



State of New Jersey

DEPARTMENT OF AGRICULTURE
HEALTH / AGRICULTURE BUILDING
PO BOX 330
TRENTON NJ 08625-0330

PHILIP D. MURPHY
Governor
TAHESHA L. WAY
Lt. Governor

EDWARD D. WENGRYN
Secretary

August 6, 2024

To: New Jersey Certified Organic Operations

Re: **USDA ORGANIC CERTIFICATION COST SHARE PROGRAM**
Application Deadline: Thursday, October 31, 2024

The New Jersey Department of Agriculture has applied to participate in the USDA's Organic Certification Cost Share Program, and you may be eligible for reimbursement pending application review and funds availability.

Each qualified operation is now eligible for a reimbursement of up to 75% of its costs of certification, not to exceed \$750 per scope. Operations may receive one reimbursement per scope of certification per year.

In the event that demand exceeds the amount of funds allocated to New Jersey, completed applications will be processed on a first come, first serve basis. Incomplete application packages will not be processed (please see application and checklist for documentation required for processing).

To qualify for reimbursement under this program, an organic handler or producer must have received their first certification or have incurred expenses related to the renewal of certification between October 1, 2023 and September 30, 2024. Operations must possess a current organic certification in good standing through a USDA-Accredited certifying agent. Certification costs include fees and charges levied by the certifying agent for certification activities. Further information on allowable /unallowable costs is available at:

www.nj.gov/agriculture/grants/organiccostshare.html

You are required to register for New Jersey's Procurement portal (NJSTART) at www.njstart.gov. This solution is designed to streamline the procurement process and make it more efficient for companies looking to do business with the State. This registration, which is easy and takes only a few minutes to complete, is required to receive your Organic Cost Share Reimbursement. If you have previously been registered in NJSTART, be sure to check the information in your account to avoid delays in processing of a reimbursement. Please note that registering for NJSTART is a two-step process, you will need to check your email after your initial NJSTART application to complete your registration.

Organic producers and handlers can also visit their local USDA Farm Service Agency (FSA) offices to apply for federal reimbursement. Operations may apply through only one agency. Duplicate reimbursements will not be issued to an operation.

Applications are available on the New Jersey Department of Agriculture's website at www.nj.gov/agriculture/grants/organiccostshare.html. If you have questions regarding this program please contact Nichole Steward by calling 609-913-6517 or via e-mail at organiccostshare@ag.nj.gov. **It is your responsibility to verify that your application and supporting documentation have been received by the Department of Agriculture.**

Enclosures: Application for Organic Cost Share Reimbursement
Proof of Payment Sample Sheet
2024 Organic Cost Share Reimbursement Checklist

STATE OF NEW JERSEY
DEPARTMENT OF AGRICULTURE
DIVISION OF MARKETING AND DEVELOPMENT
P. O. BOX 330, TRENTON, NJ 08625 - 0330
www.nj.gov/agriculture
609-913-6517

STATE USE ONLY	
Approval Date	_____
Reimbursement Data:	
Date:	_____
Amount:	_____
Program:	<input type="checkbox"/> AMA
	<input type="checkbox"/> NATIONAL

APPLICATION FOR ORGANIC CERTIFICATION COST REIMBURSEMENT

NATIONAL/AMA COST-SHARE PROGRAM

PLEASE PRINT OR TYPE

Total fees paid to certifier for organic certification between 10/1/23- 9/30/24= \$ _____

I am a new applicant. I am a returning applicant.
 I am a new applicant. I am a returning applicant.

NJSTART Vendor ID Number: _____
(REQUIRED FOR REIMBURSEMENT)

APPLICANT INFORMATION

Name of Farm / Operation (if applicable) _____

Name of Applicant _____

Business Address
Number & Street _____ City _____ State _____ Zip Code _____

Mailing Address (if different)
Number & Street _____ City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

E-mail Address _____ Contact Name _____

CERTIFYING AGENT INFORMATION

Certifying Agency _____

Applicant's Signature

Date

IMPORTANT

THE FOLLOWING REQUIRED DOCUMENTATION MUST BE INCLUDED WITH THIS APPLICATION:

- ✓ INVOICE(S) DETAILING CERTIFICATION COSTS
- ✓ PROOF OF PAYMENT FOR CERTIFICATION COSTS
- ✓ PROOF OF CONTINUATION OF CERTIFICATION**
- ✓ PHOTOCOPY OF ORGANIC CERTIFICATE **

** For renewal applicants - These forms are not required if your operation is listed in the USDA's database of certified organic operations

APPLICATIONS MUST BE RECEIVED BY THE NJ DEPARTMENT OF AGRICULTURE
NO LATER THAN THE CLOSE OF BUSINESS ON **OCTOBER 31, 2024**

**APPLICATIONS ARE PROCESSED IN THE ORDER THAT THEY ARE RECEIVED.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Applications can be returned to the Department via **Email** organiccostshare@ag.nj.gov or **Mail**: NJDA, Division of Marketing & Development, Attn: Nichole Steward, PO Box 330, Trenton, NJ 08625. It is your responsibility to verify that your application and supporting documentation have been received by the Department of Agriculture. Completed applications are processed in the order that they are received.

2024 Organic Cost Share Reimbursement Program

Acceptable Documents for Proof of Payment

1. Invoice from Certifying Agent showing a ZERO Balance paid between 10/1/23-9/30/24
2. Invoice from Certifying Agent with balance AND Cancelled Check or Credit Card receipt used to pay invoice. ***We will not accept check copies that do not have proof of being cashed.**
3. Letter from Certifying Agent confirming that Certification costs have been paid, letter must include amount paid, what was paid, and when the payment was made.

Invoice Example


NJ ORGANIC BUSINESS 111 FARM ROAD ORGANIC, NJ 08888	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Invoice</th> </tr> <tr> <td style="text-align: center;">12/01/2019</td> <td style="text-align: center;">01296</td> </tr> </table>	Date	Invoice	12/01/2019	01296										
Date	Invoice														
12/01/2019	01296														
Certification Invoice	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Terms</th> <th style="width: 50%;">Due Date</th> </tr> <tr> <td style="text-align: center;">Net 30</td> <td style="text-align: center;">1/25/2020</td> </tr> </table>	Terms	Due Date	Net 30	1/25/2020										
Terms	Due Date														
Net 30	1/25/2020														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>2020 certification year fees for organic certification services.</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Inspection preparation</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">On-Site Inspection Time</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td style="padding-left: 20px;">Report Preparation</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td style="padding-left: 20px;">Travel Time</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td style="padding-left: 20px;">Mileage(@ \$0.545/mile) & Expenses</td> <td style="text-align: right;">300.00</td> </tr> </tbody> </table>	DESCRIPTION	AMOUNT	2020 certification year fees for organic certification services.	500.00	Inspection preparation		On-Site Inspection Time	70.00	Report Preparation	70.00	Travel Time	50.00	Mileage(@ \$0.545/mile) & Expenses	300.00	
DESCRIPTION	AMOUNT														
2020 certification year fees for organic certification services.	500.00														
Inspection preparation															
On-Site Inspection Time	70.00														
Report Preparation	70.00														
Travel Time	50.00														
Mileage(@ \$0.545/mile) & Expenses	300.00														
Your timely payment is appreciated.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total</td> <td style="text-align: right;">\$1060.00</td> </tr> <tr> <td>Payments/Credits</td> <td style="text-align: right;">-\$1060.00</td> </tr> <tr> <td>Balance Due</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Total	\$1060.00	Payments/Credits	-\$1060.00	Balance Due	\$0.00								
Total	\$1060.00														
Payments/Credits	-\$1060.00														
Balance Due	\$0.00														

Cancelled Check Example

Account: ASB Free Checking *XXXX | Check Number: 123 | Date Posted: X/XX/XXXX | Amount: \$250.00

RIO Name 123 ST. HONOLULU, HI 96822	123 DATE Nov. 1, 2010
PAY TO THE ORDER OF Jane Smith	\$ 250.00
Two hundred and fifty and 00/100 cents	
AMERICAN P.O. Box 3320 Savings Bank Honolulu, HI 96842-3320	
MEMO For food	John Doe
*XXXXXXXXXX*123 XXXXX **XXXXXXXX**	

XXXXXXXX XXXXXXXX XXXX XXX XX National Piggy Bank Honolulu Hawaii XXXXXXXXXXXXXXXXXXXX XX XXXXX XXXXXXXXXXX XXXXXX XX XX	>XXXXXXXXXX< XX-XXXXXX DEPOSIT ONLY
---------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------



2024 Organic Cost Share Reimbursement Checklist

Return with application

This checklist contains all the required forms and documentation for processing the application for the Organic Cost Share Reimbursement Program.

Please Return with Application

New Jersey Department of Agriculture Cost Share Application (Other Cost Share Reimbursement applications not accepted)

Valid NJSTART Vendor ID Number?

Operation Type?

Proof of Payment for Year (Oct 1st 2023 – Sept 30th 2024) (i.e. Canceled check, Credit/debit card receipt, Paid In Full Receipt from Certifying Agent)

Certifying Agent invoice/s with breakdown of certification costs

Copy of Valid Organic Certification Certificate (if not listed in USDA's database of certified organic operations)