

**For:** State and County Offices

**COC Review of Local Administrative Area (LAA) Boundaries**

**Approved by:** Acting Deputy Administrator, Field Operations



**1 Overview**

**A Background**

To be in compliance with the uniform guidelines for conducting COC elections:

- COC's **must** complete their annual review of LAA boundaries within each County Office jurisdiction no later than April 1
- County Offices **must** determine whether drawing LAA boundaries or increasing the number of LAA's up to the maximum allowable will assist in ensuring fair representation of SDA's and other producers in the area over which COC has jurisdiction.

Any proposed change in LAA's must be opened to public comment before any change is approved by STC.

**B Purpose**

This notice provides State and County Offices and COC's with the following:

- guidance to establish LAA's
- dates to complete reviewing LAA boundaries
- timeframes for public notice and comment period when LAA boundaries are changed.

**C Contact**

For questions about this notice, State Offices shall contact either of the following:

- Ken Nagel, DAFO, at 202-720-7890
- Deborah Johnson, DAFO, at 202-720-0067.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2008 2-28-08	State Offices; State Offices relay to County Offices

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### 2 Action

#### A COC Action

COC's shall:

- follow instructions in 15-AO, Part 3, Section 3 for reviewing LAA boundaries
- determine whether redrawing LAA boundaries or increasing the number of LAA's will assist in ensuring the fair representation of SDA's
- provide notice to the public and allow 15 calendar days for public comment if LAA boundaries are redrawn before submitting to STC
- complete the COC review of LAA boundaries and request STC's approval of LAA boundaries by submitting the following to STC no later than April 1, 2008, if there are changes:
  - boundary changes on completed FSA-582
  - county map showing existing boundaries and proposed boundary changes
  - justification for proposed boundary changes with COC's recommendations and DD's concurrence
  - comments received from the public about proposed changes

**Note:** If there are no changes, submit a request for STC's approval of the existing LAA boundaries by submitting a completed FSA-582 and county map showing existing boundaries.

- ensure that LAA voter lists are prepared for the correct LAA for the 2008 election by reviewing the Current COC Organization Structure screen print available on the County Election Reports Menu at <http://intranet.fsa.usda.gov/fsa>

**Note:** CLICK "FSA Applications" then "COC Elections".

- document the review and determination concerning LAA boundaries and LAA's conducting an election in the COC minutes.

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### 2 Action (Continued)

#### B STC Action

STC's shall:

- notify COC of the STC determination in sufficient time for COC corrective action or implementation
- document all decisions in the minutes
- conduct reviews of COC jurisdictions to determine whether redrawing LAA's will assist in ensuring the fair representation of SDA's in the county or multi-county jurisdiction
- select COC's for additional review if STC finds evidence of underrepresentation of SDA's on COC, and inform DAFO of the finding
- complete the STC review of COC/LAA boundary changes and approve by COB May 30, 2008.

### 3 Publicizing Proposed LAA Changes

#### A Proposed LAA Changes

County Offices shall:

- publicize proposed LAA changes by:
  - posting proposed changes in LAA boundaries in County Offices
  - locally publicizing proposed changes in LAA boundaries in a County Office publication and local media, providing the County Office address, telephone number, and FAX number
- ensure that 15 calendar days notice is provided for comments to be received from eligible voters before the proposed LAA boundaries are submitted for approval to STC.

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### 4 Computer Operations

#### A LAA Updates

County Offices shall ensure that:

- COC and LAA data is updated using the Producer Election Data File and Control Table located at <http://intranet.fsa.usda.gov/fsa>

**Note:** CLICK “FSA Applications” then “COC Elections”.

- LAA changes are in effect by COB June 13, 2008.

#### B Voter Data Verification

County Offices shall ensure that:

- voters are listed in the correct LAA in all cases, especially if LAA boundaries have changed
- all voter names and addresses are correct for each LAA
- all voter flags are correct.

#### C Eligible Voter Lists

County Offices shall:

- ensure that eligible voter lists without addresses for LAA or LAA’s conducting an election in 2008 are available for public view by COB June 13, 2008

**Note:** Print the Eligible Voters List (without addresses) from the County Elections Reports Screen available at <http://intranet.fsa.usda.gov/fsa>.

**Note:** CLICK “FSA Applications” then “COC Elections”.

- continually update eligible voter lists throughout the year as changes are known.