

Cost Share Application Checklist

COST SHARE APPLICATION – REQUIRED DOCUMENT

- Section 1. Company Information** – fill out all areas in the box that apply.
- Section 2. Mailing Address** – fill in all areas. (Reimbursement check will be mailed to this address)
- Section 3. Federal Certification Information** – fill in all areas including the certifying agency, certification number included on your certificate, check scopes, date paid, and total fees paid for certification.
- Section 4. State Organic Registration** – fill in either **CDFA** or **CDPH**, registration number, operation type, date paid, and fees paid (**do not include late fees with total**)
- Section 5. Signature** – sign application and date.

PROOF OF FEDERAL CERTIFICATION – REQUIRED DOCUMENT

- Include a copy of a recent certificate from your certifier. (Example: CCOF, QAI, Oregon Tilth, etc.)
- If you are submitting a “**Cost Share Summary**” provided by CCOF you do not have to include a certificate.

INVOICE OF FEDERAL CERTIFICATION EXPENSES – REQUIRED DOCUMENT

- Include an invoice of your federal certification expenses paid between **October 1, 2023 – September 20, 2024**.
- DO NOT** include bank statements or credit card statements. They will not be accepted.
- If you are submitting a “**Cost Share Summary**” provided by CCOF you do not have to include an invoice.

INVOICE FOR STATE REGISTRATION – NOT REQUIRED

- You do not have to include an invoice for State Registration fee paid to CDFA or CDPH.

PAYEE DATA RECORD FORM (STD 204) – REQUIRED DOCUMENT

- Section 1 – Payee Information.** Fill in all areas accurately.
- Section 2 – Entity Type.** Check one box only that matches the entity type.
- Section 3 – Tax Identification Number.** Fill out **SSN or FEIN** do not fill in both. If both areas are filled in, your application will be denied, and you will have to resubmit all documents again.
- Section 4 – Payee Residency Status.** Check the box that applies.
- Section 5 – Certification.** Fill in all areas and sign.
- Section 6 – Paying State Agency.** DO NOT FILL IN THIS AREA.

COST SHARE PROGRAM – ADDITIONAL INFORMATION

Cost Share Webpage – organic.cdfa.ca.gov

Cost Share Program email – CDFA.ISD_Cost_Share_Program@cdfa.ca.gov

Cost Share Program direct line – 916-900-5202

Please send application packet via certified mail or to the Cost Share Program email.