

For: State and County Offices

2006 COC Election Reporting Procedures

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

COC election results are reported in the web-based application located at <http://intranet.fsa.usda.gov/fsa> under FSA Applications/COC Elections. The site for entering the election results will be available December 12, 2006.

The 2002 Farm Bill requires that County Offices file an election report not later than 20 calendar days after the date on which an election is held with the Secretary and the State Office. Additionally, a nominee and voter report is required for statistical purposes.

B Purpose

This notice explains the process for entering election results into the web-based reports.

2 Actions and Contacts

A County Office Action

County Offices shall enter COC voter and candidate data information from the results of the current election in COC Elections web site at located at <http://intranet.fsa.usda.gov/fsa>. Voter data information is collected from the returned ballots. The timeframe for entering COC election information for the reports described in Exhibits 1 and 2 is **December 12 through December 19, 2006**. The Miscellaneous Reports, Media/Outreach Data and Local Public Meetings Attendance in Exhibits 3 through 5, shall be completed by January 17, 2007.

County Offices shall ensure that each candidate's Service Center Information Management System (SCIMS) gender, ethnicity, and race records have been verified with the candidate's nomination form. SCIMS data shall be updated if it is not correct. This will facilitate entering the Reporting for Candidates Information in Exhibit 2, step 4.

Disposal	Distribution
May 1, 2007	State Offices; State Offices relay to County Offices

Notice AO-1369

2 Actions and Contacts (Continued)

B State Office Action

State Offices shall:

- monitor County Office reports to ensure that the reports are submitted on schedule, using the reports available on COC State Office Reports web site
- notify DAFO contacts listed in subparagraph C of compliance by County Offices in their State no later than 5 calendar days after the due date of the reports.

C Contact

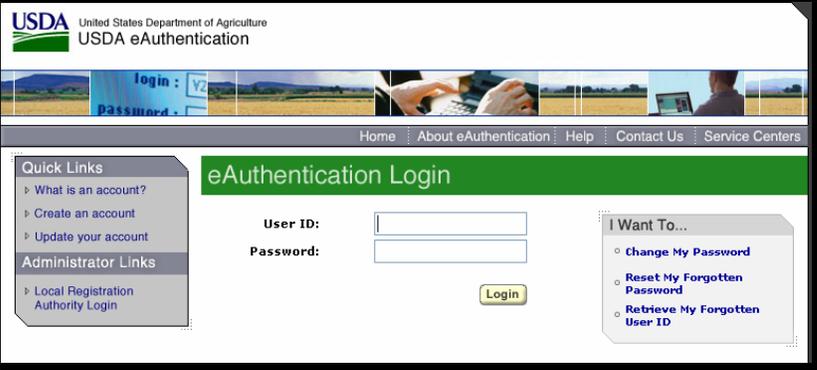
If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact either of the following:
 - Ken Nagel at 202-720-7890
 - Deborah Johnson at 202-720-0067.

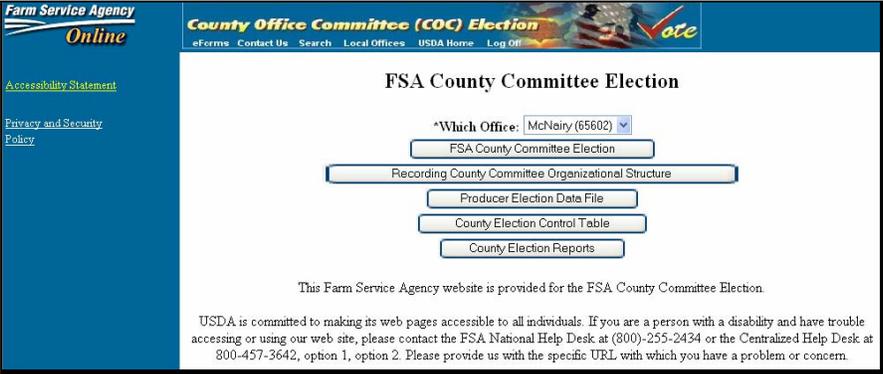
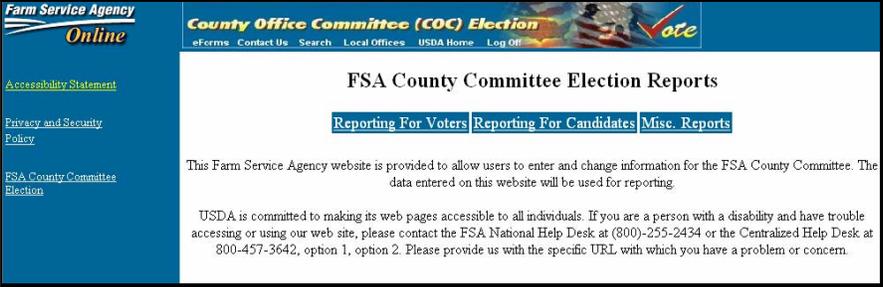
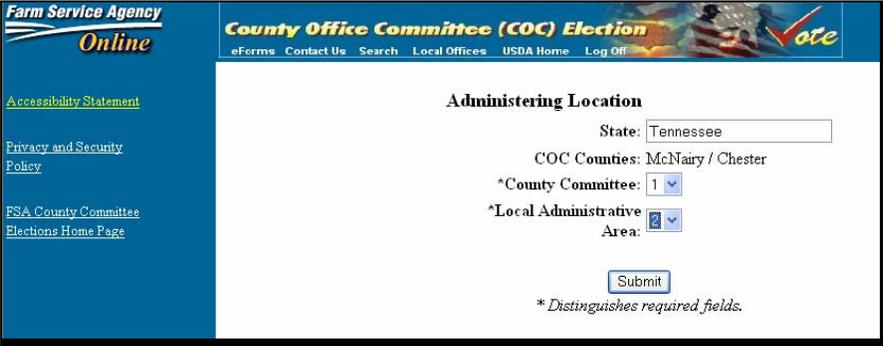
Recording Voter Information

Record voter information from returned ballots according to the following.

Access the report screens at **http://intranet.fsa.usda.gov/fsa**. Under “Links”, CLICK “FSA Applications”. Under “Administrative Application”, CLICK “COC Elections” and the USDA eAuthentication Screen will be displayed.

Step	Screen	Action
1	USDA eAuthentication Warning	<p>CLICK “Continue”.</p> 
2	eAuthentication Login	<p>Enter the eAuthentication user ID and password and CLICK “Login” or PRESS “Enter”.</p> 

Recording Voter Information (Continued)

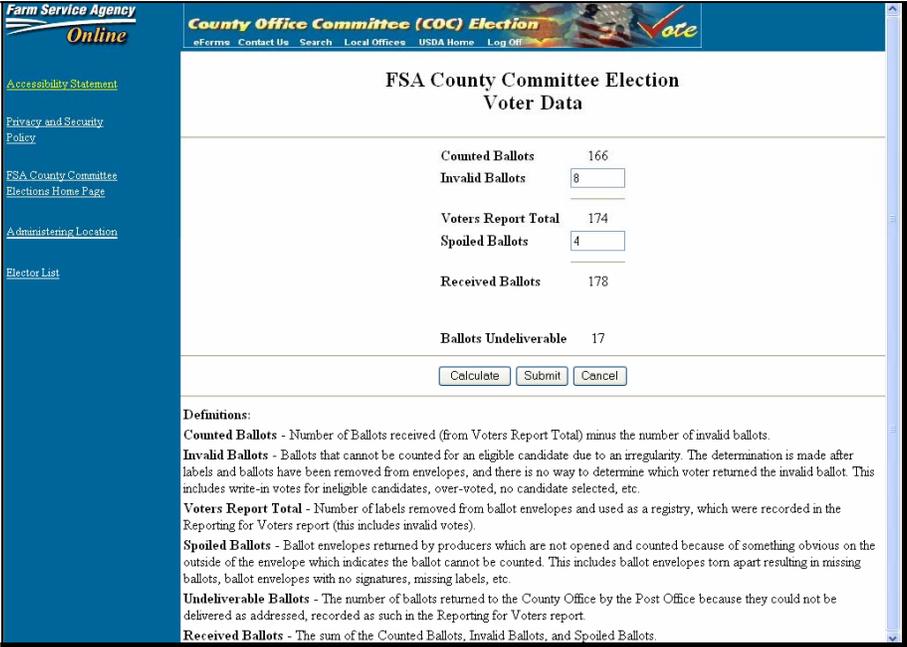
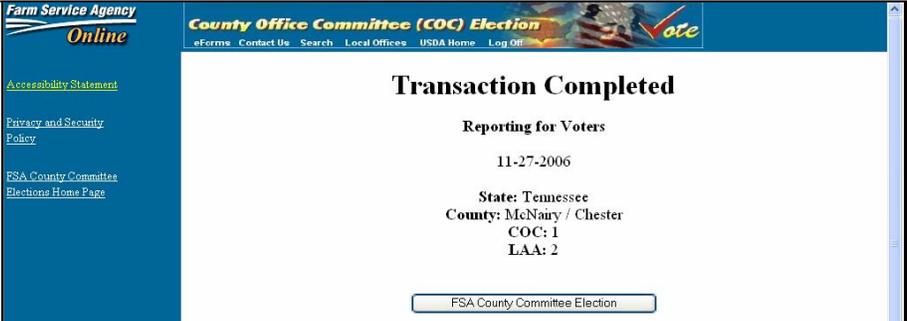
Step	Screen	Action
3	FSA County Committee Election	<p>Choose the applicable County Office from the "which office" drop-down box and CLICK "FSA County Committee Election Login".</p> 
4	FSA County Committee Election Reports	<p>CLICK "Reporting for Voters".</p> 
5	Administering Location	<p>Enter COC and LAA for which election results are being entered. Select correct numbers from the drop down boxes. CLICK "Submit".</p> 

Recording Voter Information (Continued)

Step	Screen	Action																																																		
6	Voter Data	<p>A list of eligible voters whose last names begin with the letter "A" will be displayed. The list of names will be preceded by 2 columns. The first column is "Ballot Returned as Voted"; the second column is "Ballot Returned as Undeliverable". Click the letter for which the user wishes to record ballots voted or ballots returned by USPS as undeliverable.</p> <p>Using the pages of labels removed from the envelopes returned from eligible voters, place a check mark in the box beside the name of each voter who returned a ballot. If any of the ballots were determined to be invalid after separation from the envelopes, there will be no way of knowing which voter's ballot was invalid. Each producer who returned a ballot that was not spoiled will be recorded as having voted.</p> <p>Using the envelopes which were returned from the post office as "Undeliverable", place a check mark next to the names of the individuals who did not receive their ballots because USPS was unable to deliver their ballots.</p> <p>When all entries have been made, CLICK "Finish".</p> <p>Note: To save entries made at any time, CLICK "Save". This will ensure that entries are not lost if the user needs to leave the computer and return later.</p> <thead> <tr> <th>Ballot Returned as Voted</th> <th>Ballot Returned as Undeliverable</th> <th>Name</th> <th>Address</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>VELMA ADAMS</td> <td>7912 OLD STAGE RD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>MARGARET ALEXANDER</td> <td>226 TANYARD CIR</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>JAMES CARLTON AMMONS</td> <td>7945 WOODFORD LN</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>SUE ANGLIN</td> <td>1507 BEAVER TRAIL DR</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>FRANCIS ATKINSON</td> <td>1088 ROSE CREEK RD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>T L ATKINSON</td> <td>1088 ROSE CREEK RD</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>MARIETTA D AUSTIN</td> <td>409 REGENT DR SW APT 3</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CHARLENE P AVERY</td> <td>691 E CHURCH ST</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HAYDEN AVERY</td> <td>691 E CHURCH ST</td> <td><input type="checkbox"/></td> </tr> </tbody>	Ballot Returned as Voted	Ballot Returned as Undeliverable	Name	Address	Remove	<input type="checkbox"/>	<input type="checkbox"/>	VELMA ADAMS	7912 OLD STAGE RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARGARET ALEXANDER	226 TANYARD CIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JAMES CARLTON AMMONS	7945 WOODFORD LN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUE ANGLIN	1507 BEAVER TRAIL DR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FRANCIS ATKINSON	1088 ROSE CREEK RD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	T L ATKINSON	1088 ROSE CREEK RD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARIETTA D AUSTIN	409 REGENT DR SW APT 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHARLENE P AVERY	691 E CHURCH ST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HAYDEN AVERY	691 E CHURCH ST	<input type="checkbox"/>
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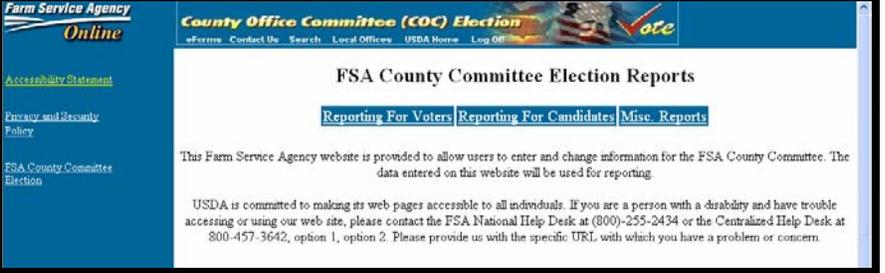
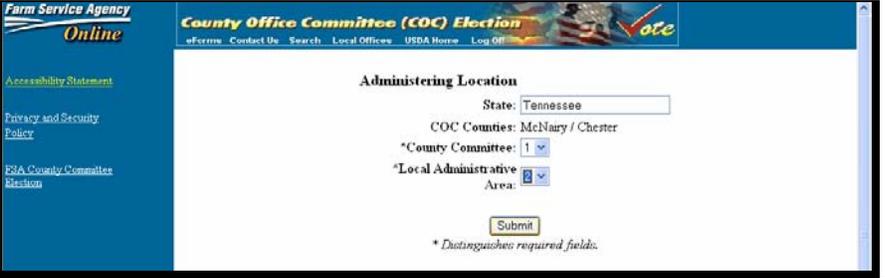
If possible, correct the addresses for the producers whose ballots were undeliverable. If no current address can be obtained for a producer, that producer is not participating or cooperating. The eligible to vote flag for that producer shall be changed to ineligible.

Recording Voter Information (Continued)

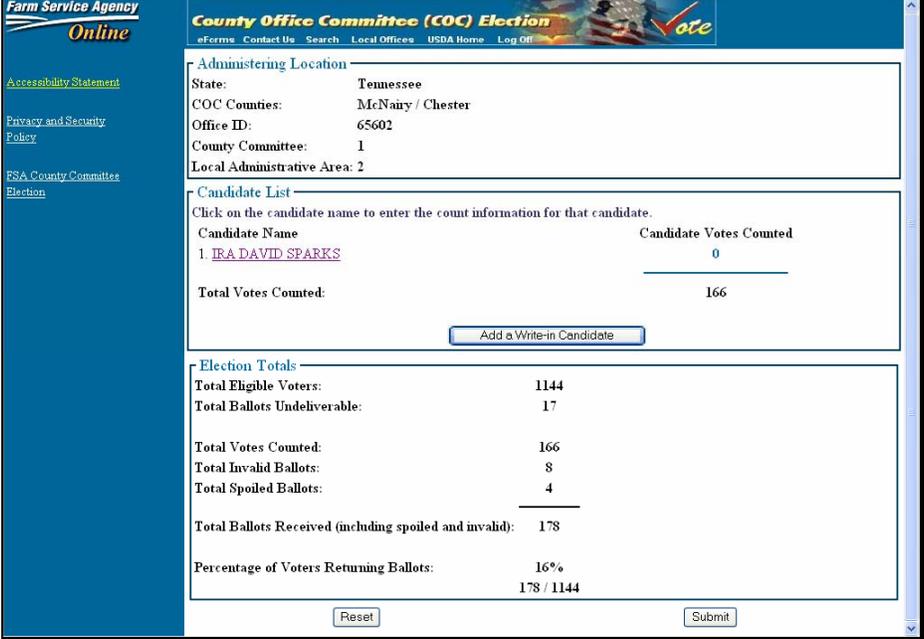
Step	Screen	Action
6 (Cntd)	Voter Data	<p>Voter Data Screen will be redisplayed with the Voters Report.</p> <p>Users shall enter the total number of invalid and spoiled ballots (see definitions displayed on bottom of the screen).</p> <p>CLICK "Calculate".</p> <p>Note: The total number of ballots counted, spoiled, and invalid shall be equal to the total number of ballots received. These totals will be automatically entered on the Reporting for Candidates as "Election Totals".</p>  <p>Print the screen and retain for records. CLICK "Submit".</p>
7	Transaction Completed	<p>Print the screen and retain for records, CLICK "FSA County Committee Election". Proceed to Exhibit 2 to enter candidate information.</p> 

Recording Candidate Information

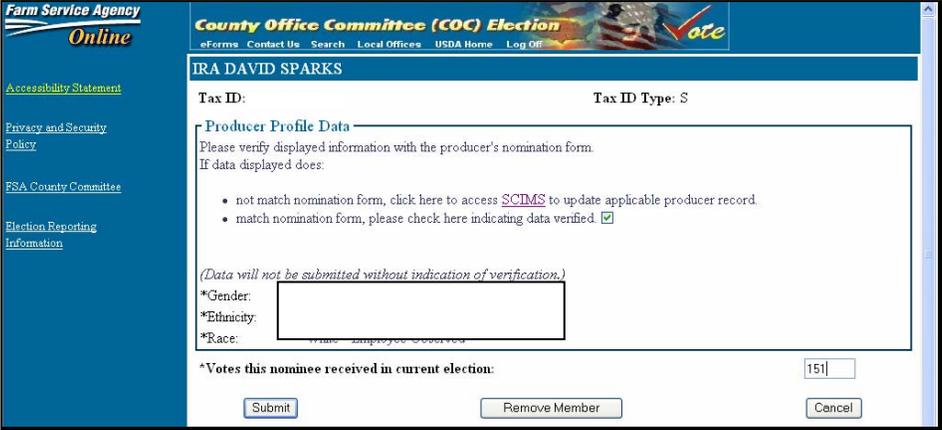
Candidate information cannot be completed and stored until Exhibit 1 is completed. Record candidate information from ballots counted according to the following.

Step	Screen	Action
1	FSA County Committee Election Reports	<p>CLICK "Reporting for Candidates".</p> 
2	Administering Location	<p>Verify the State, COC, and LAA holding the election.</p> <p>Note: The State and county boxes will be pre-filled with the user's State and county.</p> <p>The user shall enter and verify the number of:</p> <ul style="list-style-type: none"> • COC holding an election • LAA holding an election. <p>CLICK "Submit".</p> 

Recording Candidate Information (Continued)

Step	Screen	Action																						
3	Candidate List	<p>A list of candidates entered during the nomination process will be displayed. Click the candidate's name to display the SCIMS Producer Profile Data Screen.</p>  <p>Farm Service Agency Online County Office Committee (COC) Election</p> <p>Administering Location State: Tennessee COC Counties: McNairy / Chester Office ID: 65602 County Committee: 1 Local Administrative Area: 2</p> <p>Candidate List Click on the candidate name to enter the count information for that candidate.</p> <table border="1"> <thead> <tr> <th>Candidate Name</th> <th>Candidate Votes Counted</th> </tr> </thead> <tbody> <tr> <td>1. TRAVIS DAVID SPARKS</td> <td>0</td> </tr> <tr> <td>Total Votes Counted:</td> <td>166</td> </tr> </tbody> </table> <p>Election Totals</p> <table border="1"> <tbody> <tr> <td>Total Eligible Voters:</td> <td>1144</td> </tr> <tr> <td>Total Ballots Undeliverable:</td> <td>17</td> </tr> <tr> <td>Total Votes Counted:</td> <td>166</td> </tr> <tr> <td>Total Invalid Ballots:</td> <td>8</td> </tr> <tr> <td>Total Spoiled Ballots:</td> <td>4</td> </tr> <tr> <td>Total Ballots Received (including spoiled and invalid):</td> <td>178</td> </tr> <tr> <td>Percentage of Voters Returning Ballots:</td> <td>16%</td> </tr> <tr> <td></td> <td>178 / 1144</td> </tr> </tbody> </table>	Candidate Name	Candidate Votes Counted	1. TRAVIS DAVID SPARKS	0	Total Votes Counted:	166	Total Eligible Voters:	1144	Total Ballots Undeliverable:	17	Total Votes Counted:	166	Total Invalid Ballots:	8	Total Spoiled Ballots:	4	Total Ballots Received (including spoiled and invalid):	178	Percentage of Voters Returning Ballots:	16%		178 / 1144
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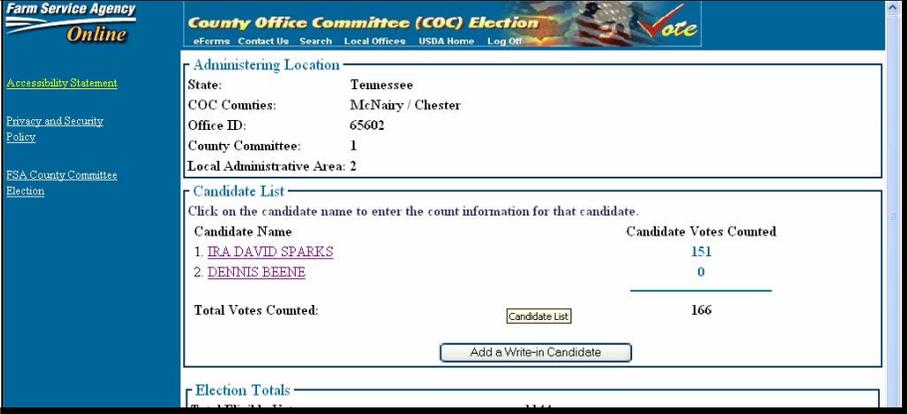
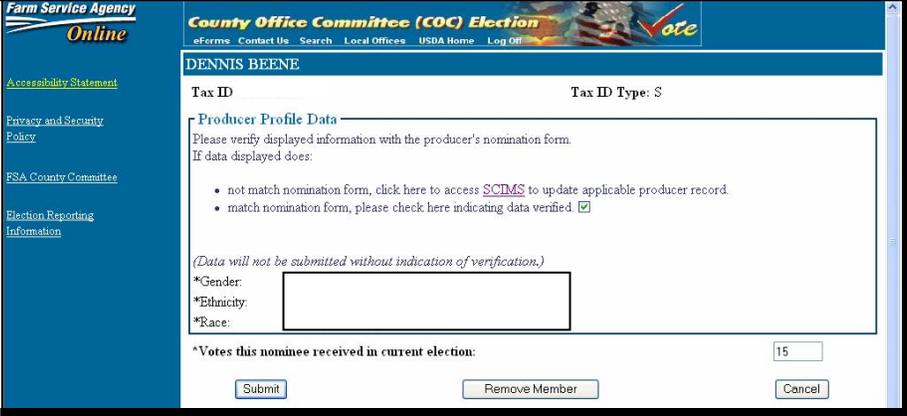
Recording Candidate Information (Continued)

Step	Screen	Action
4	SCIMS Producer Profile Data	<p>Verify that the gender, ethnicity, and race information is correct. If the information:</p> <ul style="list-style-type: none"> • matches, CLICK the box that indicates that user has verified that the information on the nomination form matches the information stored in SCIMS • does not match: <ul style="list-style-type: none"> • CLICK “SCIMS” link to access SCIMS to update applicable producer record • update information • close browser with COC Elections web site, reopen browser, log back into COC Elections web site at http://intranet.fsa.usda.gov/fsa, navigate back to Producer Profile Data Screen, and CLICK “verified” box. <p>Enter the number of votes counted for the candidate and CLICK “Submit” to accept the information displayed.</p>  <p>Note: The gender, ethnicity, and race information must be completed and verified before the user will be able to submit the count information for the candidate.</p> <p>Repeat for each candidate.</p>
5	Candidate List	<p>If there is:</p> <ul style="list-style-type: none"> • a write-in candidate, CLICK “Add a write-in candidate” and the Customer Search Screen will be displayed; go to step 6 • not a write-in candidate, CLICK “Submit”; go to step 8.

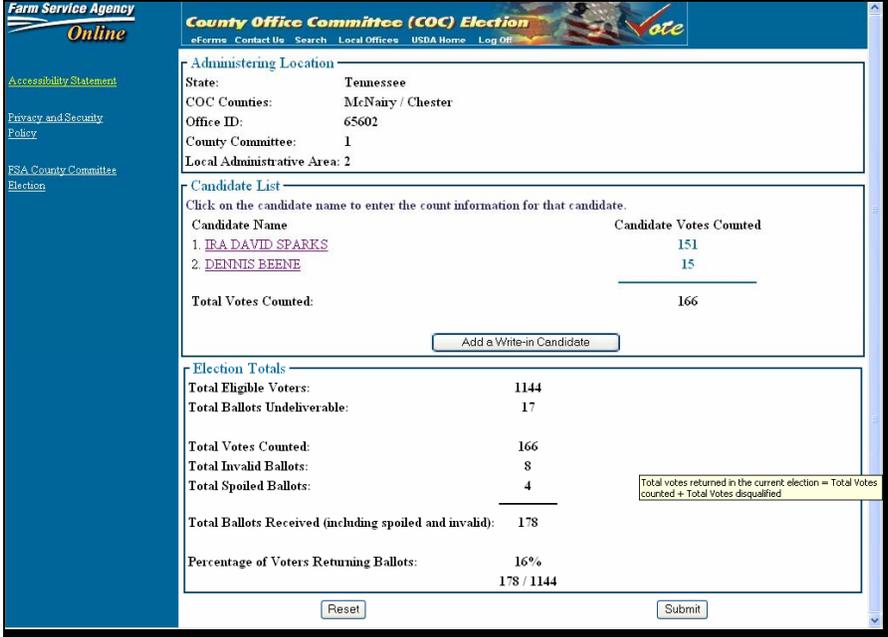
Recording Candidate Information (Continued)

Step	Screen	Action																				
6	Candidate Search	<p>Enter any of the following for the candidate:</p> <ul style="list-style-type: none"> • tax ID • full or partial last name. <p>CLICK "Search".</p> <div data-bbox="573 548 1458 1024" style="border: 1px solid black; padding: 5px;"> </div> <p>Select name of candidate from SCIMS list provided. The system will take the user back to the Candidate List Screen with the write-in candidate's name inserted.</p> <div data-bbox="573 1209 1458 1726" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="690 1486 1333 1612"> <thead> <tr> <th>Active</th> <th>Potential Duplicate</th> <th>Common Name</th> <th>Tax Id</th> <th>Tax Id Type</th> <th>Delivery Address Line</th> <th>City, State ZIP Code</th> <th>Phone No</th> <th>Legacy State</th> <th>Legacy County</th> </tr> </thead> <tbody> <tr> <td>Active</td> <td>No</td> <td>[Redacted]</td> <td></td> <td>Social Security</td> <td>[Redacted]</td> <td></td> <td></td> <td>TENNESSEE</td> <td>MCNAIRY</td> </tr> </tbody> </table> <p style="text-align: center;">Page 1 of 1</p> <p style="text-align: center;">Search Again End</p> </div>	Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County	Active	No	[Redacted]		Social Security	[Redacted]			TENNESSEE	MCNAIRY
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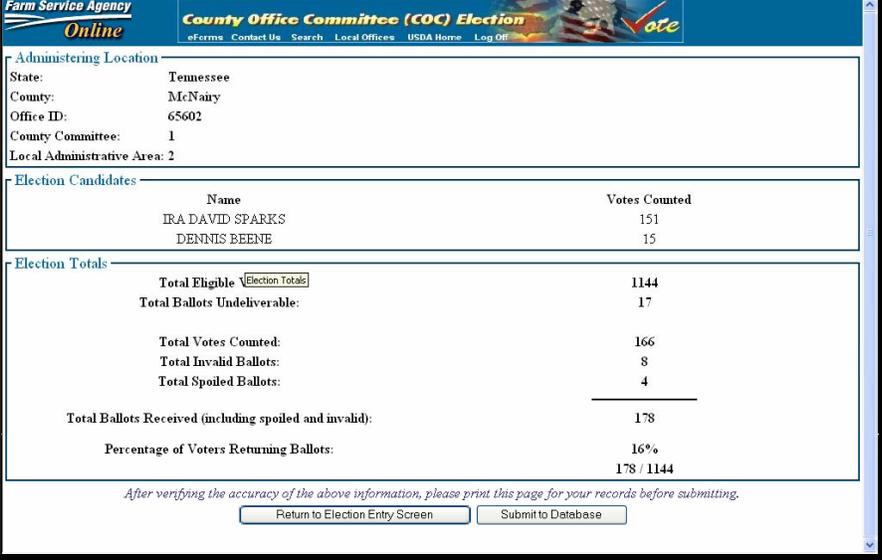
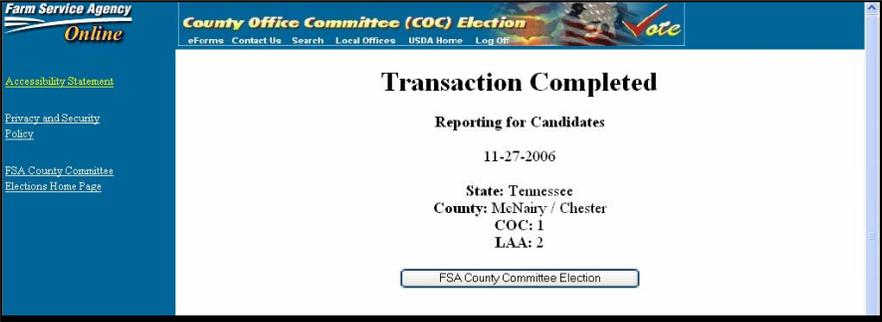
Recording Candidate Information (Continued)

Step	Screen	Action
7	Candidate List	<p>Click the write-in candidate just added to display SCIMS Producer Profile Data.</p>  <p>Complete the Producer Profile Data Screen as described in step 4.</p> <p>Enter the votes received and CLICK “Submit”.</p> 

Recording Candidate Information (Continued)

Step	Screen	Action
8	Candidate List (Cntd)	<p>To select another candidate, CLICK "Add a Write-In Candidate" and repeat steps 6 and 7 until all candidates have been entered.</p> <p>If an incorrect candidate is added to the list:</p> <ul style="list-style-type: none"> • click the incorrect candidate name • Producer Profile Data Screen will be displayed • CLICK "Remove Member". <p>When all candidates and votes counted are displayed in the "Candidates List" fields, CLICK "Submit".</p>  <p>Note: The system will not allow user to submit the page until the sum of the votes for each candidate equals the total votes counted.</p>

Recording Candidate Information (Continued)

Step	Screen	Action
9	Confirmation Screen	<p>Verify that all information displayed is correct. Print the screen and retain for records.</p> <p>Note: The screen print is the permanent record of the election results and may be used as the summary ballot.</p>  <p>CLICK “Submit to Database”.</p> <p>Note: Scroll to bottom.</p> <p>Transaction Completed Screen will be displayed. Print the screen and retain for records.</p>  <p>CLICK “Return to Election Entry Screen”.</p>

Accessing Misc. Report Screen

Follow this table to access either the Media/Outreach Data Report (Exhibit 4) or Local Public Meetings Attendance Report (Exhibit 5) under the Misc. Reports option.

Go to <http://intranet.fsa.usda.gov/fsa>. Under “Links”, CLICK “FSA Applications”. Under “Administrative Application”, CLICK “COC Elections” and the USDA eAuthentication Screen will be displayed.

Step	Screen	Action
1	USDA eAuthentication Warning	CLICK “Continue”.
2	eAuthentication Login	Enter the eAuthentication user ID and password. CLICK “Login” or PRESS “Enter”.
3	FSA County Committee Election	Choose the applicable County Office. CLICK “FSA County Committee Election Login”.
4	FSA County Committee Election Reports	CLICK “Misc. Reports”.
		
5	Request Report	<p>User can choose either of the following reports:</p> <ul style="list-style-type: none"> • “Media/Outreach Data” • “Local Public Meetings Attendance”. <p>Note: Each of the reports must be completed January 17, 2007.</p> <p>CLICK “Go To”.</p>
		

Completing Media/Outreach Report Screen

The following is an example of the Media/Outreach Screen.

2006 Media / Outreach

County(s): McNairy / Chester
 COC: 1
 LAA: 2

	Total (local)	Minority
NEWSPAPERS		
Local Newspaper	<input type="text" value="0"/>	<input type="text" value="0"/>
Articles Published	<input type="text" value="0"/>	<input type="text" value="0"/>
Election Articles Published	<input type="text" value="0"/>	<input type="text" value="0"/>
MAGAZINES		
Local Magazines	<input type="text" value="0"/>	<input type="text" value="0"/>
Articles Published	<input type="text" value="0"/>	<input type="text" value="0"/>
Articles Originated Locally	<input type="text" value="0"/>	<input type="text" value="0"/>
Election Articles Published	<input type="text" value="0"/>	<input type="text" value="0"/>
COC NEWSLETTERS		
Newsletters Issued	<input type="text" value="0"/>	<input type="text" value="0"/>
RADIO		
Local Radio Stations	<input type="text" value="0"/>	<input type="text" value="0"/>
Regular Radio Shows	<input type="text" value="0"/>	<input type="text" value="0"/>
Local Radio Spots	<input type="text" value="0"/>	<input type="text" value="0"/>
Local Election Spots	<input type="text" value="0"/>	<input type="text" value="0"/>
TV		
Local TV Stations	<input type="text" value="0"/>	<input type="text" value="0"/>
Regular TV Shows	<input type="text" value="0"/>	<input type="text" value="0"/>
Local TV Spots	<input type="text" value="0"/>	<input type="text" value="0"/>
Local Election Spots	<input type="text" value="0"/>	<input type="text" value="0"/>
LOCAL GROUPS		
Minority	<input type="text" value="0"/>	
Female	<input type="text" value="0"/>	
Minority Ministers	<input type="text" value="0"/>	
Coalition	<input type="text" value="0"/>	
1890 Blk/Hisp Colleges	<input type="text" value="0"/>	
Hispanic	<input type="text" value="0"/>	
Other Groups	<input type="text" value="0"/>	

Submit Cancel

The Media/Outreach Report is a summary by county, or site from January 1 through December 31, 2006. The following are media used for COC election outreach:

- newspapers
- magazines
- newsletters
- radio stations
- TV stations
- local groups
- local public meetings
- attendance at local public meetings.

Note: The following tables provide guidance for completing the Media/Outreach Screen.

Completing Media/Outreach Report Screen (Continued)

The following table explains the fields and types of data entered on the Media/Outreach Data Screen for all items published/broadcasted about programs and COC elections from January 1 through December 31. Use this table as a guide for completing the Media/Outreach Screen.

Field Name	Field	Entry
Local Newspaper	Total	Enter the total number of local newspapers appropriate for information for the area covered by the County Office.
	Minority	Enter the number of minority-owned local newspapers. Note: The total number entered shall not be greater than the total number of local newspapers.
Newspaper Articles Published	Total	Enter the total number of articles published, including news items, captioned photographs, features, and columns, in local newspapers for the area covered by the County Office. Note: One news item sent to and published by 5 newspapers counts as 1 item.
	Minority	Enter the number of articles that were published in minority-owned local newspapers. Notes: The total number shall not be greater than the total number of articles published. An entry is not allowed, if there is no entry in minority local newspapers.
Newspaper Election Articles Published	Total	Enter the total number of election articles that were published for the most recent election. Note: The number cannot be greater than the total number of newspaper articles published.
	Minority	Enter the number of election articles that were published in minority-owned magazines. Note: The number cannot be greater than the total number of election articles published. An entry is not allowed, if there is no entry information in minority local newspapers.
Local Magazines	Total	Enter the total number of local magazines (physically located within the borders) appropriate for FSA information for the area covered by the County Office.
	Minority	Enter the number of minority-owned local magazines. Note: The total number entered shall not be greater than the total number of local magazines.
Magazine Articles Published	Total	Enter the total number of articles that were written published from January 1 through December 31.

Completing Media/Outreach Report Screen (Continued)

Field Name	Field	Entry
Magazine Election Articles Published	Total	Enter the total number of election articles that were published for the most recent election. Note: The number cannot be greater than the total number of magazine articles published.
	Minority	Enter the number of election articles that were published in minority-owned magazines. Notes: The number cannot be greater than the total number of election articles published. An entry is not allowed, if there is no entry in minority local magazines.
Local Radio Stations	Total	Enter the total number of local radio stations (physically located within the borders) for the area covered by the County Office.
	Minority	Enter the number of minority-owned local radio stations. Note: The number entered shall not be greater than the total local radio stations.
Regular Radio Shows	Total	Enter the number of regularly scheduled programs the County Office provides that local stations broadcast. Note: Count each of the following as 1 item: <ul style="list-style-type: none"> • 1 program broadcast several times • 1 program jointly prepared by 2 County Offices.
Local Radio Spots	Total	Enter the total number of news items and spot announcements sent to radio stations, including items that the County Office taped or broadcast live. Note: One item that was broadcast several times counts as 1 item.
	Minority	Enter the number of news items that were sent to minority-owned radio stations. Notes: The number shall not be greater then the total local spots. An entry is not allowed, if there is no entry in minority local radio stations.
Local Radio Election Spots	Total	Enter the total number of election spots sent to radio stations, including items that the County Office taped or broadcast live. Note: The number shall not be greater than the total local spots.
	Minority	Enter the number of election spots that were sent to minority-owned radio stations. Notes: The number shall not be greater than the total election spots. An entry is not allowed, if there is no entry in minority local radio stations.

Completing Media/Outreach Report Screen (Continued)

Field Name	Field	Entry
Local TV Stations	Total	Enter the total number of local TV stations (physically located within the borders) for the area covered by the County Office.
	Minority	Enter the number of minority-owned local TV stations. Note: The number shall not be greater than the total number of local TV stations.
Regular TV Shows	Total	Enter the number of regularly scheduled programs that local stations broadcast. Note: Count each of the following as 1 item: <ul style="list-style-type: none"> • 1 program broadcast several times • 1 program jointly prepared by 2 County Offices.
Local TV Spots	Total	Enter the number of regularly scheduled programs that local stations broadcast. Note: Count each of the following as 1 item: <ul style="list-style-type: none"> • 1 program broadcast several times • 1 program jointly prepared by 2 County Offices.
	Minority	Enter the number of local TV spots that were sent to minority-owned TV stations. Note: The number shall not be greater than the total number of local TV spots.
Local TV Election Spots	Total	Enter the total number of election spots sent to TV stations, including items that the County Office taped or broadcast live. Note: The number shall not be greater than the total number of local election spots.
	Minority	Enter the total number of election spots that were sent to minority-owned TV stations. Notes: The number shall not be greater than the total local election TV spots. An entry is not allowed, if there is no entry in minority local TV stations.

Completing Media/Outreach Report Screen (Continued)

The following table explains the fields and types of data entered on the Media/Outreach Data Screen for local groups contacted about programs and COC elections from January 1 through December 31. Use this table as a guide for completing the Media/Outreach Screen.

Field	Entry
LOCAL GROUPS - Contacted	Enter the total number of local groups contacted.
Minority	Enter the number of local groups contacted that focus on serving minorities..
Female	Enter the number of local groups contacted that focus on serving females.
Minority Ministers	Enter the number of local groups contacted that focus on serving minority ministers.
Coalition	Enter the number of local groups contacted that focus on serving coalition.
1890 and Blk/Hisp Colleges	Enter the number of local groups contacted that focus on serving 1890 and Historically Black and Hispanic Colleges.
Hispanic	Enter the number of local groups contacted that focus on serving Hispanic persons.
OTHER GROUPS	Enter the number of other groups contacted.

Note: The following shall not be greater than the total number of local groups contacted:

- entry for all fields
- sum of all fields, except "Local Groups Contacted".

When all fields have been completed, **print the screen and retain for records.** CLICK “Submit”.

The Transaction Completed Screen will be displayed. **Print the screen and retain for records.**

The screenshot shows a web interface for the Farm Service Agency Online. The header includes 'Farm Service Agency Online' and 'County Office Committee (COC) Election' with navigation links like 'eForms', 'Contact Us', 'Search', 'Local Offices', 'USDA Home', and 'Log Off'. The main content area displays 'Transaction Completed' in large bold text, followed by the date '11-27-2006', 'State: Tennessee', and 'County: McNairy / Chester'. At the bottom, there is a button labeled 'FSA County Committee Election'. The left sidebar contains links for 'Accessibility Statement', 'Privacy and Security Policy', and 'FSA County Committee Elections Home Page'.

Completing Local Public Meetings Report Screen

The following is an example of the Local Public Meetings Screen.

The following table explains the fields and type of data entered on the Local Public Meetings Screen. This information relates to local public meetings held from January 1 through December 31.

Field	Entry
Gender Male	Enter the number of males , by race, attending the local public meetings.
Gender Female	Enter the number of females , by race, attending the local public meetings.
Other	Enter the number of “ other ” entities attending the local public meetings that have no clear male or female ownership. Note: The sum of others, males, and females, by race, shall not be greater than the number of people attending the local public meetings.
Local Public Meetings Attendance	Enter the total number of people attending the local public meetings.
Local Public Meetings Held	Enter the total number of local public meetings held in all counties for the area covered by the County Office. Note: Do not include COC meetings.

When all fields have been completed, **print the screen and retain for records.** CLICK “Submit”.

The Transaction Completed Screen will be displayed. **Print the screen and retain for records.**