



COST SHARE APPLICATION FOR ORGANIC HANDLERS & PRODUCERS
CERTIFIED ON OR BETWEEN OCTOBER 1, 2010 AND SEPTEMBER 30, 2011

Date	Federal Tax ID Number (TIN)
Applicant/Company	
Mailing Address	
City, State, Zip	
First Name	Last Name
Telephone ()	Email (optional)
Accredited Certifying Agent	

Calculate your reimbursement:

Examples:

1. Total certification fees paid = \$500 x .75 = \$375 reimbursement
2. Total certification fees paid = \$1250 x .75 = \$937.50, therefore \$750 reimbursement

Total Certification Fees Paid = \$ _____ X 75% (.75) = \$ _____ (maximum \$750)

I hereby certify that the information above is true and accurate to the best of my knowledge.

Applicant Signature

Date

<p>Questions? Phone: 517-241-2978 Email: towsleyj@michigan.gov</p> <p>Submit this form with supporting documentation to: Michigan Department of Agriculture & Rural Development PPPM Division Attention: Jeanette Towsley PO Box 30017 Lansing, MI 48909</p>
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PLEASE SEE INSTRUCTIONS ON REVERSE SIDE AND FOLLOWING PAGES

STEP-BY-STEP INSTRUCTIONS FOR ORGANIC COST SHARE

1. **Register on the state vendor file to receive your payment through direct deposit (EFT). See specific instructions on page 3.**

In accordance with Public Act 533 of 2004, payments under the cost share program must be processed by electronic funds transfer (EFT). Grantees are required to register to receive payments by EFT at the Contract and Payment Express website. Instructions on how to register as a State of Michigan vendor and bank account information for EFT payment is on the following page. This step **MUST** be completed in order to receive your cost share payment. It is recommended that you receive confirmation of your online registration before mailing your cost share application.

2. **Complete the cost share application for organic handlers & producers in its entirety for each certification for which you are seeking cost share funds.**

3. **Obtain copies of the following documents to submit with your cost share application:**

- a. **Your USDA Organic Certificate or renewal** that you received from your NOP accredited certifying agent dated on or between October 1, 2010 and September 30, 2011. **Certifications outside of this time frame will not be accepted.**

- b. **An itemized invoice for certification-related expenses.**

Examples of allowable expenses:

- Application fees
- Inspection costs
- First-time NOP certification fees
- Travel costs/per diem for organic inspectors
- User fees/sales assessments

Examples of unallowable expenses:

- Late fees
- Inspections due to violations of NOP regulations
- Transitional certifications
- Membership costs
- Any discrete charges related to certifications other than USDA organic
- Materials and supplies
- Equipment

- c. **Confirmation of payment**, e.g., copy of the cancelled check or receipt from the certifying agent

DO NOT MAIL ANY ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED.

4. **Make a copy of your application for your records and submit your application and copies of your supporting documentation to the address on the bottom of the cost share application on page 1.**

All steps must be completed to be eligible for cost share funds.

HOW TO REGISTER ON THE STATE VENDOR FILE AND RECEIVE YOUR PAYMENTS VIA EFT (DIRECT DEPOSIT)

1. Log onto Contract & Payment Express (C&PE) at **michigan.gov/cpexpress**. If you have never accessed C&PE before, review the Welcome Page instructions and then click on '**Go to C&P Express.**' On the C&PE Home Page click on '**New Users**' and complete the easy-to-follow instructions.
 - a. Registration will require a Tax Identification number (TIN), name, and address information.
 - b. If correspondence is to be directed to a specific person/area other than the name attached to the TIN, enter the information on the address attention line when entering the information.
 - c. As part of the registration process, an IRS W-9 form will be displayed. The form can be completed and submitted electronically unless specifically requested.
 - d. Many other questions may also be answered by clicking on '**FAQs**' or '**keywords**' at the top of the C&PE Welcome page. If you need assistance, contact the Office of Financial Management (OFM) Help Desk at (517) 373-4111 or (888) 734-9749.
2. Once registered, a password will be mailed via the U.S. Postal Service from Lansing the following day. Refrain from accessing C&PE again until you have received your password in the mail, as you could accidentally inactivate your password.
3. When you receive the password, access C&PE at **michigan.gov/cpexpress**; enter the User ID you created and the password received in the mail. You will be prompted to change the password. Once completed, you can add additional address information as necessary.
4. You will then be required to sign up to receive your payments via EFT. Click on '**Update Registration Details,**' click on '**Add Direct Deposit Account**' and enter the banking information requested.
5. Select the addresses/mail codes you would like associated with the bank account and click on '**submit.**' If you would like to receive notification when funds are deposited into your bank account, enter your email address.
6. Review the '**Submit Direct Deposit Authorization**' form, click on the box at the bottom of the form agreeing to the terms and conditions, and click on '**submit.**' You will be ready to receive payments by EFT in approximately 10 business days.

STATE VENDOR FILE ENTRY TROUBLESHOOTING TIPS

I Cannot Enter My Address

- If C&PE does not prompt you to enter address information, but instead displays an address, this indicates you are already on our vendor database even though you have not registered on C&PE. If the address is correct, continue to complete the registration. You will be unable to make changes to the address. If the address is incorrect, submit a letter, on business letterhead if possible, explaining the address changes needed. The information can be sent by fax or mail to the OFM Help Desk. (See Information Below)

I Forgot My User ID and/or Password

- If you have forgotten your User ID or password, click on the applicable link below the box used to enter your User ID or password. Once created, the User ID remains the same so if you request your User ID, you will be mailed a copy of the User ID you created the first time you visited C&PE.

To request a password you must know your User ID. If you request a password, a new password will be generated and mailed to you. Refrain from accessing C&PE again until you have received your password in the mail, because you could accidentally inactivate your password. For security reasons, we cannot provide the User ID or password over the phone or through email.

If you do not have access to the internet, including a local library, please indicate that by signing the certification below stating that you do not have access.

This is to certify that I, _____, do not have access to the internet and therefore cannot sign up for EFT payments.

Grantee Signature

Date

For questions on vendor or EFT registration

Contact the OFM Help Desk

Phone: 517/373-4111 or 888/734-9749

Fax: 517/373-6458

Email: dmb-vendor@michigan.gov