

# Cost Share Application Checklist for USDA Federal Organic Certification & State Registration

**PLEASE NOTE:** There is a single, combined application for the USDA Federal Organic Certification and State Registration Cost Share reimbursement.

EACH APPLICANT MUST PROVIDE THE FOLLOWING:

## **1. Federal Organic Certification & State Registration Cost Share form**

- Application is complete and signed.

## **2. Proof of Certification and Registration**

- A copy of a valid certificate or other proof of certification issued by your certifier is attached; *this can be a cost share summary from your certifier.*
- If registered with CDPH, proof of registration is included.
- If registered with CDFA, proof of registration is included.

## **3. Proof of payments made between October 1, 2020 - September 30, 2021**

- An invoice for certification is included; *this can be a cost share summary from your certifier.*
- Only payments for New Application Fees, Annual Renewal Fees, and Inspection Fees can be reimbursed.
- If registered with CDPH, an invoice for registration is included.
- If registered with CDFA, proof of payment for registration is included.

## **4. Completed Payee Data Record Form (STD 204)**

- Payee Data Record form has been signed and completed accurately. **Please refer to instructions included on the Payee Data Record for assistance.**



Department of Food & Agriculture  
Attn: Organic Program/Cost Share  
1220 N Street  
Sacramento, CA 95814



916.900.5202



[http://www.cdfa.ca.gov/is/  
organicprogram/costshare.html](http://www.cdfa.ca.gov/is/organicprogram/costshare.html)



[CDFA.ISD\\_Cost\\_Share\\_Program@cdfa.ca.gov](mailto:CDFA.ISD_Cost_Share_Program@cdfa.ca.gov)