

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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DEVAL L. PATRICK
Governor

MAEVE VALLELY BARTLETT
Secretary

GREGORY C. WATSON
Commissioner

2014 ORGANIC CERTIFICATION COST-SHARE PROGRAM

To: Massachusetts Certified Organic Farms
From: Ellen M. Hart, Division of Agricultural Markets
Subject: 75% Reimbursement for Organic Certification
Date: September 30, 2014

We are pleased to announce that the Massachusetts Department of Agricultural Resources (“Department”) has received USDA – Agricultural Marketing Service (“AMS”) funding and is authorized to reimburse certified organic crop and livestock producers for the Federal 2014 Fiscal Year. Reimbursements are limited to 75% (seventy-five percent) of an individual organic crop and livestock producer’s certification costs, up to a maximum of \$750 (seventy-five hundred dollars) of one category of certification, for the program year. Three (3) categories of certification are eligible for reimbursement under the AMS cost share program:

Crops: Pastures, cover crops, green manure crops, catch crops, or any plant or part of a plant intended to be marketed as an agricultural product, fed to livestock, or used in the field to manage nutrients and soil fertility,

Wild Crops: Any plant or option of a plant that is collected or harvested from a site that is not maintained under cultivation, and;

Livestock: Any cattle, sheep, goats, swine, poultry, or equine animals used for food or in the production of food, fiber, feed, or other agricultural-based consumer products; wild or domesticated game; or other non-plant life, except such term shall not include aquatic animals for the production of food, fiber, feed, or other agricultural-based consumer products.

Operations may receive one (1) reimbursement per certificate or category of certification (if one certificate includes multiple categories). For example, if an operation is certified for the crops category only, it is eligible for up to 75% of certification costs up to a maximum of \$750. If an operation is certified for crops and livestock, it is eligible for up to 75% of the certification costs for both of these categories for a total of \$1,500. If an operation is certified for all three categories (crops, wild crops and livestock), it is eligible for up to 75% of the certification costs for all three categories or \$2,250.

Applicants must successfully receive their first organic certification from a USDA accredited certifying agent or have incurred expenses related to the renewal of certification between October 1, 2013 and September 30, 2014, thus the 2014 Federal Fiscal Year.

Please be advised that complete applications will take precedence over incomplete applications. Incomplete applications will be returned with a memo on required documentation. Complete applications will be processed on

a first come basis until all funds are expended. **In order to receive reimbursement, please complete all enclosed forms by no later than October 31, 2014 and submit them to:**

Ellen M. Hart
Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500
Boston, MA 02114-2141

Incomplete forms will not be processed for payment by the Department. No exceptions.

For more information or questions, please contact Ellen Hart at 617-626-1742, email: Ellen.Hart@state.ma.us

Instructions

1. Please complete the form entitled "Reimbursement Form".
2. Attached proof of certification payment (i.e., receipt of cancelled check).
3. **If you did not receive reimbursement in 2013, and /or if there are any changes to the information, complete the W-9 Form attached.** You will need to submit a letter explaining any changes along with an updated W-9 form. When completing the W-9 form be sure that the "Legal" name of the vendor is on the first line of the form. SSN# = Vendor name (individual name) i.e., John Smith. Federal Employer ID# = (Individual name as sole proprietor (i.e., John Smith or Company name where ever (i.e. Smith Farm Inc. is applicable) see instructions on the W9 form. Please note, faxed forms shall not be accepted, nor shall any W-9 forms that have erasure marks or have been whited-out.
4. Attach a copy of your IRS tax identification (TIN) number along with the W9 attachment. Sign and complete page 2 of 2 on the Commonwealth Terms and Conditions form. Please note, faxed forms will not be accepted, nor shall any W-9 forms that have erasure marks or have been whited-out.
5. The "Authorization for Electronics-funds Payment" form is attached. **This form is new this year and is mandatory.** Please note, faxed forms will not be accepted, nor shall any W-9 forms that have erasure marks or have been whited-out.
6. All forms noted above in #3, #4 and #5 must be signed by owner (if sole proprietor) or authorized signatory (if corporation, or other organization).
7. Mail completed forms to the following address, no later than October 31, 2014, and submit them to:

Ellen M. Hart
Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500
Boston, MA 02114-2141

2014 PRODUCERS REIMBURSEMENT FORM

Contact Name:
 Farm Business Name:
 Address:
 Phone Number:
 Fax Number:
 Email Address:
 Tax ID# or SS# (Must be the same number as recorded on W-9 Form):

Service Dates	List type of Agricultural Product being certified: Crops, Wild Crops and/or Livestock	Service Type(s) (Inspection for Certification or Inspection for Renewal)	Accredited Certifying Agent (s) (Name and Address)	Service Cost(s)
			TOTAL SERVICE COSTS:	
			75% of TOTAL (Total x 0.75) OR MAXIMUM \$750	

ATTESTATION I, _____ hereby certify upon pains and penalties of perjury
 (Please PRINT name)
 that the information on this form is true and correct to the best of my knowledge.

Signed this _____ day of _____, 2014
 (Please SIGN Name)

Please mail completed forms to the following address, no later than October 31, 2014 to: Ellen Hart,
 Massachusetts Department of Agricultural Resources, 251 Causeway Street, Suite 500, Boston, MA
 02114-2141.

