



# Organic Certification Cost-Share Programs

---

## ***Fiscal Year 2015 Terms and Conditions***

***Funding Opportunity Numbers:*** USDA-AMS-OCCSP-NOCCSP-2015 and  
USDA-AMS-OCCSP-AMA-2015

***Catalog of Domestic Federal Assistance Number:*** 10.171

**Application Due Date:** April 6, 2015

## Initial Announcement and Program Solicitation Information

---

**Funding Opportunity Title:** Organic Certification Cost Share Programs

**Funding Opportunity Numbers:** USDA-AMS-OCCSP-NOCCSP-2015 and USDA-AMS-OCCSP-AMA-2015

**Announcement Type:** Initial

**Catalog of Federal Domestic Assistance (CFDA) Number:** 10.171

**Dates:** Applications must be received by 5:00 p.m. Eastern Time on April 6, 2015, through grants.gov; applications received after this deadline will not be considered for funding.

**Executive Summary:** The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications for the National Organic Certification Cost Share Program (NOCCSP) and the Agricultural Management Assistance (AMA) Organic Certification Cost Share Program for fiscal year 2015 (FY15), collectively referred to as the OCCSP. The purpose of the OCCSP awards is to defray the costs of receiving and maintaining organic certification.

In FY15, the available funding for these two programs is approximately \$10.3M for the NOCCSP and \$900,000 for the AMA. The AMS awards the OCCSP funds to eligible State Agencies\* that serve as administering entities, to reimburse organic operations for specific organic certification costs.

This is the initial request for applications, with issuance of the 2015 OCCSP terms and conditions, which outlines the eligibility and performance criteria for State Agencies seeking NOCCSP and AMA funding in fiscal year 2015. Organic operations may request reimbursement for specific certification costs incurred from October 1, 2014 through September 30, 2015. The State agencies may provide reimbursements to certified organic operators for up to 75% of the operation's total allowable certification costs, up to a maximum of \$750 per certification scope: crops, livestock, wild crops, and for handling (i.e. processing).

*\*The use of "State Agencies" throughout this document refers to the 50 United States, the District of Columbia, and 5 U.S. Territories including the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands.*

---

## Program Highlights

---

The following changes apply to the FY 2015 program:

- State Agency reporting aligns with the requirements of the 2 CFR 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - The FY 2015 Period of Qualification for organic operations seeking reimbursement is from October 1, 2014 to September 30, 2015.
  - The Period of Performance for State Agencies starts on October 1, 2014.
    - The AMA funds are one-year funds. Thus, State Agencies must obligate them by September 30, 2015. AMS may issue No Cost Extensions to allow adequate time to process the cost share reimbursements and adhere to the Final Reporting requirements outlined in this document. Otherwise, the funds must be returned to AMS so that they can be returned to the U.S. Treasury.
    - The NOCCSP funds are no-year funds. Thus, AMS may issue multi-year Grant Agreements to allocate funds to eligible State Agencies, using performance and past expenditures as the primary factor to determine if any additional funds should be allocated.
  - Clarifies how to complete and submit the SF-270 to AMS.
  - Replaces the term “incurred” with “paid” to clarify allowable certification costs.
  - Clarifies that “Invoice” means a receipt that shows evidence of payment (not only billing) of certification costs.
-

## TABLE OF CONTENTS

<b>1.0 Funding Opportunity Description .....</b>	<b>6</b>
1.1 Legislative Authorities .....	6
1.2 Purpose .....	6
<b>2.0 Award Information .....</b>	<b>6</b>
2.1 Type of Federal Assistance .....	6
2.2 Type of Applications .....	6
2.3 Period of Performance .....	6
2.4 Available Funding .....	7
2.5 Estimated Grant Amounts .....	7
2.6 Definitions .....	8
2.6.1 Beneficiary .....	8
2.6.2 Certification Scope .....	9
2.6.3 Federal Agency .....	9
2.6.4 Federal Agency Project Manager .....	9
2.6.5 Grant .....	9
2.6.6 Pass-through entity .....	9
2.6.7 Recipient .....	9
2.6.8 Subrecipient .....	9
2.6.9 Recipient Project Coordinator .....	9
2.6.10 State .....	10
2.6.11 State Agency .....	10
2.6.12 Subaward .....	10
<b>3.0 Eligibility Information .....</b>	<b>10</b>
3.1 Eligible Applicants .....	10
3.1.1 National (NOCCSP) Organic Certification Cost Share Program .....	10
3.1.2 Agricultural Management Assistance (AMA) Organic Certification Cost Share Program .....	10
3.2 Cost-Sharing and Matching .....	10
<b>4.0 Application and Submission Information .....</b>	<b>10</b>
4.1 Requesting an Application Package .....	10
4.2 Content and Form of Application Submission .....	11
4.2.1 SF-424 Application for Federal Domestic Assistance – Short Organizational (Required) .....	11
4.3 Grant Submission Deadline - Date and Time .....	11
4.4 Intergovernmental Review .....	11
4.5 Funds Not Applied For .....	11
4.6 Funding Restrictions .....	11
4.6.1 Limit on Administrative (Indirect) Costs .....	11
4.6.2. Limit on Direct Costs .....	12
4.6.3. Determining Direct and Indirect Cost Allowances .....	12
4.7 Other Submission Requirements .....	12
4.7.1 GRANTS.GOV .....	12
4.7.2 Data Universal Number System (DUNS) Number .....	12
4.7.3 System for Award Management (SAM) .....	13
<b>5.0 Application Review Information .....</b>	<b>13</b>
5.1 Criteria .....	13
5.2 Review and Selection Process .....	13
5.3 Anticipated Announcement and Award Dates .....	14
<b>6.0 Award Administration Information .....</b>	<b>14</b>
6.1 Award Notices .....	14

6.2 Administrative and National Policy Requirements.....	14
6.2.1 USDA Administrative Requirements .....	14
6.2.2 Subaward and Executive Reporting.....	14
6.2.3 Debarment and Suspension.....	14
6.2.4 Delinquency on Federal Debt.....	15
6.2.5 Assurances – Non-Construction Programs.....	15
6.2.6 Officials Not to Benefit .....	15
6.2.7 Drug-free Workplace .....	15
6.2.8 Lobbying.....	16
6.3 Acceptance of an Award .....	16
<b>7.0 Post Award Management.....</b>	<b>16</b>
7.1 Eligibility Criteria for Certified Organic Operations .....	16
7.2 Allowable and Unallowable Costs for Certified Organic Operations.....	17
7.3 National OCCSP (producers and handlers).....	17
7.4 AMA OCCSP (producers only).....	17
7.5 Certification Cost Reimbursements Allowances .....	17
7.6 Limitations .....	17
7.7 Subrecipients.....	17
7.7.1 Identifying Subrecipients .....	18
7.7.2 Pass-Through Entity Requirements.....	18
7.8 Application Deadlines for Certified Organic Operations .....	20
<b>8.0 Reporting.....</b>	<b>20</b>
8.1 Prior Approvals.....	20
8.1.1 Change in Recipient Project Coordinator .....	21
8.1.2 Change in Subrecipient/Project Partner .....	21
8.1.3 No-Cost Extension of the Period of Performance .....	21
8.1.4 Budget Amendments .....	21
8.2 Financial.....	21
8.2.1 Request for Advance or Reimbursement - SF-270.....	21
8.2.2 Federal Financial Report – SF-425 .....	22
8.3 Performance .....	22
8.3.1 Narrative Report.....	22
8.3.2 Spreadsheet of Operations Reimbursed .....	22
8.3.3 Audit Reports .....	22
<b>9.0 Other Information.....</b>	<b>24</b>
9.1 Record Retention.....	24
9.2 Release of Information.....	24
9.3 Limit of Federal Liability.....	24
9.4 Waste, Fraud, and Abuse.....	24
9.5 Equal Opportunity Statement.....	25
<b>10.0 Agency Contacts .....</b>	<b>26</b>
10.1 OCCSP Coordinator .....	26
10.3 Federal Agency Address .....	26

## 1.0 FUNDING OPPORTUNITY DESCRIPTION

### 1.1 LEGISLATIVE AUTHORITIES

The National Organic Certification Cost Share program (NOCCSP) is authorized under section 10606(d)(1) of the [Farm Security and Rural Investment Act of 2002](#) (7 U.S.C. 7901 note), as amended by section 10004(c) of the [Agriculture Act of 2014](#) (2014 Farm Bill; Pub. L. 113–79). Under this authority, Congress authorizes USDA to provide organic certification cost share assistance to certified organic operations (producers and handlers) located within the 50 United States, the District of Columbia, and five U.S. Territories including the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

The Agricultural Management Assistance Organic Certification Cost Share (AMA) is authorized under the [Federal Crop Insurance Act](#) (FCIA), as amended, (7 U.S.C. 1524). Under this authority, Congress authorizes USDA to provide organic certification cost share assistance to certified organic operations (only producers) located within the following 16 States: Connecticut, Delaware, Hawaii, Maine, Maryland, Massachusetts, Nevada, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Utah, Vermont, West Virginia, and Wyoming.

The AMS administers the OCCSP using relevant sections of the Organic Foods Production Act of 1990 and the Uniform Grant Guidance, 2 CFR 200. AMS awards OCCSP funds to eligible State Agencies, which operate as a pass-through system, by accepting and approving their applications so that they can issue reimbursements to organic operations.

### 1.2 PURPOSE

The purpose of the OCCSP is to defray the costs of receiving and maintaining organic certification.

## 2.0 AWARD INFORMATION

### 2.1 TYPE OF FEDERAL ASSISTANCE

The AMS administers the OCCSP through Grant Agreements with State Agencies.

### 2.2 TYPE OF APPLICATIONS

AMS annually reviews **new applications** from State Agencies for conformance with the criteria in [5.0 Application Review Information](#), and the AMS may require applicants to provide additional information or clarification by a specified deadline.

### 2.3 PERIOD OF PERFORMANCE

The Period of Performance is October 1, 2014 and ends September 30, 2015. The applicant must indicate the start and end dates in Box 6c (proposed project start and end dates) of the SF-424, "Application for Federal Domestic Assistance – Short Organizational". All funds must be obligated within the time period stipulated on the Grant Agreement. The AMS may issue a No Cost Extension to allow adequate time to process the cost share reimbursements and adhere to the Final Reporting Requirements outlined in this document – the FY 2015 Terms and Conditions for the OCCSP.

The Close-Out Period for the OCCSP is October 1, 2015 – December 31, 2015. The State Agency must expend their AMA allocated grant funds or the funds must be returned to the Federal Agency by December 31, 2015.

The NOCCSP funds are no-year monies; thus, they may be retained by the State Agency and used in the subsequent fiscal year. The State agency must document liquidation of its previous allocation before it can receive a new allocation of NOCCSP funds from the AMS.

For both AMA and the NOCCSP, annual financial reports must be submitted to the Federal Agency by the end of the Performance Period, December 31, 2015.

## 2.4 AVAILABLE FUNDING

Approximately \$10.3M is available under the NOCCSP and \$900,000 under the AMA OCCSP to fund FY 2015 applications received in accordance with this initial announcement.

## 2.5 ESTIMATED GRANT AMOUNTS

Each State Agency that submits an acceptable and complete application to the AMS is eligible to receive an estimated grant amount based on the average of the most recent available OCCSP participation rates (2014 calendar year estimates) and the number of certified operations (2014 calendar year estimates) to reimburse organic operations. The data source is from the U.S. Department of Agriculture, AMS National Organic Program.

<b>ORGANIC CERTIFICATION COST SHARE PROGRAMS</b>		
<i>Estimated FY15 Award Allocations (Subject to Change)</i>		
<b>STATE</b>	<b>NOCCSP</b>	<b>AMA</b>
Alabama	\$15,800	Not Eligible
Alaska	\$13,100	Not Eligible
American Samoa	\$5,000	Not Eligible
Arizona	\$74,500	Not Eligible
Arkansas	\$25,600	Not Eligible
California	\$2,173,600	Not Eligible
Colorado	\$191,400	Not Eligible
Connecticut	\$58,800	\$24,000
Delaware	\$11,500	\$7,300
District of Columbia	\$7,700	Not Eligible
Florida	\$175,100	Not Eligible
Georgia	\$96,300	Not Eligible
Guam	\$5,000	Not Eligible
Hawaii	\$81,000	\$31,900
Idaho	\$132,700	Not Eligible
Illinois	\$202,800	Not Eligible
Indiana	\$202,300	Not Eligible
Iowa	\$418,000	Not Eligible
Kansas	\$68,500	Not Eligible
Kentucky	\$76,200	Not Eligible
Louisiana	\$20,200	Not Eligible
Maine	\$249,500	\$91,500

Maryland	\$84,300	\$33,000
Massachusetts	\$124,000	\$47,100
Michigan	\$272,400	Not Eligible
Minnesota	\$415,300	Not Eligible
Mississippi	\$12,600	Not Eligible
Missouri	\$127,800	Not Eligible
Montana	\$110,900	Not Eligible
Nebraska	\$115,300	Not Eligible
Nevada	\$44,100	\$18,800
New Hampshire	\$81,600	\$32,100
New Jersey	\$136,500	\$51,500
New Mexico	\$81,600	Not Eligible
New York	\$607,200	\$218,100
North Carolina	\$160,900	Not Eligible
North Dakota	\$88,100	Not Eligible
Northern Mariana Islands	\$5,000	Not Eligible
Ohio	\$369,100	Not Eligible
Oklahoma	\$41,400	Not Eligible
Oregon	\$390,900	Not Eligible
Pennsylvania	\$453,400	\$163,600
Puerto Rico	\$8,200	Not Eligible
Rhode Island	\$24,000	\$11,700
South Carolina	\$31,000	Not Eligible
South Dakota	\$57,100	Not Eligible
Tennessee	\$36,500	Not Eligible
Texas	\$247,900	Not Eligible
U.S. Virgin Islands	\$5,000	Not Eligible
Utah	\$60,400	\$24,600
Vermont	\$327,800	\$119,200
Virginia	\$92,500	Not Eligible
Washington	\$600,700	Not Eligible
West Virginia	\$10,400	\$6,900
Wisconsin	\$770,200	Not Eligible
Wyoming	\$39,700	\$17,300

## 2.6 DEFINITIONS

### 2.6.1 BENEFICIARY

The individual or entity that benefits from the grant funds; a certified organic operation is considered the beneficiary for the OCCSP. Certified organic operations may be a producer, handler, or both.



---

#### 2.6.2 CERTIFICATION SCOPE

The scopes of organic certification defined by the USDA Organic Regulations (7 CFR 205) and applicable to a certified operation as determined through certification by the USDA-accredited certifying agent; these include the following: Crops, Livestock, Wild Crops, and Handler (i.e. Processor).

---

#### 2.6.3 FEDERAL AGENCY

The United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS).

---

#### 2.6.4 FEDERAL AGENCY PROJECT MANAGER

The individual, acting within the scope of delegated authority, who has responsibility for executing and administering awards on behalf of the AMS. The Deputy Administrator, National Organic Program, AMS is authorized to obligate OCCSP funds, while the Cost Share Manager is responsible for the administration of the OCCSP (see [Agency Contact](#))

---

#### 2.6.5 GRANT

An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the Federal Government to an eligible recipient.

---

#### 2.6.6 PASS-THROUGH ENTITY

Pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

---

#### 2.6.7 RECIPIENT

Recipient means the non-federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program.

---

#### 2.6.8 SUBRECIPIENT

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

---

#### 2.6.9 RECIPIENT PROJECT COORDINATOR

The individual who is authorized to commit the recipient's time and other resources to the project, to commit the recipient to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the recipient.

---

#### 2.6.10 STATE

Any of the fifty (50) states of the United States, the District of Columbia, the American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, Guam, and the United States Virgin Islands.

---

#### 2.6.11 STATE AGENCY

The agency, commission, or department of a State government, U.S. Territories or District of Columbia responsible for agriculture under their jurisdiction.

---

#### 2.6.12 SUBAWARD

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

### 3.0 ELIGIBILITY INFORMATION

#### 3.1 ELIGIBLE APPLICANTS

State Agencies are eligible to apply to the NOCCSP and AMA, as described below.

---

##### 3.1.1 NATIONAL (NOCCSP) ORGANIC CERTIFICATION COST SHARE PROGRAM

State Agencies within each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marina Islands are eligible to apply for funds.

---

##### 3.1.2 AGRICULTURAL MANAGEMENT ASSISTANCE (AMA) ORGANIC CERTIFICATION COST SHARE PROGRAM

State Agencies located in the 16 states of Connecticut, Delaware, Hawaii, Maine, Maryland, Massachusetts, Nevada, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Utah, Vermont, West Virginia, and Wyoming are eligible to participate in the AMA OCCSP.

#### 3.2 COST-SHARING AND MATCHING

There are no Federal cost-sharing or matching requirements for State Agencies participating in the NOCCSP or AMA OCCSP.

### 4.0 APPLICATION AND SUBMISSION INFORMATION

#### 4.1 REQUESTING AN APPLICATION PACKAGE

The AMS posts a synopsis of each new funding opportunity at [Grants.gov](https://www.grants.gov) and includes a link on the program website at <http://www.ams.usda.gov/AMSV1.0/NOPCostSharing>. Additionally, the AMS will electronically mail notice of the funding opportunity directly to each eligible State Agency.

---

## 4.2 CONTENT AND FORM OF APPLICATION SUBMISSION

State Agencies interested in applying for the OCCSP must submit SF-424 Short Organizational Application via [Grants.gov](http://www.Grants.gov). If an applicant is applying for both the AMA and NOCCSP, then the applicant must submit a separate application for each funding opportunity.

### 4.2.1 SF-424 APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE – SHORT ORGANIZATIONAL APPLICATION (REQUIRED)

Please refer to [SF-424 Short Organizational Application Instructions](#) for help completing the [SF-424](#) Short Organizational Application. Please use the following supplemental instructions to complete each OCCSP application.

Block	Instruction
#5g Congressional District	Use this link to find your Congressional District Number. <a href="http://www.house.gov/representatives/find/">http://www.house.gov/representatives/find/</a>
#6a Project Title	<b>“[enter name of State Agency] – Organic Certification Cost Share Program”</b>
#6b Project Description	For NOCCSP OCCSP: <b>National (NOCCSP) Organic Certification Cost Share Program</b> <b>OR</b> For AMA OCCSP: <b>Agricultural Management Assistance (AMA) Organic Certification Cost Share Program”</b>
<b>*For Pass-through Entities</b>	Include subrecipient information as requested in Section 7.7 and 8.1 in this block, if available at the time of application.
#6c Proposed Project Start and End Dates	State Date: <b>“October 1, 2014”</b> End Date: <b>“September 30, 2015”</b>

## 4.3 GRANT SUBMISSION DEADLINE - DATE AND TIME

Applications must be received via [www.Grants.gov](http://www.Grants.gov) by 5:00 p.m. Eastern Time on April 6, 2015. AMS will not consider applications received after this deadline.

## 4.4 INTERGOVERNMENTAL REVIEW

This initiative is not subject to [intergovernmental review](#).

## 4.5 FUNDS NOT APPLIED FOR

Eligible State Agencies who do not apply for or do not request all authorized funding during the specified grant application period will forfeit the full portion of authorized funding not requested. Subsequently, the AMS may allocate the unrequested funds to other eligible State Agencies.

## 4.6 FUNDING RESTRICTIONS

### 4.6.1 LIMIT ON ADMINISTRATIVE (INDIRECT) COSTS

[Indirect costs](#) are limited to a maximum of 10 percent of the State Agency’s awarded Federal funds; and a State Agency may choose to spend less than 10 percent of their award on indirect costs. The State Agency must notify their sub-applicant(s) of the limit on indirect costs in their requests for proposals/applications/contracts so indirect

costs requested by sub-applicant(s) plus indirect costs requested by the State Agency do not exceed 10 percent of the State Agency's grant allocation.

---

#### 4.6.2. LIMIT ON DIRECT COSTS

For this award, [direct costs](#) are limited to funds reimbursed to certified organic producers for certification costs.

---

#### 4.6.3. DETERMINING DIRECT AND INDIRECT COST ALLOWANCES

AMS uses the formula below to calculate direct and indirect cost allowances for State Agencies.

**Formulas:**

*Allocation / Indirect Cost Limitation (10%) = Direct Cost Allowance*

*\$100,000 / 1.10 = \$90,909.09 Direct Cost Allowance*

*Allocation - Direct Cost Allowance = Indirect Cost Allowance*

*\$100,000 - \$90,909.09 = \$9,090.91 Indirect Cost Allowance*

**Note:** If a State Agency does not use all of their allocated funds, the State Agency must ensure they meet the requirements for Limit on Administrative (Indirect) Costs described in Section 4.6.1. and return and/or de-obligate any unused funds (direct and indirect) in accordance with specified instructions from AMS, which will be provided to the State agency when the AMS is notified about the need to return and/or de-obligate funds.

### 4.7 OTHER SUBMISSION REQUIREMENTS

---

#### 4.7.1 GRANTS.GOV

AMS requires applicants to submit applications electronically through the central Federal grants website, [www.grants.gov](http://www.grants.gov). When applying through [www.grants.gov](http://www.grants.gov), applicants are not required to submit any paper documents to AMS.

For information on how to apply electronically, please consult the Grants.gov [Get Registered](#) webpage. When submitting through [www.grants.gov](http://www.grants.gov), please use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, period and limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

---

#### 4.7.2 DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

The State Agency must ensure that it and its sub-applicants, with the exception of individuals, have a Data Universal Number System (DUNS) number at the time of application. A DUNS number is a unique number established and assigned by Dun and Bradstreet, Inc. (D&B) to identify organizations. A DUNS number is required for every application. Potential applicants and sub-applicants may acquire a DUNS number at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select option 2, then option 1)

Monday – Friday 7 a.m. to 8 p.m., CST

---

### 4.7.3 SYSTEM FOR AWARD MANAGEMENT (SAM)

The System for Award Management (SAM) has replaced the Central Contractor Registration (CCR) as the central government repository for organizations working with the Federal government. To receive an award under the OCCSP, applicants are required to register with SAM and, in doing so, to designate an e-Business Point of Contact (e-Business POC). The SAM registration must be updated annually. The SAM registration must be active and maintained with current information, at all times, while the State Agency has an active award or an application under consideration.

The e-Business POC authorizes individuals to submit grant and cooperative agreement applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization.

Organizations that need to register in SAM for the first time or need to update their SAM registration can do so at <https://www.sam.gov/>. Questions about SAM should be directed to [askSAM@gsa.gov](mailto:askSAM@gsa.gov).

## 5.0 APPLICATION REVIEW INFORMATION

### 5.1 CRITERIA

AMS will review grant applications to ensure the application criteria are in accordance with [4.0 Application and Submission Information](#).

AMS will review the application to ensure that the applicant is an eligible entity as defined in [Section 3.0](#). There are no other statutory, regulatory, or other preferences applied in the review process, other than merit criteria as described below:

1. The application was properly completed, i.e. all required information is contained on the application form.
2. If applicable, the application identifies and includes specified information on sub-applicants.
3. The applicant is an eligible entity.
4. When a State Agency intends to subcontract any portion of the federal award to another entity, agreements will only be awarded when the State Agency has established a written contract or agreement with the entity, and AMS has reviewed that contract or agreement pursuant to 2 CFR part 200.
5. In accordance with 2 CFR part 200, the AMS may use past performance to assist in determining the level of participation or allocation of funding to the applicant during the current funding cycle.

### 5.2 REVIEW AND SELECTION PROCESS

AMS reviews applications upon their submission to Grants.gov and completes the application review process within one (1) week of the closing date.

AMS will notify the individual listed in block 8 “Primary Contact/Grants Administrator” of the SF-424 “Application for Federal Assistance” if additional information is required after the initial application review. Upon completion of a successful application review, the AMS will send an Award Notice in accordance with [6.3 Acceptance of Award](#) to Primary Contact/Grants Administrator.

## 5.3 ANTICIPATED ANNOUNCEMENT AND AWARD DATES

Not Applicable.

## 6.0 AWARD ADMINISTRATION INFORMATION

### 6.1 AWARD NOTICES

Once all administrative and programmatic issues are satisfactorily approved by AMS, the AMS will provide the State Agency applicant with a formal award notice in the form of an electronic AMS-33 - Grant Agreement (Grant Agreement).

The Grant Agreement sets forth pertinent information about the grant, including, but not limited to, the following:

- Federal Agreement Identification Number (FAIN) or “agreement number;”
- Statutory authority for the award and any applicable program regulations;
- Name of recipient organization;
- Name of the Recipient Project Coordinator;
- Approved period of performance start and end dates;
- Amount of Federal funds authorized for obligation by the recipient;
- Name of the Federal Agency Project Manager; and
- Applicable terms and conditions of award by either reference or inclusion.

**Note:** The State Agency applicant is responsible for any pre-award costs incurred prior to the establishment of an Agreement.

### 6.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Awards issued under this announcement are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

---

#### 6.2.1 USDA ADMINISTRATIVE REQUIREMENTS

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Grant recipients and sub-recipients are responsible for ensuring that their activities comply with all applicable Federal regulations.

---

#### 6.2.2 SUBAWARD AND EXECUTIVE REPORTING

To comply with the Federal Funding and Transparency Act of 2006 (FFATA) and [2 CFR Part 170, Reporting Subaward and Executive Compensation Information](#), State Agency recipients must register with the [FSRS database](#) and report the required data on their first tier subrecipients. See [Appendix A to Part 170 – Award Term](#) for Reporting Subawards and Executive Compensation requirements.

---

#### 6.2.3 DEBARMENT AND SUSPENSION

Regulations published in [2 CFR Part 180](#), as adopted and supplemented by USDA at [2 CFR Part 417](#); describe the government-wide debarment and suspension requirements for non-procurement programs and activities. “Non-procurement” transactions include, among other things, Grant Agreements. AMS implements these regulations as a term and condition of award. State Agency recipients must check the System for Award Management (SAM) located at <https://www.sam.gov/portal/public/SAM/> prior to entering into a “lower-tier” transaction. “Lower tier” transactions include contracts (including individual consultants) under grants (where the contract requires the provision of goods or services that will equal or exceed \$25,000) and all subawards.

SAM is a centrally maintained government-wide database that includes the names of organizations and individuals that have been debarred, suspended, declared ineligible, or been voluntarily excluded, the reasons for that status, and the duration of that status. You can search exclusion records on SAM at [www.sam.gov](http://www.sam.gov) to identify those parties excluded from receiving federal funds. The State Agency must document the results of the search and must disclose unfavorable information to the AMS before awarding funds. AMS will consider the information as part of the determination of whether the State Agency may award funds to that particular sub-applicant.

---

#### 6.2.4 DELINQUENCY ON FEDERAL DEBT

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a Federal grant. State Agencies are required to indicate in their applications (Block 9 on the SF-424 “Application for Federal Domestic Assistance – Short Organizational”) if they or any subrecipient are delinquent on any Federal debt. If the applicant discloses a delinquency, the AMS may not award any funding until the debt is satisfied or satisfactory payment arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for an AMS grant until the judgment is paid in full or is otherwise satisfied. No funds may be rebudgeted following an award to pay such an individual. AMS will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

---

#### 6.2.5 ASSURANCES – NON-CONSTRUCTION PROGRAMS

The State Agency agrees to the Assurances for Non-Construction Programs, as listed on [Standard Form 424B](#).

---

#### 6.2.6 OFFICIALS NOT TO BENEFIT

The State Agency certifies that it complies with [41 U.S.C. 22](#), that no member of Congress must be admitted to any share or part of this agreement, or to any benefit arising from it.

---

#### 6.2.7 DRUG-FREE WORKPLACE

The State Agency certifies that it complies with [Form AD-1049](#), the “Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals.”

### 6.2.8 LOBBYING

The State Agency certifies that it complies with [Appendix A](#) of [7 CFR part 3018](#), Certification Regarding Lobbying.

Note: The appropriate lobbying disclosure report form, [Standard Form LLL](#), is available from the Federal Agency, if applicable. *Exception: Certification Regarding Lobbying is not required from recipients of a Federal contract, grant, or cooperative agreement of \$100,000 or less.*

### 6.3 ACCEPTANCE OF AN AWARD

A signature by an authorized representative of the State Agency on the Grant Agreement (AMS-33) constitutes acceptance of an award and its associated terms and conditions. The AMS must receive a signed Grant Agreement. If a recipient cannot accept the award, including the legal obligation to perform in accordance with award terms and conditions, then the recipient should notify the AMS Cost Share Manager immediately upon receipt of the Grant Agreement. Once the recipient accepts the award, the contents of the Grant Agreement are legally binding on the recipient.

## 7.0 POST AWARD MANAGEMENT

State Agencies are responsible for the following:

- Announcing the availability of OCCSP award funds within their State, including directions on how certified organic operations (beneficiaries) are to apply for reimbursement;
- Determining the eligibility of certified organic operations and issuing reimbursements based on the evaluation of criteria listed below in Sections 7.1 through 7.6; and
- Issuing the maximum allowable reimbursement, as defined by the AMS, to eligible certified organic operations on a first-come, first-served basis.

### 7.1 ELIGIBILITY CRITERIA FOR CERTIFIED ORGANIC OPERATIONS

Operations must possess USDA organic certification at the time of application to be eligible to receive reimbursements. To be eligible:

- 1) between October 1, 2014 and September 30, 2015, the organic operation must have paid fees/expenses related to its initial certification, and obtained certification from a USDA-accredited certifying agent; or
- 2) between October 1, 2014 and September 30, 2015, the organic operation must have paid expenses/fees related to the renewal of its USDA organic certification from a USDA-accredited certifying agent.

An eligible certified organic operation must provide the following information to the appropriate State Agency to apply for reimbursement through the OCCSP:

1. Evidence that the operation(s) holds a valid organic certification to the USDA Organic Regulations issued by a USDA-accredited certifying agent;
2. An itemized receipt that identifies allowable costs paid within the qualification period of October 1, 2014 through September 30, 2015 (*refer to [Allowable and Unallowable Costs](#)*);



3. A completed State Agency Application for certified operations located within the State; entities with certified organic operations located in more than one State shall submit applications to the State Agencies in which the certified organic operations are located.
4. A [W-9 Tax Form](#) (requirements vary by State, recommended for newly certified operations).
5. Other information, as required by the State Agency, to verify eligibility or issue reimbursement.

**NOTE:** Operations with suspended, revoked, or withdrawn certifications are ineligible for cost share reimbursement. The applicable USDA Organic regulations and resources for certification are available on the AMS website at [www.ams.usda.gov/nop](http://www.ams.usda.gov/nop).

## 7.2 ALLOWABLE AND UNALLOWABLE COSTS FOR CERTIFIED ORGANIC OPERATIONS

Allowable Costs	Unallowable Costs
<ul style="list-style-type: none"> <li>• Application Fees</li> <li>• Inspection Fees, including Travel Costs and Per Diem for Organic Inspectors</li> <li>• Certification Costs, including fees necessary to access international markets with which AMS has equivalency agreements or arrangements</li> <li>• User Fees/Sale Assessments</li> <li>• Postage</li> </ul>	<ul style="list-style-type: none"> <li>• Inspections due to violations of USDA Organic regulations</li> <li>• Charges related to non-USDA organic certifications</li> <li>• Transitional Certifications</li> <li>• Other labeling program</li> <li>• Materials, Supplies, &amp; Equipment</li> <li>• Late Fees</li> <li>• Membership Fees</li> <li>• Consultant Fees</li> </ul>

## 7.3 NATIONAL OCCSP (PRODUCERS AND HANDLERS)

Organic operations certified to the scopes of crops, wild crops, livestock, or handler are eligible to participate in the NOCCSP.

## 7.4 AMA OCCSP (PRODUCERS ONLY)

Organic operations, as defined in [Section 3.1.2](#), certified to the scopes of crops, wild crops, or livestock, are eligible to participate in the AMA OCCSP. *Handlers are not eligible to participate in the AMA OCCSP.*

## 7.5 CERTIFICATION COST REIMBURSEMENTS ALLOWANCES

Reimbursements to certified organic operations are limited to 75% of the operation’s total allowable certification costs, up to a maximum of \$750 per certification scope. ([See NOP FAQs for scenarios](#))

## 7.6 LIMITATIONS

Certified organic operations are eligible to participate in the AMA and the NOCCSP. However, to prevent duplicative reimbursements to certified organic operations in States that are eligible to participate in the AMA, the cumulative reimbursement amount cannot exceed the certification cost reimbursement allowance described above in Section 7.5.

## 7.7 SUBRECIPIENTS

State Agencies may subaward a portion of or their entire award to another entity (i.e. subrecipient). (Subrecipients are not required to complete the SF-424.)

---

### 7.7.1 IDENTIFYING SUBRECIPIENTS

State Agencies that issue subawards to subrecipients as described in Section 7.7 Subrecipients shall submit the following subrecipient information: the entity name, the entity's point of contact, mailing address, email address, and applicable website information pertaining to the Cost Share Program. The State Agency (pass-through entity) shall submit the requested information to the Cost Share Program Manager, at the time of application or within 30 days of establishing an agreement, if no agreement is in effect at the time of application.

---

### 7.7.2 PASS-THROUGH ENTITY REQUIREMENTS

When a State Agency subawards OCCSP funds, the State Agency becomes a [pass-through entity](#). Pass-through entities, such as an accredited certifying agent, must ensure that the total amount of the indirect costs charged by the State agency and all subrecipients do not exceed 10% of the award allocation. Pass-through entities must conform to the requirements outlined in [Section 200.331 Requirements for pass-through entities](#) are met, as detailed below:

#### ***§200.331 Requirements for pass-through entities***

*All pass-through entities must:*

*(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:*

*(1) Federal Award Identification.*

*(i) Subrecipient name (which must match registered name in DUNS);*

*(ii) Subrecipient's DUNS number (see §200.32 Data Universal Numbering System (DUNS) number);*

*(iii) Federal Award Identification Number (FAIN);*

*(iv) Federal Award Date (see §200.39 Federal award date);*

*(v) Subaward Period of Performance Start and End Date;*

*(vi) Amount of Federal Funds Obligated by this action;*

*(vii) Total Amount of Federal Funds Obligated to the subrecipient;*

*(viii) Total Amount of the Federal Award;*

*(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);*

*(x) Catalogue of Federal Domestic Assistance (CFDA) Name of Federal awarding agency, pass-through entity, and contact information for awarding official;*

*(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;*

*(xii) Identification of whether the award is R&D; and*

*(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).*

*(2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.*

*(3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;*

*(4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (b) of this part.*

*(5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this section, §§200.300 Statutory and national policy requirements through 200.309 Period of performance, and Subpart F—Audit Requirements of this part; and*

*(6) Appropriate terms and conditions concerning closeout of the subaward.*

*(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraph (e) of this section, which may include consideration of such factors as:*

*(1) The subrecipient's prior experience with the same or similar subawards;*

*(2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*

*(3) Whether the subrecipient has new personnel or new or substantially changed systems; and*

*(4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

*(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.*

*(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and*

that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

*(1) Reviewing financial and programmatic reports required by the pass-through entity.*

*(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.*

*(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.*

*(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:*

*(1) Providing subrecipients with training and technical assistance on program-related matters; and*

*(2) Performing on-site reviews of the subrecipient's program operations;*

*(3) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.*

*(f) Verify that every subrecipient is audited as required by Subpart F—Audit Requirements of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.*

*(g) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.*

*(h) Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.*

## 7.8 APPLICATION DEADLINES FOR CERTIFIED ORGANIC OPERATIONS

Certified operations must submit their applications for AMA reimbursement to the State Agency by September 30, 2015. State Agencies may request an extension to the application deadline and a no cost extension by contacting the Cost Share Manager.

For the NOCCSP, each State Agency may set its own application deadline to facilitate the use of no-year funding. Refer to the [State Agency](#) listing for ascertain the State's specific application deadline for the NOCCSP.

## 8.0 REPORTING

The State Agency is responsible for submitting financial and administrative information to the AMS. Year-end reports are due within 90 calendar days of the award's expiration date, no later than December 31, 2015.

### 8.1 PRIOR APPROVALS

**The following require written notification via email, facsimile, or letter to the AMS Cost Share Program:**

---

### 8.1.1 CHANGE IN RECIPIENT PROJECT COORDINATOR

When it is necessary to change the State Agency Recipient Project Coordinator for the OCCSP for a period of more than three consecutive months, or there is a significant reduction in time devoted to managing the OCCSP, the State Agency must submit a written notification (email is acceptable) to the Cost Share Program Manager. The notification must contain the new individual's name and contact information.

---

### 8.1.2 CHANGE IN SUBRECIPIENT/PROJECT PARTNER

When a subrecipient/project partner changes or plans to relinquish active direction of the project for a period of more than three consecutive months; or there is a significant reduction in time devoted to managing the OCCSP, the subrecipient/project partner must submit written notification (email is acceptable) to the State Agency, which will report the change to the Cost Share Manager. The notification must contain the new subrecipient organization or name and the affected Grant Agreement number.

---

### 8.1.3 NO-COST EXTENSION OF THE PERIOD OF PERFORMANCE

Where a no-cost extension of the Period of Performance is required, the recipient must notify the AMS Cost Share Manager in writing (email is acceptable) at least 10 calendar days before the end of the period of performance specified by the Grant Agreement. The request must contain:

- 1) The OCCSP Grant Agreement number(s) affected by the change;
- 2) The length of additional time required to complete activity(ies) and a justification for the extension;
- 3) A summary of progress to date;
- 4) An estimate of remaining funds on the scheduled expiration date; and
- 5) Signature of the State Agency Recipient Project Coordinator.

---

### 8.1.4 BUDGET AMENDMENTS

When a State Agency requests a budget revision (an increase or a decrease in the award amount), the change is recorded on an AMS-33 Grant Agreement, which must be signed by the recipient and Federal Agency Project Manager.

## 8.2 FINANCIAL

---

### 8.2.1 REQUEST FOR ADVANCE OR REIMBURSEMENT - SF-270

Organic Cost Share Program funds must be requested using standard form SF-270. OCCSP funds are electronically transferred to the bank account specified by the recipient. In addition to the Request for Advance or Reimbursement, the SF-270 must indicate the number of certified organic operations to be assisted with the requested funds for the period covered by the payment request. The recipient should complete the SF-270 and email it to the Cost Share Manager, and retain the original SF-270. The recipient should request grant funds at reasonable intervals (i.e. monthly, quarterly or biannually) during the grant period. *Refer to FAQs for instruction on completing the SF-270.*

Advances of grant funds are limited to the minimum amount needed to meet current disbursement needs and should be scheduled so the funds are available to the recipient as close as possible to the actual disbursements by the recipient for program costs.

Requests for payment should be scheduled so that OCCSP funds are obligated no later than the grant ending date, and disbursed no later than 90 days after the grant ending date. Contact the AMS Cost Share Manager for instructions on how to continue to use NOOCSP funds or how to transmit unused AMA funds. Late repayments are subject to an interest charge of 18 percent per year and all penalties and administrative charges as provided under the [Debt Collection Act of 1996](#) (31 USC 3701).

---

### 8.2.2 FEDERAL FINANCIAL REPORT – SF-425

The recipient must submit a final Federal Financial Report (SF-425) for each award program from which it received funds. The final Federal Financial Report is due within 90 days of the grant closing date. The final SF-425 should reflect the cumulative financial activity, including both grant and operations assisted over the entire grant period. The recipient should complete and email the SF-425 to the Cost Share Manager, and retain the original SF-425.

## 8.3 PERFORMANCE

---

### 8.3.1 NARRATIVE REPORT

The recipient shall prepare and submit a narrative report, in accordance with the 2 CFR 200 - refer to: [SF-PPR Performance Progress Report](#).

In Box 10 of the SF-PPR, the award recipient must include information on the following:

1. Outreach activities carried out by the State and sub recipients, if any, including the methods used to identify potential applicants, means of contact with potential applicants and outreach materials for distribution, i.e. publications, announcements, press releases;
2. How applicants were evaluated;
3. The number of applicants approved: by certification and certified scope; and the reimbursement(s) per each certified scope;
4. The number of applicants denied, with an explanation for any denial of requests for reimbursement;
5. Other items on administration of this cost share program.

---

### 8.3.2 SPREADSHEET OF OPERATIONS REIMBURSED

The State Agency shall prepare and submit the Spreadsheet of Operations Reimbursed (in MS Excel format) that summarizes the total number of applicants assisted during the grant period to the Cost Share Program Manager within 90 days of the end of the grant period. Specifically, the Spreadsheet of Operations Reimbursed shall include the name of the operation, the total certification expenses, and the reimbursement amount per each of the four certification scopes: crops, livestock, wild crops and handling/processing.

---

### 8.3.3 AUDIT REPORTS

The State Agency is accountable for conducting an annual financial audit of the expenditures of all OCCSP funds. The State Agency can fulfill this requirement through the Single Audit Act (A-133) or a program-specific audit in

accordance with the 7 CFR Part 3052, "Audit of States, Local Governments, and Non-profit Organizations." The Program Specific Audit Report is due to the Cost Share Program Manager within 30 days of the completion of the audit.

## 9.0 OTHER INFORMATION

### 9.1 RECORD RETENTION

In accordance with the Federal regulations (7 CFR § 3015.21), grantees shall retain all records relating to the grant for a period of 3 years. The record retention period starts after the Final Financial Report is submitted to the Cost Share Program Manager or after final resolution of an audit finding or litigation, whichever is later. Electronic record retention is acceptable.

### 9.2 RELEASE OF INFORMATION

The Freedom of Information Act (FOIA) of 1966 ([5 U.S.C. 552](#)) and the Privacy Act of 1874 ([5 U.S.C. 552a](#)), as implemented by USDA regulations ([7 CFR Part 1, Subpart A](#)) govern the release or withholding of information to the public in connection with this award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the State Agency or any sub-recipient to permit or deny public access to their records. Direct any requests for records or the release of information relating to this award to:

USDA, Agricultural Marketing Service  
FOIA/PA Officer  
Room 3521-S  
Ag Stop 0202  
1400 Independence Ave., SW  
Washington, DC 20250-0273

**Telephone:** (202) 720-2498  
**Fax:** (202) 690-3767  
**E-mail:** [AMS.FOIA@usda.gov](mailto:AMS.FOIA@usda.gov)

### 9.3 LIMIT OF FEDERAL LIABILITY

The maximum obligation of the AMS to the recipient is the amount indicated in the award. Nothing in these award terms and conditions or in the other requirements of this award requires the AMS to make any additional award of funds or limits its discretion with respect to the amount of funding provided for the same or any other purpose. In the event that an erroneous amount of funding is identified in any supporting documentation relating to the award, the AMS has a unilateral right to make the correction and to make an appropriate adjustment in the AMS share of the award to align with the Federal amount authorized.

### 9.4 WASTE, FRAUD, AND ABUSE

Anyone who becomes aware of the existence (or apparent existence) of fraud, waste, or abuse related to the OCCSP grants or use of grant funds should report this information to the USDA. The USDA Office of the Inspector General (OIG) provides several means, including toll-free numbers, for this purpose. You may reach the OIG hotline by:

**Mail:** Office of the Inspector General, United States Department of Agriculture,  
Attn: HOTLINE  
PO Box 23399  
Washington, DC 20026-3399



**Telephone:** 1-800-424-9121 (toll free) or 202-690-1202 (TDD);  
**Fax:** 202-690-2474  
**E-mail:** [usda.hotline@oig.usda.gov](mailto:usda.hotline@oig.usda.gov)  
**Internet:** <http://www.usda.gov/oig/hotline.htm>

Fraud, waste, and abuse includes, but is not limited to, embezzlement, misuse, or misappropriation of grant funds or property, and false statements, whether by organizations or individuals. Examples are theft of grant funds for personal use; using funds for non-grant-related purposes; theft of federally owned property or property acquired or leased under a grant; charging inflated building rental fees for a building owned by the recipient; submitting false financial reports; and submitting false financial data in bids submitted to the recipient (for eventual payment under the grant). Callers are not required to give their names, and if they do, OIG keeps their identities confidential.

The Federal government may pursue administrative, civil, or criminal action under a variety of statutes that relate to fraud and false statements or claims. Even if the Federal government does not award a grant, the applicant may be subject to penalties if the information contained in or submitted as part of an application, including its certifications and assurances, is found to be false, fictitious, or fraudulent.

## 9.5 EQUAL OPPORTUNITY STATEMENT

The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to:

**USDA, Assistant Secretary for Civil Rights**  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W.  
Stop 9410  
Washington, DC 20250-9410

or call toll-free:

**English:** (866) 632-9992  
**TTD:** (800) 877-8339  
**English Federal-relay:** (866) 377-8642  
**Spanish Federal-relay:** (800) 845-6136.

USDA is an equal opportunity provider and employer.

## 10.0 AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

### 10.1 AMS OCCSP MANAGER

**Ms. Rita Meade**

Phone: (202) 260-8636

Email: [Rita.Meade@ams.usda.gov](mailto:Rita.Meade@ams.usda.gov)

### 10.3 FEDERAL AGENCY ADDRESS

**Organic Certification Cost Share Program**

USDA, Agricultural Marketing Service, National Organic Program

1400 Independence Avenue, SW

Room 2648 South Building, Stop 0268

Washington, DC 20250-0268

Main Office: (202) 720-3252

Emailbox: [CostShare@ams.usda.gov](mailto:CostShare@ams.usda.gov)

Website: <http://www.ams.usda.gov/AMSV1.0/nopCostSharing>