

SUPPORTING STATEMENT - PART A for
OMB Control Number 0560-0289
Organic Certification Cost Share Program (OCCSP)

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1. Circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

FSA requests a revision of a currently approved information collection for OCCSP. OCCSP provides cost share assistance to producers and handlers of agricultural products who are obtaining or renewing their certification under the National Organic Program (NOP; [7 CFR part 205](#)). Section 10606 of H.R. 1 ([Pub. L. 119-21](#), also referred to as the “One Big Beautiful Bill Act”) authorized \$10,000,000 in annual National OCCSP funding for fiscal years 2025 through 2031 ([7 U.S.C. 6523\(d\)](#)). An additional \$1,000,000 in Agricultural Management Assistance funding is available for each fiscal year ([7 U.S.C. 1524\(b\)](#)) to provide assistance in 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.

Certified organic operations may receive up to 75 percent of their eligible certification costs per program year, up to a maximum of \$750 per certification category (crops, wild crops, livestock, processing/handling, and State Organic Program fees). Certified operations may apply for OCCSP through an FSA county office in all 50 States and U.S. territories.

State Agencies, such as a State Department of Agriculture, may submit applications to FSA to administer OCCSP in their States. In such states, certified operations may choose to apply through either an FSA county office or the participating State agency.

The revisions to this collection are due to adjustments to the estimated number of respondents based on program participation in recent years, changes to the estimated hours per response for some responses to accurately reflect the time necessary to complete them, updates to reflect the forms currently used for FSA programs to administer grant agreements and collect respondent information, and changes to accurately account for exempt burden hours.

2. Purpose and Use of the Information. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate how the agency has actually used the information received from the current collection.

The affected public is Businesses, Farms, and State Governments.

Submitted by Participating State Agencies:

- **Notice of Grant and Agreement Award (ADS-093).** This form provides information about the grant award including the recipient organization, contact information, authority, funding amount, and description of the project. Participating State agencies must submit one copy of ADS-093. This form

replaces the Grant Agreement Face Sheet included in prior approvals for this program.

- **Narrative Report.** State Agencies must prepare and submit an annual narrative report, not to exceed two pages. It must address the following items:
 1. Outreach activities carried out by the State and subrecipients;
 2. How applicants were evaluated;
 3. The number of applicants approved and total reimbursements per certification category;
 4. The number of applicants denied, with an explanation for any denial of requests for reimbursement; and
 5. Other items related to the State Agency's administration of OCCSP.
- **Spreadsheet of Operations Reimbursed.** State Agencies submit a report in a spreadsheet format annually as indicated in their grant agreement. It must include information to identify participating producers and handlers, the total cost of their certification expenses, and the OCCSP payment amounts issued.

The following SF forms included in this information collection are common forms and included under other OMB approved collections, as indicated below. While the burden of these forms are not covered by this OMB control number, we have described it in the supporting statement to give a full picture of the program requirements.

- **SF-424, Application for Federal Assistance** (approved under OMB number 4040-0004, expiration 03/31/2029). State Agencies will submit one form to apply for federal assistance. The information will be used by FSA to determine a State Agency's eligibility for a grant to administer OCCSP.
- **SF-270, Request for Advance or Reimbursement** (approved under OMB number 4040-0012, expiration 06/30/2028). Used by State Agencies to request an advance or reimbursement of Federal grant funds. State Agencies may submit multiple SF-270s during a program year. The number of SF-270s submitted by a State Agency has ranged from one to four in the most recent program year, with an average of two per participant. The average is used as the estimated total annual responses when calculating the burden for this request.
- **SF-425, Federal Financial Report** (approved under OMB number 4040-0014, expiration 06/30/2028). Used by State Agencies to annually report expenditures, due within 120 days of the grant period of performance end date. The information will be used by FSA to determine the financial status of the State's grant project.

Submitted by Producers and Handlers:

- **CCC-884, OCCSP Application.** Submitted annually by producers and handlers to apply for OCCSP and certify their eligible expenses.
- **W-9, Request for Taxpayer Identification Number and Certification.** Submitted by producers and handlers who apply through participating State Agencies. This form is used to verify the tax identification numbers for producers for purposes of issuing an SF-1199. This form is not required for producers and handlers who apply through an FSA county office.
- **AD-2047, Customer Data Worksheet** (approved under OMB collection number 0560-0265, expiration 01/31/2027). Submitted by producers and handlers who apply through FSA county offices. This form is used to obtain producer information including tax identification numbers for purposes of issuing an SF-1199. This form is not required for producers and handlers who apply through a participating State Agency.
- **Required documentation.** Producers and handlers must annually submit:
 - A copy of their organic certificate, and
 - Itemized invoices for their eligible certification expenses.
- **SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form** (approved under OMB collection number 1530-0069, expiration 01/31/2029). Producers and handlers submit this form to receive OCCSP payments through FSA county offices if not already on file. While the burden hours for use of this form are not covered by this OMB control number, we have described it in the supporting statement to give a full picture of the program requirements. This form replaces SF-1199A included in prior approvals for this program.

3. Use of information technology and burden reduction. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

FSA makes every effort to comply with the E-Government Act, 2002 (E-Gov) and to provide for alternative submission of information collections.

State agencies apply to administer OCCSP electronically through Grants.gov. The standard forms are available from the GSA Forms Library (<https://www.gsa.gov/forms-library>). ADS-093 and the annual narrative report and spreadsheet of operations reimbursed are also submitted to FSA electronically.

Producers and handlers may obtain CCC-884 and AD-2047 through FSA's website (<https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>) or through their FSA county office. FSA will accept electronic submission of required forms and

documentation, in addition to accepting responses in person or by mail (postage paid by applicant).

FSA anticipates 50% of responses to be submitted electronically for businesses and farms; and 100% for state governments.

4. Efforts to identify duplication. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2.

Every effort has been made to avoid duplication. There is similar data collected; however, those do not meet the agency's need. The information provided by respondents is not maintained by FSA or any other Agency; therefore, the requested information will not be available from any other existing records. FSA solely manages issuance for the Organic Certification Cost Share Program (OCCSP) to ensure integrity. The information required for data collection is not currently reported to any other agency on a regular basis in a standardized form.

5. Impacts on small businesses or other small entities. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

The information collected does not adversely impact small businesses or other small entities. FSA estimates about 6,000 respondents (720 businesses and 5,280 farms) that are small entities or small businesses in this collection. This collection of information will not have an adverse impact on these entities. The information that producers and handlers provide to participate should be readily available and kept as a part of their normal business records.

6. Consequences of collecting the information less frequently. Describe the consequence to Federal program or policy activities if the collection is not conducted, or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

This collection is voluntary and is an ongoing information collection request. FSA collects only the information required to administer the program. Without this collection of information, FSA would not be able to provide cost share assistance to certified producers and handlers and partner with State Agencies in administering OCCSP.

7. Special circumstances relating to the Guidelines of 5 CFR 1320.5. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- a. Requiring respondents to report information more than quarterly. There are no information collection requirements that require reporting on more than a quarterly basis.

- b. Requiring written responses in less than 30 days. There are no information collection requirements that require written responses in less than 30 days.
- c. Requiring more than an original and two copies. There are no information collection requirements that require more than an original document or a single copy of a document.
- d. Requiring respondents to retain records for more than 3 years. There are no such requirements.
- e. Not utilizing statistical sampling. There are no such requirements.
- f. Requiring use of statistical sampling which has not been reviewed and approved by OMB. There are no such requirements.
- g. Requiring a pledge of confidentiality. There are no such requirements.
- h. Requiring submission of proprietary trade secrets. There are no such requirements.

The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5.

8. Comments to the Federal Register Notice and efforts for consultation. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

On December 31, 2025 (90 FR 61363), FSA published the 60-day information collection request notice to revise the OCCSP collection and invite comments. FSA received 1 comment, which emphasized support for the program and recommended policy changes to OCCSP administration that were not related to the information collection.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

The following individuals were consulted regarding this information collection and have no suggestions to modify the forms or information required. Reviewers confirmed that all requested information provided direct utility for the administration of the program. Feedback included that the collection met the basic data collection needs to affirm an applicant's certification and eligibility, and the information required from State Agencies for the purpose of awarding a grant agreement is straightforward, relevant, and can be completed without a significant burden of time or resources.

John B. – 971-719-1418

Mindy F. – 202-306-4299

Kay N. – 240-585-5176

9. Explain any decisions to provide any payment or gift to respondents. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

Eligible producers and handlers who apply for OCCSP will receive organic certification cost share assistance as provided in the program regulations. Eligible State Agencies will receive grants that allow them to administer OCCSP in their States. There is no other payment or gift given to respondents.

10. Assurances of confidentiality provided to respondents. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Information provided by producers for the OCCSP is protected in accordance with the Privacy Act of 1974 (5 USC 552a, as amended), the Freedom of Information Act, and Section 1619 of the Food, Conservation, and Energy Act of 2008 (7 U.S.C. § 8791), which restricts the disclosure of information furnished by agricultural producers. The information collected is used by the FSA to determine eligibility for benefits and to administer and monitor OCCSP payments. The information collected may be disclosed to other Federal, State, and Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), published on March 22, 2019 at 84 FR 10775.

This request was reviewed and approved by FPAC Assistant Privacy Act Officer (APO) for Privacy Act compliance, Samantha Jones, on March 20, 2026.

11. Justification for any questions of a sensitive nature. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

No questions of a sensitive or personal nature are included in the required forms.

12. Estimates of the hour burden of the collection of information. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

A. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

The estimated total respondents for OCCSP is 12,030 (1,440 businesses, 10,560 farms, and 30 state governments). Of those, FSA estimates that 30 respondents are State Agencies that will apply to administer OCCSP, and 12,000 respondents are producers and handlers who will apply for cost share assistance. See the Reporting and Recordkeeping Requirements spreadsheet that contains all the numbers for each response.

There is no third-party disclosure burden associated with this information collection request.

The revised annual burden for this information collection package is 29,031 hours.

B. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.

For the State Agencies, the respondents' estimated annual cost in providing the information is \$9,612. The cost per hour incurred by State Department of Agriculture Organic Program Managers is estimated to be \$30.57, which is equivalent to the 2026 hourly rate for a GS-11, step 1, federal employee. Fringe benefits for all government workers are an additional 31 percent, resulting in a total cost per hour of \$40.05. The total cost for State Agencies is based on the burden hours for ADS-093, SF-270, SF-424, SF-425, the narrative report, and spreadsheet of operations reimbursed, which total 240 hours. The total cost is estimated by multiplying the 240 burden hours incurred by State Agency employees by \$40.05, resulting in an estimated cost of \$9,612.

For the producers and handlers, the respondents' estimated annual costs in providing the information is \$1,761,970. The per hour cost was estimated to be \$46.75, the average hourly rate for farmers, ranchers, and other agricultural managers (Bureau of Labor Statistics; Occupational Employment and Wage Statistics, May 2024). Fringe benefits for all private industry workers are an additional 29.7 percent, or \$13.88, resulting in a total of \$60.63 per hour. The total cost for producers and handlers is based on the burden hours for CCC-884, W-9, AD-2047, SF-3881, and required documentation (copy of organic certificate and invoices), which is 29,061 hours. The total cost is estimated by multiplying the 29,061 burden hours incurred by producers and handlers by \$60.63, resulting in an estimated cost of \$1,761,970 (rounded based on 85-I cost estimate for each line item).

The estimated annual cost for respondents is \$1,771,582 (\$9,612 + \$1,761,970).

13. Estimates of other total annual cost burden. Provide estimates of the total annual cost burden to respondents or recordkeepers resulting from the collection of information, (do not include the cost of any hour burden shown in questions 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.

There are no capital, startup, or ongoing operation or maintenance costs associated with this information collection to respondents or record-keepers.

14. Provide estimates of annualized cost to the Federal government. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.

The total annualized cost to the Federal Government is \$83,634.64 (\$12,135.28 + \$1,422.36 + \$70,077).

Administration of State Agency grants for OCCSP is currently conducted by one GS-14 program manager who reviews grant applications, supervises reimbursement processing, and reviews State Agencies reports, and one GS-12 employee who assists in processing reimbursement requests.

National Office program manager (GS-14):

- Review of application materials and execution of grant agreements with State Agencies: 3 hours per respondent (State Agency) x 30 respondents = 90 hours
- Review/oversight of reimbursement requests: 0.25 hours x 60 responses = 15 hours
- Review of reports from State Agencies: 2.5 hours per respondent (State Agency) x 30 respondents = 75 hours
- Percentage of employee's time devoted to these activities = (90 hours + 15 hours + 75 hours) / 2,087 annual work hours = 8.62%
- Total annual cost = \$107,466 annual salary (2026 GS-14, step 1) x 8.62% x 1.31 (to incorporate 31% fringe benefits) = \$12,135.28

National Office Assistant (GS-12)

- Processing of reimbursement requests: 0.5 hours per response x 60 responses = 30 hours
- Percentage of employee's time devoted to these activities = 30 hours / 2,087 annual work hours = 1.42%
- Total annual cost = \$76,463 annual salary (2026 GS-12, step 1) x 1.42% x 1.31 (to incorporate 31% fringe benefits) = \$1,422.36

The cost of processing producer and handler applications by FSA county employees is equal to 0.5 hours for processing an application and reviewing required documentation, multiplied by 4,200 producers and handlers who are expected to apply through their FSA county office, multiplied by \$33.37 (equal to the GS-7, step 8, hourly rate for 2026 of

\$25.47, plus an additional 31 percent for fringe benefits). The total annual cost for FSA county office employees is \$70,077.

15. Explanation of program changes or adjustments. Explain the reasons for any program changes or adjustments reported.

The current burden inventory is 15,659 estimated annual respondents; 78,533 estimated annual responses and 78,650 estimated annual burden hours. With this revision the agency is seeking 12,030 estimated annual respondents, 44,790 estimated annual responses and 29,031 estimated annual burden hours. This reflects a decrease of 3,629 in the number of estimated respondents, a decrease of 33,743 in the estimated number of responses, and a decrease of 49,529 in the number of estimated annual burden hours since the last OMB submission.

These changes are the result of several updates:

Program changes:

- FSA has removed unused forms and updated the number of responses for several other forms to accurately reflect annual submissions per respondent.
- FSA has corrected reporting of exempt burden hours for Standard Forms.
- FSA has reduced the time per response for the producer's organic certification.

Adjustments

- The estimated number of respondents has been updated based on the number of program participants in recent years, which is less than the estimated number of respondents in the last OMB submission.

For detailed explanations, see the Agency Notes column in the revised 85-I.

16. Plans for tabulation, and publication and project time schedule. For collections of information whose results are planned to be published, outline plans for tabulation and publication.

After the end of each fiscal year, FSA prepares an annual Report to Congress, as required by 7 U.S.C. § 6523(c), that includes the total number of producers and handlers served by the program, the total disbursements, and total expenditures by State. This report is provided to the Committee on Agriculture of the House of Representatives and the Committee on Agriculture, Nutrition, and Forestry of the Senate, and it is also posted on FSA's public OCCSP website.

17. Displaying the OMB Approval Expiration Date. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

FSA will display the OMB approval expiration date.

18. Exceptions to the certification statement identified. Explain each exception to the certification statement identified under Certification for Paperwork Reduction Act."

FSA is able to certify compliance with all provisions under certification statement.