A) During the year 10/1/14-9/30/15 I spent (the following amount) $ _____________ on organic certification expenses.

B) Multiply the amount above x .75. $_______________

C) If the number on line B is larger than $750 you are eligible for a reimbursement of $750. If the number on line B is less than $750, that amount will be the amount of your reimbursement.

D) If you were first certified in 2015, or are certified by a body other than NMDA, please attach a copy of your certificate. This is REQUIRED!

TOTAL REIMBURSMENT: __________________

I, __________________________ understand that under the NOP cost-share program I am eligible to apply for 75% of my annual certification costs up to $750/year for Federal FY 2015, and nothing more. Awards of funds will be made on a first-come first-served basis (of the complete application); funds may not be available to reimburse every certified business.

____________________________________ Date: __________________

(sign here)

Please follow the instructions on the back of this form.
Please follow these instructions.

1. The Organic Cost-Share Program is a federal program, funded by the 2014 Farm Bill, to reimburse producers and processors for 75% of the cost of organic certification, up to $750. You must apply to receive reimbursement. If you have more than one certification (e.g. crop and processor) you may apply for EACH current certificate, but you must complete a separate application for each certified operation.

2. In New Mexico, the New Mexico Department of Agriculture is the agency responsible for distributing the federal funds. All certified organic New Mexico businesses are eligible for reimbursement as long as they have successfully completed the certification process and have a current certificate from a USDA-accredited certifier.

3. You must fill out the forms completely and include the required attachments to be reimbursed.

4. Requests for reimbursement must be received no later than 10/31/15.

5. There is no guarantee that funds will be available. Reimbursements will be issued on a first-come-first served basis until the money runs out.

6. What is important in figuring your certification costs for a particular year is the date that you wrote the check to cover those costs. Checks you wrote from 10/1/14-9/30/15 would be eligible for cost share reimbursement this year. Your “certification year,” (the date on your certificate or renewal) is irrelevant to this program. Eligible expenses generally are ones for which you paid your certifier. Application fees and assessments are eligible. Late fees charged for late application submission are not eligible.

7. Please don’t hesitate to call Joanie at (505) 841-9427 if you have any questions about this program. We want you to get your reimbursement.

What you have to do
Guided by the information above:

1) Fill out the cost-share application and sign it.

2) Fill out the NMSU Vendor Questionnaire form. If you file taxes as a corporation or partnership you do NOT have to fill out the “Independent Contractor Determination” section on page 3 of the form. If you file as an individual, sole proprietor or LLC, you MUST complete the “Independent Contractor Determination” section of the form. In this section, check “no” on all the boxes. Under Question 8, please write the following: “I am not providing a service to NMSU but am being reimbursed for fees paid to NMDA.” Sign the form on page 4 where it says “Contractor’s Signature.”

3) Include a copy of your current organic certificate if you were first certified in 2015, or are not certified by NMDA.

4) Include an itemized statement of certification expenses; and, if not certified by NMDA or you are claiming postage, please attach receipts.

5) Do NOT send the vendor questionnaire (or anything else) to NMSU. Send ALL the above items to: Joanie Quinn/NMDA, 2604 Aztec NE, Albuquerque, NM 87107; or, scan the documents to: jquinn@nmda.nmsu.edu.