



Letter of Support

Minimum Requirements

Certain On-Farm Climate Action Fund (OFCAF) activities require a qualified professional (e.g., CCA, P.Ag.) to provide documentation in support of the new practice being adopted by the farm business. This requirement may be met through a letter of support or through a more detailed Crop Nutrient Plan. While costs for a third party to prepare a Crop Nutrient Plan are eligible for cost-share funding through OFCAF, any cost incurred by an applicant to prepare a Letter of Support is not eligible for cost-share.

To meet the minimum requirements for the OFCAF cost-share program, a Letter of Support (or Crop Nutrient Plan) must include the following:

- The identity of the qualified party who prepared the letter, including name, designation (if the party is a CCA, include the CCA#), and signature.
- The legal farm business name.
- Reference to the location or locations (e.g., address, coordinates, field or farm name) where the practice is being proposed. Locations should align with the site sketches included with the application.
- The proposed practice being applied for (e.g., urease and nitrification inhibitors, split applications of nitrogen fertilizer, or synthetic fertilizer substitutes). Briefly describe the farm business's current nitrogen management practices (prior to 2023) and the goals for the proposed new practice.
- Recommendations made for the implementation of the proposed new practice, including considerations based on soil test values, in-season weather conditions, etc.
 - For urease and nitrification inhibitors, identify the recommended product by name and/or active ingredient, with the anticipated timing of application.
 - For split applications of nitrogen fertilizer, identify the nitrogen source, timing, and application method for the additional passes. Include any considerations which will inform potential in-season changes to nitrogen application rates, such as a pre-side dress nitrate soil test or plant tissue testing.
 - For synthetic fertilizer substitutes, identify the material type, anticipated application timing, and application rate. Include any considerations which will inform application rates, such as laboratory analysis.

Per the documentation requirements listed in the online program guide, where a letter of support is required and not provided with the application submission, or where the letter provided does not meet all requirements outlined above, the application will be considered incomplete. A Crop Nutrient Plan may be submitted in lieu of a letter of support but must still meet ALL minimum requirements outlined above.