

NOFA-NY Long Island Organic Transition Program Application



NOFA-NY's Long Island Organic Transition Program works directly with Long Island farmers who are interested in applying for organic certification to the USDA National Organic Program (NOP) regulations. Farmers who seek guidance in evaluating their production practices and assistance with their certification application are encouraged to apply. Participating farmers receive the following services:

- Farm visits by the Organic Transition Educator to discuss organic production practices, review certification application information and answer questions about materials or equipment
- Ongoing support from the Organic Transitions Educator via video conference, phone or email
- Technical assistance from NOFA-NY education staff who specialize in specific crops or livestock
- On-farm field days, webinars and workshops to facilitate farmer-to-farmer learning opportunities and address organic production challenges
- Individual mentorship from the NOFA-NY Farmer-to-Farmer Mentor Team
- Complimentary registration to the annual NOFA-NY Winter Conference with opportunities to attend workshops, network with other farmers, and meet NOFA-NY staff and board members
- Fee Reimbursement: Fees for certification application (includes one annual inspection), additional reviews/inspections as applicable, and transition monitoring, may be reimbursed. Fees related to incomplete applications, late fees and no response fees will not be reimbursed. A W9 and invoice from NOFA-NY LLC must be submitted prior to reimbursement.

For additional information on the Long Island Organic Transitions Project please contact NOFA-NY at 315-988-4000 or email info@nofany.org

First Name: _____ **Last Name:** _____

Farm Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

County: _____ **Phone:** _____

Email: _____ **Website:** _____

1. Number of years farming: _____

2. Total acres farmed (owned or rented): _____

3. Transition eligible acres (owned or rented): _____

4. Do you have or can you obtain a 3-year history of farming practices including material input and seed records for field management? Yes _____ No _____ Unsure _____

5. What is your greatest challenge to becoming certified organic? Please provide a brief summary:

6. Organic marketing strategy (ex. direct sales, wholesale, CSA, farmers market, co-op, etc.):

7. What certification scope(s) will you be applying for (ex. crop, wild crops, livestock, processing)?

8. Are you a new applicant? Yes _____ No _____

9. Are you applying for Transition Monitoring? Yes _____ No _____

10. Based on Predicted Gross Organic sales and the attached Fee Form, what do you anticipate your Certification Fees will be? (This information is confidential and will not be shared)

IMPORTANT: Please note that products may not be sold, labeled, or represented as “100% organic,” “organic,” “grown organically,” or “made with organic” until your organic certificate is issued.



New Maple, Crop & Livestock Fee Determination for Organic Certification

NOFA-NY Certified Organic, LLC

834 Upper Front St. • Binghamton NY 13905 • 607-724-9851 • www.nofany.org

Name (First & Last) _____ Farm/Business Name _____

What scopes do you want to certify? Crops, Livestock, Handling _____

Land is considered a crop scope, all dairy producers should list both crops & livestock, all maple syrup producers should list crops & handling. Handling is processing of goods (i.e. poultry processing, cheese, etc.). You will be notified if corrections in fees need to be made.

What do you estimate your gross organic sales to be from certificate date to end of current calendar year? _____

Gross organic sales (GOS) consist of sale of products / services from certifiable fields, livestock, sugar bush, wild crops, on-farm processing and facilities. *Average* time from receipt of completed application to certificate issuance is *approximately* 3 months. Keep this in mind when estimating your gross organic sales.

Projected Gross Organic Sales		Certification Fee			
From	To	Crops	Crops & Handling*	Crops & Livestock	Crops, Livestock & Handling*
\$0	\$15,000	\$625	\$675	\$650	\$700
\$15,001	\$25,000	\$675	\$725	\$700	\$750
\$25,001	\$35,000	\$725	\$775	\$750	\$800
\$35,001	\$50,000	\$825	\$875	\$850	\$900
\$50,001	\$65,000	\$925	\$975	\$950	\$1,000
\$65,001	\$80,000	\$1,025	\$1,075	\$1,050	\$1,100
\$80,001	\$100,000	\$1,125	\$1,175	\$1,150	\$1,200
\$100,001	\$125,000	\$1,225	\$1,275	\$1,250	\$1,300
\$125,001	\$150,000	\$1,325	\$1,375	\$1,350	\$1,400
\$150,001	\$175,000	\$1,425	\$1,475	\$1,450	\$1,500
\$175,001	\$200,000	\$1,525	\$1,575	\$1,550	\$1,600
\$200,001	\$225,000	\$1,625	\$1,675	\$1,650	\$1,700
\$225,001	\$250,000	\$1,825	\$1,875	\$1,850	\$1,900
\$250,001	\$300,000	\$1,975	\$2,025	\$2,000	\$2,050
\$300,001	\$400,000	\$2,125	\$2,175	\$2,150	\$2,200
\$400,001	\$500,000	\$2,275	\$2,325	\$2,300	\$2,350
\$500,001	\$600,000	\$2,450	\$2,500	\$2,475	\$2,525
\$600,001	\$700,000	\$2,700	\$2,750	\$2,725	\$2,775
\$700,001	\$800,000	\$2,950	\$3,000	\$2,975	\$3,025
\$800,001	\$900,000	\$3,200	\$3,250	\$3,225	\$3,275
\$900,001	\$1,000,000	\$3,450	\$3,500	\$3,475	\$3,525
\$1,000,001	\$1,500,000	\$4,200	\$4,250	\$4,225	\$4,275
\$1,500,001	\$2,000,000	\$5,450	\$5,500	\$5,475	\$5,525
\$2,000,001	or more	\$10,000	\$10,000	\$10,000	\$10,000

CERTIFICATION FEE WORKSHEET

\$ _____ Certification Fee per chart & scopes

+ \$ **\$75.00** _____ New Applicant Fee
One time fee for initial set up

+ \$ _____ Additional Fees (detail): See back
Examples: grass-fed, transitioning, expedited

= \$ _____ **Grand Total Fees**
Sum of all lines

*Additional fees for handling/processing may be incurred based on complexity.

If any portion of the annual certification fee remains unpaid after August 1, a Notice of Noncompliance will be issued and a \$75.00 billing fee assessed. An applicant won't be eligible for the Split Payment Option if applying after June 1.

You are required to submit a renewal application every year (Jan & Feb) along with certification fees to continue your organic certification. Please be aware that \$225.00 late fess will be charged if your renewal application and payment is not received by the due dates. NOFA will notify you of these dates and send you an application to complete.

Split Payment Option (1st half due with application, 2nd half due by August 1st. Not eligible for split payments if applying after June 1.)

I authorize NOFA-NY to use below credit card to pay the 2nd half of my split payment fee on August 1st. _____ (initial if allowed)

Check (Make payable to: NOFA-NY Certified Organic, LLC)

Credit Card The amount charged will be your total certification fee, unless split payment option selected above – 50% of your total fee will be charged now)

Name on Card: _____ Billing Zip Code: _____

Card #: _____ Exp. Date: _____

Additional Fees

Refer to NOFA-NY Certified Organic, LLC Policy manual for additional information

<u>New Applicant Fee</u>	\$ 75.00
Covers the additional administrative cost of processing application	
<u>Expedited Application</u>	\$ 1,000.00
Additional fee for top priority application processing. <i>Renewing operations please contact office for quote.</i> Locations outside of New York State may also incur added inspection fees.	
<u>Incomplete Application</u>	\$ 35.00
Each time an incomplete application is received	
<u>Late Renewal Application Fee</u>	\$ 150.00
Application postmarked/submitted electronically after published deadline	
<u>Late Payment Fee</u>	\$ 75.00
Payment fees postmarked/submitted electronically after due date	
<u>Payment Plan Installment fee</u>	\$ 10.00 per installment
Admin fee for operation electing to pay certification fees in installments. Not applicable to split payment option	
<u>No Response Fee</u>	\$ 30.00
Failure to respond to requests by deadline. E.g. Determination Notice	
<u>Reinstatement Fee</u>	\$ 200.00 plus any past due
Operations applying for reinstatement of their organic certification due to suspension	
<u>Certification Extension Fee</u>	\$ prorated from prior year
Applications not submitted or surrendered by annual due date. Charges will continue to be incurred until a written notice of surrender or application is received. Surrender notice must be received by 9/1.	
<u>Materials Review Fee</u> (15 minute minimum- \$12.50).....	\$ 50.00/hour
<u>Additional Review Fee</u> (outside annual review cycle)	\$ 65.00/hour
Review of new processed products, suppliers, fields, animals, rushed final review, any service not otherwise specified.	
<u>Transition Monitoring</u>	
Dairy Herd (1 year process).....	\$ 100.00 plus cost of 2 nd inspection if applicable
Land (up to 3 year process).....	\$ 100.00 per year plus \$300 inspection deposit
<u>Grass Fed Certification</u>	
Optional additional certification that is open to all ruminant livestock operations and handlers of ruminant livestock products who are currently certified organic by NOFA-NY Certified Organic, LLC.	
NOFA-NY 100% Grass Fed	\$ 100.00
Organic Plus Trust Grass Fed Organic (OPT) <i>required by some milk companies</i>	\$ 275.00
<u>Additional Inspection Fee</u> (if applicable).....	\$ 150-190.00 plus \$25/hour travel & mileage
When a change or addition results in an additional inspection	
<u>Copies</u>	\$ 00.15/page plus postage
Requesting copies of application and/or inspection paperwork	
<u>Returned Check</u>	\$ 25.00 plus bank fees
For each time a check is returned as unpaid, for any reason	
<u>Inspection Cancellation</u>	Actual cost of inspection
A producer canceling a scheduled inspection 6 days or less before scheduled date.	

Organic Certification Cost Share

The Organic Certification Cost Share Reimbursement Program is a USDA program that reimburses eligible certified organic producers for a portion of their annual costs for organic certification. New producers who have received their organic certificate by September 30, or continuing producers who are undergoing their annual update process are eligible. Producers are currently able to receive up to 75% of their certification fee back per scope (crops/livestock/handling/wild crops), with a maximum of \$750.00 per scope for a total maximum reimbursement of \$3000 .

Each year, the Cost Share Program in your state will send you the application for the certification fee reimbursement. The Cost Share Program operates on a first come, first serve basis until all funds are depleted or returned to the USDA, so please complete and return your application to the program as soon as possible. Your state program may also require a receipt for proof of your certification fee payment. NOTE to producers in NEW YORK: we have an agreement with NYS Ag & Markets to annually provide them with the proof that you are certified and the amount of certification fees paid; however, you must still submit the Cost Share application each year in order to be eligible for a reimbursement.

Feel free to contact the certification office at (607) 724-9851 with any questions about this program.

For Office Use Only:

Date Received _____ Postmark Date _____ Check Date _____ Check # _____ Check Amount _____



New Handler Fee Determination Form for Organic Certification

NOFA-NY Certified Organic, LLC

834 Upper Front St. • Binghamton NY 13905 • 607-724-9851 • www.nofany.org

Please complete and return this form with your completed application.

Operation Name: _____

CERTIFICATION FEE WORKSHEET

1. \$300.00 Certification Base Fee

2. + \$ _____ Inspection Fee: **Enter one of the following options on line 2**
Any inspection cost over/under amount listed on line 2 will be billed or refunded separately after the inspection occurs.

- **\$600.00:** This is the average cost of the handling inspection. If you choose to pay this estimated/average figure now, enter this amount on line 2.
- **\$350.00:** Inspection down payment. If you choose to make a down payment on the cost of your handling inspection, enter this amount on line 2. **Minimum amount entered on line 2 is \$350.00**

3. + \$ _____ Sales Assessment Fee: **Enter your calculated figure (or min/max*) on line 3**
Calculation of ½% (0.005) of *Estimated gross organic sales (gos) of product and /or services.
Estimate your gross organic sales from projected certificate date to end of current calendar year.
Average time from receipt of completed application to certificate issuance is approximately 3-4 months.

$$\begin{array}{ccc}
 \$ \underline{\hspace{2cm}} & \times 0.005 = \$ \underline{\hspace{2cm}} \\
 \text{Estimated GOS enter here} & & \text{Sales assessment}
 \end{array}$$

***Minimum amount entered on line 3 is \$200.00**

***Maximum amount entered on line 3 is \$12,000.00**

o Livestock Auction Barns are exempt from paying a sales assessment fee

4. + \$75.00 New Applicant Fee: One time fee for initial set up

5. + _____ Scope Addition: **Enter \$250 if also certifying Crops or \$300 for Crops/Livestock on line 5**
Note additional inspection charges may apply.

= \$ _____ **Grand Total Fees** (Sum of lines 1 through 5)

If any portion of the certification fee remains unpaid after August 1 (with the exception of additional inspection cost), a Notice of Noncompliance will be issued and a \$75 billing fee assessed. An applicant will not be eligible for the Split Payments if applying after June 1

Check (Make payable to: NOFA-NY Certified Organic, LLC)

Credit Card The amount charged will be your total certification fee, unless split payment option selected above – 50% of your total fee will be charged now) Name on Card: _____ Billing Zip Code: _____
Card #: _____ Exp. Date: _____

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Review of new processed products, suppliers, fields, animals, rushed final review, any service not otherwise specified.	
<u>Grass Fed Organic Certification</u>	\$ Include Grass Fed sales per GOS calculation on front.
<u>Copies</u>	\$ 00.15/page plus postage
Requesting copies of application and/or inspection paperwork	
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