

For: State Offices and Service Centers

COC SDA Voting Member Appointments and COC Advisor Appointments

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

COC SDA Voting Member and COC Advisor appointments are scheduled to occur on March 1 of each year. Because of the unforeseeable delay in the 2013 COC elections, the appointments of SDA voting members and advisors in 2014 will be postponed until April 1. SDA voting members and advisors appointed on April 1, 2014, will serve a term of 11 months, not to exceed February 28, 2015.

COC SDA-appointed voting members are needed to be a voice for COC for SDA farmers and ranchers when COC's have not achieved fair representation through the election process. The appointment authority granted by Pub. L. 107-171 (2002 Farm Bill), Section 10708, is used to ensure that COC members reflect the diverse interests of their communities. The authority to appoint members to 1-year terms (an 11-month term in 2014 only) to achieve fair representation is now applied to COC's identified as needing an SDA member for fair representation if an SDA member was not elected through the normal election process during any of the previous 4 election cycles.

An analysis by the National Office has determined the counties in which the percentage of SDA producers indicates there is a need for increased SDA representation. There are a total of 397 counties in 49 States that have been identified with a need for increased representation. Of the 397 counties that have been identified, 249 have elected an SDA member through the normal election process during at least 1 of the previous 4 election cycles. An SDA voting member appointment is required in each of the remaining 148 counties in 49 States for the 2014 COC, if an SDA member is not elected in the current election.

Only one SDA appointment is allowed per identified COC. For counties or multi-county jurisdictions with multiple SDA groups, the appointments will be recommended based on the primary SDA group, which is the group with the highest share of producers in a particular county or multi-county jurisdiction. **Counties with an SDA voting member appointment cannot have an advisor representing the same SDA group as the appointed SDA voting member.**

| Disposal Date | Distribution |
|---------------|---|
| July 1, 2014 | State Offices; State Offices relay to Service Centers |

Notice AO-1590

1 Overview (Continued)

B Purpose

This notice:

- provides guidance to State Offices and Service Centers on the process and timelines for:
 - extending the term of existing SDA voting members and COC advisors
 - appointing 1 additional SDA voting member on COC's identified as needing SDA representation
 - appointing COC advisors where there are no elected or appointed SDA members
- Note:** For further guidance on the SDA voting member and COC advisor appointments see 16-AO.
- dates in this notice supersede those found in 15-AO and 16-AO
 - obsoletes Notice AO-1589 to:
 - correct the not to exceed date of advisors and SDA voting members appointed on or about April 1, 2014
 - clarify when an advisor cannot be appointed in counties with an appointed SDA member.

C COC's Identified as Needing SDA Representation

For purposes of the data analysis, the categories of race and ethnicity were evaluated separately from gender. COC jurisdictions were identified as needing SDA representation based on the demographics of the entire COC jurisdiction. In COC jurisdictions with multiple SDA groups, the appointments are recommended based on the SDA group with the highest share of producers in the COC jurisdiction. The analysis for gender was based on the number of farms where a female was listed as the primary operator.

Exhibit 1 lists the headquarter counties for all of the COC jurisdictions identified as needing an SDA member for fair representation by the following:

- State
- county
- primary race, ethnicity, or gender (REG) needed for fair representation

Notice AO-1590

1 Overview (Continued)

C COC's Identified as Needing SDA Representation (Continued)

- SDA COC appointment required for the following:
 - African American or Black
 - American Indian or Alaska Native
 - Female
 - Hispanic or Latino
 - None.

Note: The counties with “None” in the “SDA COC Appointment Required” column have elected an SDA member who meets the requirements for fair representation in at least 1 of the last 4 elections. **No appointment is required on 2014 COC's for counties with “None” in this column, and no action is required of them at this time.**

D Contacts

If there are questions about this notice, contact the following.

| IF located in a... | THEN contact... |
|---------------------------|---|
| Service Center | the State Office. |
| State Office | Deborah Johnson, DAFO, at 202-720-0067. |

2 Extending the Term of Currently Appointed SDA Voting Members and COC Advisors

A Extended Term

The term of all currently appointed SDA voting members and COC advisors shall be extended for a term not to exceed 60 calendar days.

3 Appointing SDA COC Members

A Appointment Process and Timeline

STC shall require COC's identified as requiring an appointment in Exhibit 1 to solicit candidates and recommend an SDA member from the primary SDA group. **No action is required in those counties with “None” shown in the “SDA COC Appointment Required” column.** States shall notify DAFO if a county on this list has elected an SDA candidate in the recent election and the requirement will be removed.

Notice AO-1590

3 Appointing SDA COC Members (Continued)

A Appointment Process and Timeline (Continued)

The process for obtaining candidate nominations and submitting to the Secretary will adhere to the following timeline:

- **The week of February 18, 2014** – outreach for eligible SDA candidates begins (Exhibits 2 and 3)
- **February 28, 2014** – final date to accept candidate FSA-669A-2’s from any LAA in the COC jurisdiction
- **March 4, 2014** – final date to submit all eligible candidate FSA-669A-2’s received to STC with a recommendation from COC for the candidate of their choice
- **March 11, 2014** – final date for the names and REG of the candidate tentatively chosen by STC to be provided to the Secretary through DAFO.

SDA voting member appointments will become effective on or about **April 1, 2014**.

Note: COC’s that have an appointed SDA voting member have met the requirement to have an SDA member serving on COC. No advisor appointments representing the same SDA group will be made in counties that have an appointed SDA voting member.

B COC Action

COC’s listed in Exhibit 1 that indicate a REG appointment shall do the following.

| Step | Action |
|-------------|--|
| 1 | <p>Contact each group and community-based organization that represents producers who are underrepresented on COC and provide them with FSA-669A-2 (Exhibit 4).</p> <p>Notes: The groups should be encouraged to offer candidates who are:</p> <ul style="list-style-type: none"> • willing and eligible to serve as COC members <p style="margin-left: 40px;">Note: Candidates for appointment must meet the same eligibility requirements as candidates for election according to 15-AO. LAA restrictions within COC jurisdiction do not apply.</p> <ul style="list-style-type: none"> • interested and active in farming in the COC jurisdiction. <p>Notes: CED and COC shall make personal contacts with group leaders and community-based organizations to ensure that they understand the duties and responsibilities of COC and the eligibility requirements to serve on COC.</p> <p style="text-align: right;">Document contacts by COC and CED in the COC minutes.</p> |

Notice AO-1590

3 Appointing SDA COC Members (Continued)

B COC Action (Continued)

| Step | Action |
|-------------|---|
| 1 (Cntd) | <p>These groups must be notified of the opportunity to nominate an SDA voting member, even if COC currently has either of the following, an:</p> <ul style="list-style-type: none">• advisor recommendation• appointed SDA voting member whose term originally expired February 28, 2014. |
| 2 | Solicit candidate nominations through February 28, 2014 , from any LAA within the COC jurisdiction for COC SDA appointed members with emphasis on the primary underrepresented group. |
| 3 | Review all candidate nominations and determine eligibility to serve based on eligibility to serve requirements in 15-AO. |
| 4 | Make a determination of the candidate to be recommended to STC for COC SDA appointed member to ensure that the interests of SDA farmers and ranchers are fairly represented, and provide a written justification for why the recommendation of this individual is being made. |
| 5 | <p>By March 4, 2014, electronically provide the following to STC:</p> <ul style="list-style-type: none">• all eligible candidate FSA-669A-2's• COC's recommendation and justification for COC SDA appointed member. |

C Candidate Selection

STC shall:

- review all candidate nominations and concur with eligibility to serve, as required by 15-AO
- send candidate FSA-669A-2's and STC recommendation for COC SDA appointed members to Deborah Johnson by either of the following by **March 11, 2014**:
 - e-mail at **deborah.johnson@wdc.usda.gov**
 - FAX at 202-260-8720.

All candidates and STC recommendations will be submitted to the Secretary, who will make the final selection of COC SDA appointed members. Members will be appointed to meet the fair representational needs for REG, as necessary. Priority will be given to the primary SDA group. An appointment from other SDA groups will only be made if there are no nominations from the primary group. Appointments based on gender, if indicated, will only be made if race and ethnicity needs have already been met.

DAFO will provide notification through STC to COC's of the names of individuals chosen for appointment by the Secretary, when available.

Notice AO-1590

4 COC SDA Appointed Members

A Newly Appointed SDA Members

Newly appointed SDA members are full voting COC members and shall:

- receive the same basic orientation and training course as elected COC members after appointment
- receive FSA-332A or FSA-332A(SP) (16-AO, Exhibit 15), which describes the duties of COC members
- take an oath of office on FSA-586
- receive the same stipend for their time and travel at the same rates as elected COC members.

B Length of Term

The appointment shall be:

- for an 11-month period in 2014, not to exceed:
 - February 28, 2015
 - 9 consecutive years of appointments
- effective on or about April 1, 2014.

C Duties of COC SDA Appointed Members

COC SDA appointed members have full voting rights and the same responsibilities and duties as elected COC members as listed in 16-AO, paragraph 136. In addition, COC SDA appointed members are expected to be in the forefront of COC actions related to:

- increasing awareness of and participation in FSA programs and activities, including elections, by eligible voters to ensure that SDA group problems and viewpoints are understood and considered in FSA actions
- helping to develop interest in SDA group members for considering FSA work as a career
- if not running for COC election themselves, actively soliciting candidates from SDA groups for nomination during the election process.

5 Appointing COC Advisors

A Appointing Advisors

Advisors shall be appointed following the guidelines provided in 16-AO, with the following exceptions:

- advisors currently serving (those appointed on March 1, 2013), shall have their term of appointment extended not to exceed 60 additional calendar days
- COC shall submit names of all the eligible nominees and supporting information with a recommendation for selection to STC no later than March 1, 2014
- COC shall confirm and appoint advisors to COC's before April 1, 2014
- the 2014 appointment shall be
 - for an 11-month period
 - effective April 1, 2014
 - not to exceed February 28, 2015.

Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation

The following table lists headquarter counties for all COC jurisdictions identified as needing an SDA member for fair representation by:

- State
- county
- primary REG needed for fair representation
- SDA COC appointment required.

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|-------|-------------------|--|----------------------------------|
| AL | Dallas | African American or Black/Female | African American or Black |
| | Greene | African American or Black/Female | Female |
| | Hale | African American or Black | None |
| | Marengo | African American or Black | None |
| | Perry | African American or Black/Female | African American or Black |
| | Russell | African American or Black | African American or Black |
| | Wilcox | African American or Black | None |
| AK | Matanuska-Susitna | American Indian/Female | Female |
| AZ | Apache | American Indian or Alaska Native/Female | Female |
| | Cochise | Hispanic/Female | Female |
| | Coconino | American Indian or Alaska Native/Female | Female |
| | Graham | American Indian or Alaska Native | American Indian or Alaska Native |
| | Maricopa | Female | None |
| | Navajo | American Indian or Alaska Native/Female | Female |
| | Pinal | Hispanic or Latino/Female | Female |
| | Yuma | Hispanic or Latino | None |
| AR | Baxter | Female | Female |
| | Jefferson | African American or Black | None |
| | Lee | African American or Black | None |
| | St. Francis | African American or Black | African American or Black |
| CA | Fresno | Hispanic or Latino | None |
| | Humboldt | Female | Female |
| | Imperial | Hispanic or Latino | None |
| | Kern | Hispanic or Latino | None |
| | Lassen | Hispanic or Latino/Female | Female |
| | Los Angeles | Hispanic or Latino/Female | Female |
| | Madera | Hispanic or Latino | None |
| | Mendocino | Female | None |
| | Merced | Hispanic or Latino | None |
| | Monterey | Hispanic or Latino/Female | Female |
| | Riverside | Hispanic or Latino/Female | Female |
| | Sacramento | Hispanic or Latino/Female | Female |
| | San Benito | Hispanic or Latino | None |
| | San Joaquin | Hispanic or Latino/Female | Female |
| | Santa Barbara | Hispanic or Latino/Female | Female |
| | Shasta | Hispanic or Latino/Female | Female |
| | Sonoma | Female | None |
| | Sutter | Asian/Female | Female |
| | Tulare | Hispanic or Latino | None |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|--------------|---------------|---|-------------------------------------|
| CO | Baca | Female | Female |
| | Boulder | Female | None |
| | Cheyenne | Female | None |
| | Conejos | Hispanic or Latino | None |
| | Costilla | Hispanic or Latino/Female | Female |
| | Dolores | Female | None |
| | El Paso | Female | None |
| | Elbert | Female | None |
| | Fremont | Female | Female |
| | Garfield | Female | None |
| | Kiowa | Female | Female |
| | La Plata | Female | None |
| | Las Animas | Hispanic or Latino | None |
| | Montezuma | Hispanic or Latino | None |
| | Routt | Female | None |
| CT | Hartford | Female | None |
| | Litchfield | Female | Female |
| | New Haven | Female | Female |
| FL | Alachua | Female | None |
| | Calhoun | Female | None |
| | Columbia | Female | None |
| | Gilchrist | Female | None |
| | Glades | Hispanic or Latino | Hispanic or Latino |
| | Hardee | Female | Female |
| | Holmes | Female | None |
| | Jackson | African American or Black | None |
| | Jefferson | African American or Black/Female | Female |
| | Marion | Female | None |
| | Miami-Dade | Hispanic or Latino | None |
| | Okeechobee | Female | None |
| | Palm Beach | Hispanic or Latino/Female | Female |
| | Pasco | Female | None |
| | Putnam | Female | None |
| | Santa Rosa | Female | None |
| | St. Lucie | Female | None |
| | Sumter | Female | None |
| Suwannee | Female | None | |
| Volusia | Female | None | |
| Walton | Female | None | |
| GA | Calhoun | African American or Black/Female | Female |
| | Carroll | Female | Female |
| | Coffee | Female | None |
| | Decatur | African American or Black | None |
| | Early | African American or Black | African American or Black |
| | Elbert | Female | None |
| | Gordon | Female | Female |
| | Hall | Female | Female |
| | Henry | Female | Female |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|--------------|--------------|--|----------------------------------|
| GA (Cntd) | Jackson | Female | Female |
| | Laurens | Female | None |
| | Lowndes | African American or Black | African American or Black |
| | Macon | African American or Black | African American or Black |
| | Marion | Female | None |
| | McDuffie | Female | None |
| | Miller | African American or Black | African American or Black |
| | Oconee | Female | None |
| | Peach | Female | None |
| | Putnam | Female | None |
| | Randolph | African American or Black | African American or Black |
| | Sumter | Female | None |
| | Walton | Female | None |
| | Wayne | Female | None |
| | Webster | African American or Black | None |
| Wilkes | Female | Female | |
| Guam | Guam | Hispanic or Latino/Female | Female |
| | CNMI | Native Hawaiian or Other Pacific Islander | None |
| HI | Hawaii | Asian | None |
| | Honolulu | Asian/Female | Female |
| | Kauai | Asian | Asian |
| | Maui | Asian/Female | Female |
| ID | Benewah | American Indian or Alaska Native/Female | American Indian or Alaska Native |
| | Boundary | Female | None |
| | Canyon | Female | None |
| | Elmore | American Indian or Alaska Native | None |
| | Gem | Female | None |
| IL | Kane | Female | Female |
| | McHenry | Female | None |
| IN | Monroe | Female | None |
| KS | Clark | Female | Female |
| | Greeley | Female | Female |
| | Stanton | Female | None |
| | Stevens | Female | Female |
| KY | Fayette | Female | None |
| | Henry | Female | None |
| | Shelby | Female | None |
| | Woodford | Female | None |
| LA | De Soto | African American or Black/Female | None |
| ME | Androscoggin | Female | None |
| | Cumberland | Female | None |
| | Franklin | Female | None |
| | Kennebec | Female | None |
| | Oxford | Female | None |
| | Penobscot | Female | None |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|--------------|---------------------------|---|-------------------------------------|
| MD | Baltimore | Female | Female |
| | Cecil | Female | Female |
| | Montgomery | Female | None |
| | Prince George's | Female | Female |
| MA | Berkshire | Female | Female |
| | Bristol | Female | None |
| | Franklin | Female | None |
| | Hampshire | Female | None |
| | Middlesex | Female | None |
| | Plymouth | Female | None |
| | Worcester | Female | Female |
| MI | Antrim | Female | None |
| | Delta | Female | None |
| | Grand Traverse | Female | None |
| | Ingham | Female | Female |
| | Lapeer | Female | None |
| | St. Clair | Female | Female |
| | Washtenaw | Female | None |
| MN | Sherburne | Female | None |
| | North St Louis | Female | None |
| | South St Louis | Female | None |
| MS | Adams | African American or Black | African American or Black |
| | Amite | African American or Black | None |
| | Bolivar | African American or Black | None |
| | Claiborne | African American or Black | African American or Black |
| | Clay | African American or Black | None |
| | Grenada | Female | Female |
| | Hinds | African American or Black | African American or Black |
| | Holmes | African American or Black | African American or Black |
| | Humphreys | African American or Black | None |
| | Jefferson Davis | African American or Black | None |
| | Kemper | African American or Black | None |
| | Madison | African American or Black | African American or Black |
| | Marshall | African American or Black | African American or Black |
| | Noxubee | African American or Black | None |
| | Oktibbeha | African American or Black | None |
| | Pearl River | Female | None |
| | Quitman | African American or Black | African American or Black |
| Sharkey | African American or Black | African American or Black | |
| Tippah | Female | None | |
| MT | Big Horn | American Indian or Alaska Native | None |
| | Blaine | American Indian or Alaska Native | None |
| | Glacier | American Indian or Alaska Native | None |
| | Hill | American Indian or Alaska Native | None |
| | Jefferson | Female | None |
| | Lake | American Indian or Alaska Native | None |
| | Phillips | American Indian or Alaska Native | None |
| | Roosevelt | American Indian or Alaska Native | None |
| | Rosebud | American Indian or Alaska Native | None |
| | Sanders | American Indian or Alaska Native | None |
| | Valley | American Indian or Alaska Native | None |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|--------------|---------------|---|-------------------------------------|
| NE | Garden | Female | None |
| | Thurston | American Indian or Alaska Native | American Indian or Alaska Native |
| NV | Churchill | American Indian or Alaska Native/Female | Female |
| | Elko | American Indian or Alaska Native | None |
| | Humboldt | American Indian or Alaska Native | American Indian or Alaska Native |
| | Lyon | American Indian or Alaska Native/Female | Female |
| | White Pine | American Indian or Alaska Native | None |
| | | | |
| NH | Cheshire | Female | None |
| | Coos | Female | None |
| | Grafton | Female | None |
| | Merrimack | Female | None |
| | Rockingham | Female | None |
| NJ | Burlington | Female | None |
| | Cumberland | Female | None |
| | Hunterdon | Female | None |
| | Salem | Female | None |
| | Warren | Female | None |
| NM | Colfax | Hispanic or Latino | Hispanic or Latino |
| | Dona Ana | Hispanic or Latino | None |
| | Eddy | Hispanic or Latino | None |
| | Guadalupe | Hispanic or Latino | None |
| | Harding | Hispanic or Latino | None |
| | Luna | Hispanic or Latino/Female | Female |
| | Mckinley | American Indian or Alaska Native/Female | Female |
| | Otero | Hispanic or Latino/Female | Female |
| | Rio Arriba | Hispanic or Latino | None |
| | San Juan | American Indian or Alaska Native/Female | Female |
| | San Miguel | Hispanic or Latino | None |
| | Sierra | Hispanic or Latino | None |
| | Socorro | Hispanic or Latino/Female | Female |
| | Taos | Hispanic or Latino | None |
| | Torrance | Hispanic or Latino/Female | Female |
| | Valencia | Hispanic or Latino/Female | Female |
| NY | Clinton | Female | None |
| | Columbia | Female | Female |
| | Cortland | Female | None |
| | Delaware | Female | None |
| | Dutchess | Female | None |
| | Montgomery | Female | None |
| | Orange | Female | Female |
| | Schoharie | Female | None |
| | Tioga | Female | Female |
| | Washington | Female | None |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|---------|---------------------------|--|----------------------------------|
| NC | Bertie | African American or Black | None |
| | Bladen | African American or Black | None |
| | Cabarrus | Female | Female |
| | Caswell | African American or Black | African American or Black |
| | Craven | African American or Black | None |
| | Gates | African American or Black/Female | African American or Black |
| | Granville | African American or Black | African American or Black |
| | Halifax | African American or Black | African American or Black |
| | Henderson | African American or Black/Female | African American or Black |
| | Hoke | African American or Black/Female | African American or Black |
| | Jones | African American or Black | African American or Black |
| | Lee | Female | Female |
| | Martin | African American or Black | African American or Black |
| | Northampton | African American or Black | African American or Black |
| | Orange | Female | Female |
| | Perquimans | African American or Black | None |
| Robeson | African American or Black | None | |
| ND | Benson | American Indian or Alaska Native | American Indian or Alaska Native |
| | Mountrail | American Indian or Alaska Native | None |
| | Rolette | American Indian or Alaska Native | None |
| | Sioux | American Indian or Alaska Native | None |
| OH | Ashtabula | Female | None |
| | Pickaway | Female | Female |
| | Portage | Female | None |
| OK | Atoka | American Indian or Alaska Native | American Indian or Alaska Native |
| | Cherokee | American Indian or Alaska Native | None |
| | Choctaw | American Indian or Alaska Native | None |
| | Cimarron | Female | Female |
| | Craig | American Indian or Alaska Native | None |
| | Hughes | American Indian or Alaska Native | None |
| | Le Flore | American Indian or Alaska Native | None |
| | Logan | Female | None |
| | Love | American Indian or Alaska Native | None |
| | Mayes | American Indian or Alaska Native | None |
| | Muskogee | American Indian or Alaska Native | None |
| | Noble | American Indian or Alaska Native | None |
| | Nowata | American Indian or Alaska Native | None |
| | Okfuskee | American Indian or Alaska Native | None |
| | Okmulgee | American Indian or Alaska Native | None |
| | Osage | American Indian or Alaska Native | None |
| | Ottawa | American Indian or Alaska Native | None |
| | Pittsburg | American Indian or Alaska Native | None |
| | Rogers | American Indian or Alaska Native | None |
| | Wagoner | American Indian or Alaska Native | None |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|-------|--------------|--|----------------------------------|
| OR | Baker | Female | None |
| | Clackamas | Female | Female |
| | Deschutes | American Indian or Alaska Native/Female | Female |
| | Jackson | Female | None |
| | Lane | Female | Female |
| | Linn | Female | None |
| | Marion | Female | None |
| | Umatilla | American Indian or Alaska Native/Female | American Indian or Alaska Native |
| | Wasco | American Indian or Alaska Native/Female | American Indian or Alaska Native |
| | Washington | Female | None |
| PA | Bucks | Female | Female |
| | Butler | Female | None |
| | Chester | Female | Female |
| | Lackawanna | Female | None |
| | Northampton | Female | None |
| | Westmoreland | Female | None |
| PR | Adjuntas | Hispanic or Latino | None |
| | Arecibo | Hispanic or Latino | None |
| | Barranquitas | Hispanic or Latino | None |
| | Caguas | Hispanic or Latino | None |
| | Corozal | Hispanic or Latino | None |
| | Lares | Hispanic or Latino | None |
| | Mayaguez | Hispanic or Latino | None |
| | Ponce | Hispanic or Latino | None |
| | Utuaado | Hispanic or Latino | None |
| RI | Kent | Female | None |
| SC | Calhoun | Female | Female |
| | Charleston | African American or Black | None |
| | Chester | Female | None |
| | Clarendon | African American or Black | African American or Black |
| | Dorchester | African American or Black | African American or Black |
| | Georgetown | African American or Black | African American or Black |
| | Jasper | African American or Black | None |
| | Kershaw | Female | None |
| | Lee | African American or Black | African American or Black |
| | Marion | African American or Black | None |
| | Sumter | African American or Black | African American or Black |
| | Williamsburg | African American or Black | African American or Black |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|---------|---------------------------|--|----------------------------------|
| SD | Bennett | American Indian or Alaska Native | None |
| | Charles Mix | American Indian or Alaska Native | American Indian or Alaska Native |
| | Corson | American Indian or Alaska Native | None |
| | Dewey | American Indian or Alaska Native | None |
| | Hughes | American Indian or Alaska Native | American Indian or Alaska Native |
| | Hyde | American Indian or Alaska Native | American Indian or Alaska Native |
| | Lyman | American Indian or Alaska Native | None |
| | Mellette | American Indian or Alaska Native | None |
| | Ziebach | American Indian or Alaska Native | None |
| TN | Fayette | African American or Black | African American or Black |
| | Haywood | African American or Black | African American or Black |
| TX | Atascosa | Hispanic or Latino | None |
| | Bee | Hispanic or Latino | Hispanic or Latino |
| | Bexar | Hispanic or Latino | Hispanic or Latino |
| | Brazos | Hispanic or Latino/Female | Hispanic or Latino |
| | Brewster | Hispanic or Latino | None |
| | Brooks | Hispanic or Latino/Female | Female |
| | Caldwell | Female | None |
| | Cameron | Hispanic or Latino | None |
| | Cottle | Female | None |
| | Dimmit | Hispanic or Latino | None |
| | Duval | Hispanic or Latino | None |
| | Ector | Hispanic or Latino/Female | Female |
| | El Paso | Hispanic or Latino | None |
| | Frio | Hispanic or Latino | None |
| | Gaines | Female | None |
| | Gillespie | Female | None |
| | Harris | Female | Female |
| | Hidalgo | Hispanic or Latino | None |
| | Houston | Hispanic or Latino | None |
| | Jim Wells | Hispanic or Latino | None |
| | Johnson | Female | None |
| | Kleberg | Hispanic or Latino | None |
| | Limestone | Hispanic or Latino | None |
| | Live Oak | Hispanic or Latino | Hispanic or Latino |
| | Mason | Female | Female |
| | Nueces | Hispanic or Latino | Hispanic or Latino |
| | Reeves | Hispanic or Latino/Female | Female |
| | Refugio | Hispanic or Latino | None |
| | San Patricio | Hispanic or Latino | Hispanic or Latino |
| | Schleicher | Hispanic or Latino | Hispanic or Latino |
| | Starr | Hispanic or Latino | None |
| | Stonewall | Female | None |
| Uvalde | Hispanic or Latino/Female | Female | |
| Webb | Hispanic or Latino | None | |
| Willacy | Hispanic or Latino | Hispanic or Latino | |

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation
(Continued)**

| State | County | Primary REG Needed for Fair Representation | SDA COC Appointment Required |
|--------------|---------------------------|---|-------------------------------------|
| UT | San Juan | American Indian or Alaska Native/Female | Female |
| | Tooele | Hispanic or Latino | None |
| | Uintah | American Indian or Alaska Native | None |
| VT | Caledonia | Female | None |
| | Chittenden | Female | None |
| | Rutland | Female | None |
| | Windham | Female | None |
| | Windsor | Female | None |
| VA | Amelia | Female | None |
| | Brunswick | African American or Black | African American or Black |
| | Charlotte | African American or Black | None |
| | Chesapeake City | Female | Female |
| | Dinwiddie | African American or Black | African American or Black |
| | Emporia City | African American or Black | None |
| | Fauquier | Female | Female |
| | Gloucester | Female | Female |
| | Halifax | African American or Black | African American or Black |
| | Hanover | Female | Female |
| | Isle of Wight | African American or Black/Female | Female |
| | Louisa | Female | Female |
| | Mecklenburg | African American or Black | African American or Black |
| | New Kent | Female | None |
| | Orange | Female | Female |
| | Shenandoah | Female | None |
| Southampton | African American or Black | African American or Black | |
| Sussex | African American or Black | None | |
| WA | Clark | Female | None |
| | Lewis | Female | None |
| | Pierce | Female | None |
| | Skagit | Female | None |
| | Snohomish | Female | None |
| | Spokane | Female | None |
| | Yakima | Hispanic | None |
| WV | Berkeley | Female | None |
| | Marshall | Female | None |
| | Raleigh | Female | None |
| WI | Ashland | Female | None |
| | Oneida | Female | Female |
| | Washington | Female | None |
| WY | Carbon | Female | None |
| | Fremont | American Indian or Alaska Native | None |
| | Natrona | Female | None |
| | Sheridan | Female | None |

COC SDA Appointment Suggested Outreach Activities

- Prepare informational packet for distribution to local organizations with a cover letter explaining the new COC appointment process for SDA membership. Example template letter (Exhibit 3) is available for employee download and use from the DAFO Outreach SharePoint web site at <https://fsa.sc.egov.usda.gov/mgr/DAFO/Outreach/default.aspx>.
- Arrange a meeting with all members of the local extension service office to provide the informational packet. Request their assistance in identifying potential SDA appointment candidates for COC nomination.
- Arrange a meeting with local government leadership to explain the intent of the Secretary to appoint an SDA representative to COC. Request their recommendation of a candidate who would meet appointment criteria.
- State Office shall contact State Department of Agriculture to arrange a conference call with State Agriculture officials to inform them of the new COC appointment process for SDA membership. Request their assistance in identifying potential appointment nominees.
- Request time to meet with the **representative leadership** of the following types of organizations, within the community:
 - Executive Director and/or Presidents and Boards of Directors of local agriculture support organizations including, but not limited to, the following:
 - Stockman's organizations
 - Grange chapters
 - FFA
 - Farm Credit Agencies
 - 4-H leader groups
 - Executive Director and President of local community groups including, but not limited to, the following:
 - Tribal or Ethnic Worker Programs or Advocacy groups
 - Chambers of Commerce
 - Local Health and Human Service Agencies
 - Economic Development offices.
- **Follow up on those contacted to determine whether there are any recommendations for candidates. Document the recommendations provided, the contact information, and any details pertaining to the candidates' ability to fulfill appointment criteria.**
- Contact all identified candidates and schedule appointments to meet with them to discuss and gain their support for their nomination to COC. Obtain completed FSA-669A-2 if contact is agreeable.
- Finalize slate of SDA candidate nominees by February 28, 2014.

Example Letter for FSA’s COC Appointments



United States Department of Agriculture

United States
Department of
Agriculture

Farm
Service
Agency

Type return
address here

INSERT DATE

INSERT ORGANIZATION NAME

INSERT CONTACT NAME

INSERT ADDRESS

INSERT CITY, STATE ZIP CODE

Re: Farm Service Agency’s County Committee Appointments

Dear (Insert Contact Name):

FSA has announced that the Secretary of Agriculture will appoint eligible socially disadvantaged (SDA) farmers and ranchers to a new role as voting members of established County Committees (COC’s). Authority to appoint the voting SDA members was granted in the 2002 Farm Bill. The purpose of the law was to give the Secretary of Agriculture the power to create fair representation for SDA farmers and ranchers.

SDA farmers and ranchers represent a large portion of the farm population in many jurisdictional areas, however in (insert name of county) County, an SDA candidate was not elected to the committee in the annual voting process. The Secretary can now appoint a voting SDA member from names submitted locally. The appointed member will serve for one year. Each year, a statistical analysis will be conducted to determine whether re-appointment of an SDA member is necessary to provide a voice for all SDA producers on the County Committee.

FSA is contacting groups and community-based organizations that represent producers who are underrepresented on COC to notify them of the opportunity to nominate an SDA voting member to serve on the 2014 COC in (insert name of the identified county) County. An FSA-669A-2, “Nomination Form for County FSA Committee SDA Appointment” is being provided for this purpose. Please make additional copies as needed. They are also available online at: <http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

Please submit an eligible candidate for nomination. Appointment nomination forms will be accepted in our office through February 28, 2014. Candidates for appointment must meet the same eligibility requirements as candidates for election, except for the requirement to live in a specific LAA. Candidates may reside in any LAA within the COC jurisdiction for the position of COC SDA Voting Member. See the enclosed fact sheet on “Eligibility to Vote and Hold Office as a COC Member”.

I will be happy to speak to your organization regarding this process and answer any questions. Feel free to contact me at (insert County Office telephone number). Thank you in advance for your cooperation in serving our state’s farmers.

Sincerely,

Insert CED Name

Enclosures

USDA is an Equal Opportunity Provider and Employer

Example of FSA-669A-2

The following is an example of FSA-669A-2.

| | |
|---|--|
| This form is available electronically. | Form Approved - OMB No. 0560-0229 |
| FSA-669A-2 (01-15-14) | U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency |
| NOMINATION FORM FOR COUNTY FSA COMMITTEE SDA APPOINTMENT | |
| <p>This form allows individuals to nominate themselves or any other person from an SDA group (see definition below) as a candidate for appointment to the County FSA Committee in those COC jurisdictions that have been identified by an annual statistical analysis as needing an SDA member for fair representation.</p> <p>A Socially disadvantaged (SDA) Farmer or Rancher is a farmer or rancher who has been subjected to racial or ethnic prejudices because of their identity as a member of a group without regard to their individual qualities. This term means a farmer or rancher who is a member of a socially disadvantaged group. Specifically, this is a group whose members have been subjected to racial, ethnic or gender prejudice because of their identity as members of a group without regard to their individual qualities. Those groups include African Americans, American Indians or Alaskan natives, Hispanics, Asians or Pacific Islanders, and women.</p> <p>If additional forms are needed, this one may be copied or may be obtained at the County FSA Office or obtained electronically at http://www.sc.egov.usda.gov. Each form submitted must be:</p> <ul style="list-style-type: none"> A. Limited to one nominee. B. Signed and dated by the nominee in Item 3. Nominee must sign if willing to have his/her name submitted as a candidate for the County FSA Committee appointment and agrees to serve if selected. C. Delivered to the County FSA Office or postmarked no later than February 28, 2014. <p>The County FSA Committee is responsible for reviewing each form to determine the eligibility of nominees. A person who is nominated on this form and is found ineligible will be so notified and have an opportunity to file a challenge.</p> <p>Persons nominated should actively participate in the operation of a farm or ranch and be well qualified for committee work. A producer is eligible to be a County FSA committee member if the producer resides in the COC jurisdiction in which the producer is nominated as a candidate to serve and is eligible to vote.</p> <p>This is a non-salary public service position. A small stipend is provided to offset expenses.</p> <p>Federal regulations may prohibit County FSA Committee members from holding certain positions in some farm, commodity, and political organizations if such positions pose a conflict of interest with FSA duties. The positions include functional offices such as president, vice president, secretary, or treasurer, and positions on boards or executive committees. Conflict of interest restrictions also apply to employees, operators, managers, and majority owners of tobacco warehouses. Questions concerning eligibility should be directed to the County FSA Office.</p> <p>The duties of County FSA Committee members include:</p> <ul style="list-style-type: none"> A. Administering farm program activities conducted by the County FSA Office. B. Informing farmers of the purpose and provisions of the FSA programs. C. Keeping the State FSA Committee informed of LAA conditions. D. Monitoring changes in farm programs. E. Participating in county meetings as necessary. F. Performing other duties as assigned by the State FSA Committee. <p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, aural, tape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EFO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small></p> <p><small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-8962 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.</small></p> | |

Example of FSA-669A-2 (Continued)

| | | | |
|--|---|---|---------------------------------|
| FSA-669A-2 (01-15-14) Page 2 | | Form Approved - OMB No. 0560-0229 | |
| FSA-669A-2 (01-15-14) | | U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency | |
| NOMINATION FORM FOR COUNTY FSA COMMITTEE SDA APPOINTMENT | | | |
| 1. NAME OF NOMINEE (Type or Print Nominee's Full Name) | | TO BE COMPLETED BY COUNTY FSA OFFICE | |
| | | 4. INITIALS OF EMPLOYEE RECEIVING FORM AND DATE RECEIVED | |
| | | | |
| 2. ADDRESS OF NOMINEE | | 5. COUNTY | |
| | | 6. LAA | 7. STATE |
| | | | |
| 3. NOMINEE'S CERTIFICATION: <i>I hereby agree to have my name submitted as a candidate for appointment to the County FSA Committee that I will serve, if selected, and if there is a conflict of interest, I will resign such position.</i> | | 8. NOMINATOR'S CERTIFICATION: <i>If this nomination is by other than self, the following eligible voter or representative of a community based organization hereby nominates the afore-named person to be a candidate for County FSA Committee appointment.</i> | |
| 3A. SIGNATURE OF NOMINEE | 3B. DATE | 8A. SIGNATURE OF NOMINATOR | 8B. DATE |
| | | <i>(If the individual is self nominating, no signature is required).</i> | |
| 9. TO BE COMPLETED BY NOMINEE | | | |
| VOLUNTARY INFORMATION FOR MONITORING PURPOSES: The following information is requested by the Federal Government in order to monitor FSA's compliance with federal laws prohibiting discrimination against program participants on the basis of race, color, national origin, religion, sex, marital status, handicapped condition, or age. You are not required to furnish this information, but are encouraged to do so. Failure to furnish the requested information may result in not being selected as an Appointed SDA Member. | | | |
| ETHNICITY | RACE (Choose as many boxes as applicable) | | GENDER |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black or African-American | <input type="checkbox"/> Male |
| <input type="checkbox"/> Not Hispanic or Latino | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Female |
| | <input type="checkbox"/> White | | |
| INSTRUCTIONS FOR COMPLETING THIS FORM | | | |
| Complete the form as follows: | | | |
| ITEM 1 Type or Print the nominee's full name. The nominee must be: | | | |
| A. Eligible to vote in the designated County FSA Committee election. | | | |
| B. Eligible to hold the office of County FSA Committee member. | | | |
| C. Willing to serve if elected. | | | |
| ITEM 2 Enter the nominee's current address. | | | |
| ITEMS 3A & 3B The nominee must sign and date. | | | |
| ITEMS 8A & 8B The nominator must sign and date. <i>(If the individual is self nominating, no signature is required.)</i> | | | |
| ITEM 9 Completing this item is voluntary. | | | |
| ALL FORMS MUST BE RECEIVED IN THE COUNTY OFFICE OR POSTMARKED BY FEBRUARY 28, 2014. | | | |
| NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to obtain nominees for appointment to the County FSA Committee. The information collected on this form may be disclosed to other Federal, State, 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 County Personnel Records, USDA/FSA-6. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for nomination for appointment to the County FSA Committee. | | | |
| According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0229. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE. | | | |