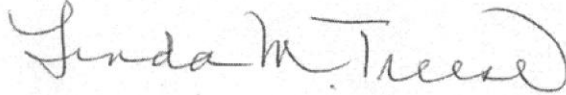


For: State and County Offices

2020 COC Nominations and Election

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

COC elections provide farmers and ranchers the opportunity to run for and be elected to represent producers in their community as an elected member on their local FSA COC. All farmers and ranchers are encouraged to consider running for COC seats.

Significant emphasis continues to be placed on improving COC diversity. FSA is working diligently to increase targeted underserved representation on COC’s through targeted outreach activities. As a result of these targeted efforts, State and County Offices have been able to place many more underserved candidates’ names on ballots. Efforts must be continued and expanded to ensure that targeted underserved farmers and ranchers have every opportunity to be elected to COC’s and participate in their local elections.

FSA must also continue to encourage voters to look to beginning farmers and ranchers as a source for nominees of COC elections. COC members and County Office employees must reach out to beginning farmers and ranchers with information and encouragement to run for a seat on COC and encourage them to vote as well. Beginning farmer contacts should include, but **not** be limited to, county extension educators, high school and college instructors, beginning farmer training programs funded by USDA, FSA cooperative agreement holders, local stakeholder organizations, and membership-based farm organizations.

Publicity and outreach efforts must be directed to all producers, with additional emphasis on targeted underserved (ethnic minorities and women) farmers and ranchers and traditional underserved (beginning) farmers and ranchers. Every means must be used to contact and inform organizations whose members consist of underserved (minorities and women) farmers and ranchers, as these organizations have the opportunity to nominate farmers and ranchers for candidacy to COC in addition to increasing producers’ awareness of COC elections.

Disposal Date	Distribution
January 1, 2021	State Offices; State Offices relay to County Offices

Notice AO-1750

1 Overview (Continued)

A Background (Continued)

Not only must COC members and County Office employees encourage producers to submit FSA-669A's, producers must also be strongly encouraged to return their voted ballots after selecting the candidate of their choice. Approximately 2 million ballots are mailed annually, yet only 11 to 13 percent of the ballots are returned. This means that even a small increase in the percent of ballots voted and returned can increase the opportunity for a candidate to be elected.

B Purpose

This notice provides STC's, COC's, County Offices, Outreach Coordinators, and State Office staff responsible for COC elections with the following:

- instructions on carrying out the 2020 COC election
- 2020 COC election schedule (Exhibit 1)
- sample postcard wording for information on obtaining FSA-669A (Exhibit 2)
- minimum requirements for COC Outreach
- Outreach Tracking Information System (OTIS) entries for County Office Outreach Coordinators (COOC's) (Exhibit 3).

C Contacts

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

FOR...	THEN contact...
2020 COC election	Jean Knight, DAFO, by either of the following: <ul style="list-style-type: none">• e-mail to jean.knight@usda.gov• telephone at 202-720-0067.
COC election outreach	Cynthia Cuellar, OO, by either of the following: <ul style="list-style-type: none">• e-mail to cynthia.cuellar@usda.gov• telephone at 202-690-4727.
OTIS entries for COC	Sharon Hayden, OO, by either of the following: <ul style="list-style-type: none">• e-mail to sharon.hayden@usda.gov• telephone at 202-720-7552.

Notice AO-1750

2 COC and COOC Action

A County Office Committee (COC) Election Postcard Information Screen

SED's and STC's shall ensure that all County Offices complete the County Office Committee (COC) Election Postcard Information Screen on the COC Election website, according to subparagraph 3 C, and according to the timeframe in Exhibit 1. The Postcard Information Report will be available in the State AO Reports to allow State Offices to provide the oversight to ensure that counties have entered their postcard information and LAA's chosen to receive postcards.

B County Offices That Do Not Receive Any FSA-669A's

SED's and STC's shall closely monitor each County Office to ensure that at least 1 FSA-669A is received for each LAA up for election **before** the end of the nomination period.

If a County Office has received no FSA-669A's by **July 23, 2020**, SED's and STC members will review the County Office's outreach efforts and provide assistance with obtaining a nominee by making personal contact with the following:

- eligible producers to encourage nomination of themselves or others
- partner organizations to enlist their assistance in providing an eligible nominee.

3 COC and County Office Employee Action

A Correct LAA's Are Holding Elections

Note: Elections held in the wrong LAA's result in added expenses in time and money for FSA. It is the joint responsibility of CED and COC in **every** County Office to accurately identify the correct LAA's up for election each year. See 15-AO, subparagraph 79 A for guidance. **(Please check this carefully.)**

COC's and/or employees shall:

- ensure that FSA-669A's are available at the counter for producers requesting FSA-669A's
- ensure that all eligible voters listed in LAA's that will be conducting elections are notified of nomination and election dates and procedure
- ensure that maps are posted in the Service Center and in public locations that clearly identify LAA boundaries and LAA's that will be conducting elections

Notice AO-1750

3 COC and County Office Employee Action (Continued)

A Correct LAA's Are Holding Elections (Continued)

- provide the <https://www.fsa.usda.gov/news-room/county-committee-elections/index> website address for COC election materials to the public and inform the public that for:
 - FSA-669A, scroll down to the links under “Election Materials” and CLICK “2020 Nomination Form”
 - fact sheets, scroll down to the links under “Fact Sheets”.

B Eligible Voters Lists

The **Eligible Voters List** contains the names of all producers identified as eligible to vote in each LAA of COC. The **Eligible Voters Mailing List** includes the mailing address (residing in Business Partner) for each of the producers listed. Ballots are mailed to all producers listed on the Eligible Voters List for LAA's up for election in each County Office. COC's and County Office employees are responsible for ensuring that:

- producer mailing addresses are up-to-date in Business Partner
- voting eligibility has been updated as needed in the COC Election website, “Producer Election Data” file.

C Postcard Information Screens

Postcards will be mailed to eligible voters in LAA's holding an election instead of mailing FSA-669A's to eligible voters according to 15-AO, subparagraph 107 B. Postcards will be mailed by a printing company at no expense to State Offices. CED's **must** ensure that the County Office Committee (COC) Election Postcard Information Screen on the COC Election website is completed correctly to generate postcard mailings to eligible voters in LAA's holding an election. If these steps are **not** completed, or the wrong LAA's are selected, **County Offices will be responsible for conducting their own postcard mailing, including postage expenses.**

Note: See Exhibit 2 for an example of the wording to be used on postcards.

The County Office Committee (COC) Election Postcard Information Screen on the COC Election website:

- will be displayed with the following message at the top of the County Office Committee (COC) Election Screen, “According to the Current COC Directory the Following COC and LAA Up For Election this Year”
- requires selecting COC and LAA's up for each election in 2020
- will be available to County Offices from **May 1 through May 11, 2020.**

Notice AO-1750

3 COC and County Office Employee Action (Continued)

C Postcard Information Screens (Continued)

If COC and LAA up for election according to the COC Directory are **not** the same as COC and LAA identified by COC and CED nominated for election, then:

- **COC and CED shall follow guidance in 15-AO, subparagraph 79 A to ensure that the correct LAA is selected**
- State Office shall be contacted, if assistance is needed.

IF COC and LAA up for election according to the COC Directory are...	THEN...
correct	<ul style="list-style-type: none"> • select the same COC and LAA from the choices on the County Office Committee (COC) Election Screen • CLICK “Submit” to display the message, “Transaction Completed” • print the County Office Committee (COC) Election Screen with the message, “Transaction Completed”, and save.
incorrect	<ul style="list-style-type: none"> • select the correct COC and LAA on the County Office Committee (COC) Election Screen from the choices in the drop-down lists • CLICK “Submit” and the message, “Transaction Completed”, will be displayed • print the County Office Committee (COC) Election Screen with the message, “Transaction Completed”, and save • update the COC Directory Report with the correct term and years left in term, except in COC jurisdictions that consolidated in the last year and have lost the ability to make changes to COC 1 and COC 2 after redrawing their LAA boundary changes to 1 COC and updating the Control Table, accordingly.

Notice AO-1750

3 COC and County Office Employee Action (Continued)

D FSA-669A's and COC Slate

Individuals who want to file FSA-669A's may nominate themselves or other eligible candidates. Eligible candidates may be nominated by organizations representing underserved (minorities and women) farmers and ranchers, or by any eligible producer whose records are administered in the same COC jurisdiction.

FSA-669A:

- must be date stamped and completely filled out after it is received in the County Office
- provides a "Signature" block for individuals or organizations that are using FSA-669A to nominate an eligible candidate other than themselves

Note: It is the nominator's responsibility to obtain the nominee's certification and signature **before** returning FSA-669A to the County Office.

- includes a check (✓) in the "Nominee's Certification" block to identify write-in candidates after election results are known.

There is **no** required minimum number of eligible nominees for a COC's slate, unless there are **no** FSA-669A's filed for an LAA election. If no FSA-669A's are received, see 15-AO, paragraph 108. A separate FSA-669A **must** be used for each individual nomination. Names shall **not** be added to COC slates after the nomination period closes, if at least 1 candidate files FSA-669A. If no FSA-669A's are received in a County Office with 4 or more LAA's, COC **must** consider a reduction in LAA's **before** the next election to increase the pool of potential candidates.

There must be at least 1 candidate in each LAA holding an election. However, it is in the best interest of each COC to **actively solicit more than 1 nominee:**

- to increase voter interest and participation
- so that an alternate will be available to serve in the unlikely event the LAA's regular member becomes unavailable for any reason.

The nomination of eligible producers by voters or community-based organizations is the **only** method used to obtain candidates for COC elections. COC's are responsible for ensuring that all producers are knowledgeable about the nomination process for COC positions.

Candidate **names will not be added by COC's to FSA-669A's** after the end of the nomination period. Every effort **must** be made to obtain at least 1 nomination **before** the end of the nomination period.

Notice AO-1750

3 COC and County Office Employee Action (Continued)

E Mailing FSA-669A's

Name and address records of eligible voters in Business Partner and the COC Election website are provided to the printing company by Kansas City. This database is used by the printer to mail FSA-669A's to eligible voters in LAA's chosen by County Office users. COC's and County Offices are responsible for ensuring that the information provided is correct. Changes made in FSA records after the data has been provided to the printing company will **not** be reflected in the name and address database used by the printer for FSA-669A's. The deadline for changes to be included in the data sent to the printing company is **September 21, 2020**. After the data has been provided to the printer, no changes can be made, including removing or adding nominee names.

FSA-669A's will be mailed to eligible voters **on November 2, 2020**, by the printing company.

4 CED Action

A LAA

CED's shall ensure that the correct LAA is identified for holding an election in 2020.

B Eligible Voters Lists

CED's shall ensure that:

- producer mailing addresses are up-to-date in Business Partner
- voting eligibility has been updated as needed in the COC Election website, "Producer Election Data" file.

4 CED Action (Continued)

C COC Election Nominations

CED's shall:

- **ensure that all nominees listed on FSA-593 are recorded in Business Partner as individuals, and are flagged “Eligible to Vote” and listed in the correct COC and LAA in the Producer Election Data File according to 15-AO, subparagraph 109 C, before attempting to enter the ballot information and nominee names into the COC Election website**

Note: Particular attention **must** be given to nominees who are members of entities, such as trusts, estates, corporations, limited partnerships, and limited liability corporations. **Only** the eligible voting member may be a candidate. This individual **must** have an Individual Profile Record established in Business Partner according to 15-AO, paragraph 93. Nominees **must** be on the ballot using their name **only** with no other business or entity identifier.

Example: John Smith, Jr. or Sue L. Smith shall **not** be entered as John Smith, Jr./ DBA Smith Farms, or Sue L. Smith Farms.

- send completed FSA-593 to the State Office no later than September 6, 2020
- enter ballot and nominee information into the COC Election website according to dates provided in Exhibit 1
- review the current COC Member Information Report with COC's to ensure that the correct LAA is identified for holding an election in 2020
- take an active role in contacting representatives of targeted underserved groups to solicit nominations on FSA-669A's and ensure that these groups fully understand COC's role
- be available to meet with targeted underserved farmer and rancher groups and groups whose membership includes beginning farmers, to fully explain COC nomination and election procedures
- locally reproduce FSA-669A's, fact sheets, and posters from the FSA Internet at <https://www.fsa.usda.gov/news-room/county-committee-elections/index> and post them in public locations in COC jurisdictions

Notice AO-1750

4 CED Action (Continued)

C COC Election Nominations (Continued)

- distribute information to eligible producers on how to obtain FSA-669A's by completing the County Office Committee (COC) Election Postcard Information Screen on the COC Election website according to subparagraph 3 C

Note: Postcards with this information will be mailed to producers in identified LAA's by a printing company at no expense to State Offices.

- ensure that all producers are informed of all election information, including LAA's holding an election, and where to obtain FSA-669A's
- work with COC's to ensure that information and meetings are thoroughly publicized through all available means.

5 Outreach

A State Offices

SED's, STC's, and State Outreach Coordinators (SOC's) will work together to ensure that all State and local organizations, including Tribal Governments, whose members include targeted underserved farmers and ranchers, are contacted and informed of the upcoming COC nominations and elections, and are provided with COC nomination forms, fact sheets, and posters.

SOC's will monitor each county's planned outreach activities entered into OTIS, and provide a report to SED by June 26, 2020. SED and SOC will review and approve each county's activity plan for inclusion of targeted outreach activities to obtain nominees from underrepresented groups.

SOC's shall:

- ensure that all SED-, STC-, and State Office-conducted COC activities are recorded in OTIS
- ensure that County Offices enter all activities and partner organization contacts for COC election outreach in OTIS no later than June 19, 2020
- provide summary status of each county's COC election outreach plan and 15-AO compliance to SED by June 26, 2020
- collaborate with the State CC and Web manager to ensure that information is shared with targeted media sources and shared on the State's Internet site.

Notice AO-1750

5 Outreach (Continued)

A State Offices (Continued)

Note: States with Federally recognized tribes are required to have tribal outreach plans. SOC's in these States should certify that specific COC sessions are held with tribes explaining the COC nomination and election process. SOC's will be required to report these efforts in OTIS and as part of their end-of-year outreach accomplishment report.

B County Offices

CED's, COC's, and COOC's shall immediately develop an election outreach plan, that ensures that all local organizations, tribal councils, grower groups, and community-based organizations, whose members include targeted underserved farmers and ranchers, are contacted and informed of the upcoming COC nominations and elections, and are provided with COC nomination forms, fact sheets, and posters.

County Outreach Coordinators shall:

- collaborate with CED and COC to upload planned COC election outreach activities into OTIS by June 19, 2020
- inform all producers of the upcoming COC nomination and election processes and dates through press releases, outreach meetings (that may be conducted via teleconferences and webinars), public service announcements, and GovDelivery bulletins
- when feasibly possible, conduct informational meetings and open houses to explain the COC nomination and election processes to the public
- ensure that information about elections is widely communicated using traditional and nontraditional media outlets that reach underserved communities
- partner with local organizations, associations, clubs, conservation districts, and others that serve underrepresented producers to obtain eligible underserved farmers and ranchers as nominees for COC.

Planned COC election outreach activities must specifically promote COC elections. After activities are entered, the COC Election Outreach Plan will be populated with the activities and will be available from the OTIS "Generate a Report" section. County Offices are instructed to review the COC Election Outreach Report to ensure that the planned activities provide a complete and accurate description of COC elections outreach efforts for the year for their office. The report should be kept on file in the local "OUTR" folder for the office.

All other requirements for COC as expected by COOC's can be found in 22-AO.

5 Outreach (Continued)

C OTIS Entries for COC Outreach

Activity types for the State and County Office to upload into OTIS include, but are **not** limited to, the following.

- **Broadcast Media** can be a pre-recorded audio clip that is provided to radio stations to broadcast talking about COC, or it can be an FSA employee attending a radio broadcast live and speaking about the COC process.
- **Direct or Electronic Mail** includes e-mail from an FSA employee's work e-mail, or hard copy letter, to stakeholders, partners, and individual customers.
- **Newsletter** can include FSA bulletins and GovDelivery messages.
- **Print Media** are written article pieces that are provided to an external media outlet for printing in their respective media source.
- **Group Meeting** is when an FSA employee participates in a stakeholder or partner meeting in which general information of COC is shared with the audience. This can occur via teleconference and/or webinar.
- **Technical Assistance** is providing in-depth information on how to serve or vote for COC nominations and elections. For example, in presenting to a group or discussing one-on-one with an individual, an employee should discuss how that group or individual can become involved in the COC nominations and voting process. The employee can discuss programs or services an individual can be enrolled in to participate in COC. Also, giving details to the groups on how they can nominate an individual for the COC nominations. This can occur via teleconference and/or webinar.
- **Workshop** is when an FSA employee presents information to a group in which general information of COC is shared with the audience. This can occur via teleconference and/or webinar.

All activities entered into OTIS for COC Outreach **must** have the FSA Program "COC Election Outreach" selected.

Before adding a new partner organization to OTIS, look for it in the list of existing organizations to make sure it is not already in the system. Another employee may have added the same organization with a slightly different name. It is also important to double check for typographical errors before submitting a partner organization's information.

Note: Offices should have an established partnership with organizations entered. Do not enter churches, post offices, organizations that are on the office's "mailing list". **Partners differ from a mailing list contact.** Only enter those in which there is an established partnership (FSA has presented/worked with the organization). Refer to 22-AO for further details on partners.

2020 COC Election Schedule

The following provides the 2020 COC election schedule.

Date	Activity
April 1, 2020	<p>COC's and County Offices will:</p> <ul style="list-style-type: none"> • ensure that the correct LAA's are identified for holding an election in 2020 by reviewing the current COC Member Information Report in the COC Election website, "Reports" section and FSA-668 • complete a review of LAA boundaries • send all LAA boundary determinations on FSA-582 to STC for approval. <p>Note: COC's shall document reviews and determinations of LAA's up for election and LAA boundaries in COC minutes.</p>
May 1-11, 2020	<p>County Offices will complete the County Office Committee (COC) Election Postcard Information Screen on the COC Election website with LAA's up for election. Producers in LAA holding an election will receive postcards with information on obtaining FSA-669A.</p>
May 29, 2020	<p>STC's complete FSA-582 reviews, approve FSA-582's, and notify County Offices.</p> <p>Note: STC's shall document reviews and determinations about LAA boundaries in STC minutes.</p>
June 1, 2020	<p>COC materials updated on the Election website at https://www.fsa.usda.gov/news-room/county-committee-elections/index.</p>
June 1, 2020	<p>COC's and County Offices will:</p> <ul style="list-style-type: none"> • review the Current COC Member Information Report to ensure accuracy of LAA's holding elections • review eligible voter lists and verify accuracy as follows: <ul style="list-style-type: none"> • remove check (✓) from the "Eligible to Vote" field in the Producer Election Data File for: <ul style="list-style-type: none"> • voters for whom no valid address can be obtained • any entries of "Unknown" <p>Note: The "Receive Mail" indicator is overridden for COC elections. All producers' names on the Eligible Voters List will be sent a ballot.</p>

2020 COC Election Schedule (Continued)

Date	Activity
<p>June 1, 2020 (Continued)</p>	<ul style="list-style-type: none"> • add eligible voters’ names by checking (✓) the “Eligible to Vote” field in the Producer Election Data File • ensure that all eligible voters are associated with the correct COC and LAA • make an eligibility determination for producers listed on the “Producers Not Associated With a COC/LAA” list with a date last updated in FY 2018 through 2020 that can be associated with COC and LAA <p>Note: This will remove their names from this list and place them on the eligible voters list or ineligible voters list, as designated. It is expected that there will always be names remaining on the “Producers Not Associated With a COC/LAA” list that cannot be associated with COC and LAA. Counties that already removed all names that were on the list shall apply this guidance to names added in the future.</p> <ul style="list-style-type: none"> • issue public notice of election and LAA boundaries. <p>Note: COC’s and CED’s shall review LAA’s holding elections and eligible voter lists for accuracy and record their determinations in COC minutes.</p>
<p>June 15, 2020</p>	<p>Postcards with information on how to obtain nomination forms will be mailed by the printing company to producers in LAA’s holding an election, according to LAA’s selected by County Office user.</p>
<p>June 19, 2020</p>	<p>COC’s and County Offices shall:</p> <ul style="list-style-type: none"> • have all planned COC Outreach activities loaded into OTIS • complete and print eligible voters list • make eligible voter lists available to the public on request.
<p>June 26, 2020</p>	<p>SOCs will monitor each county’s planned outreach activities entered into the Outreach Tracking and Information Systems (OTIS) and provide a report to the SED. The SED and SOC will review and approve each county’s activity plan for inclusion of targeted outreach activities to obtain nominees from underrepresented groups.</p>
<p>July 26, 2020</p>	<p>SED’s and STC’s ensure that all counties have received at least 1 FSA-669A and provide assistance in obtaining at least 1 nominee where necessary.</p>
<p>August 1, 2020</p>	<p>Final date for County Offices to receive FSA-669A’s or for FSA-669A’s to be postmarked. County Offices begin reviewing FSA-669A’s.</p>
<p>August 10, 2020</p>	<p>Final date for County Office to notify State Office if no FSA-669A’s were received for an election.</p>

2020 COC Election Schedule (Continued)

Date	Activity
August 17, 2020	Final date for State Offices to notify DAFO that no FSA-669A's were received in any counties.
September 4, 2020	<p>Final date for County Offices to mail congratulation letters to nominees. County Offices shall ensure that:</p> <ul style="list-style-type: none"> • each nominee is in Business Partner as an individual (first name, possibly middle initial, and last name only; no entities or DBA's) • Business Partner matches the race, ethnicity, and gender information on FSA-669A • the correct determination codes for race, ethnicity, and gender have been selected for each nominee in Business Partner <p>Note: If nominee has entered the race, ethnicity, and gender on FSA-669A, the determination codes in Business Partner shall be updated accordingly and show, "Customer Declared".</p> <ul style="list-style-type: none"> • each nominee is flagged "Eligible to Vote", and in the correct COC and LAA in the Producer Election Data File.
September 4-21, 2020	County Offices shall enter nominee and ballot data in the COC Election website according to 15-AO, subparagraph 109 D. State Offices shall monitor closely to ensure that all elections are entered timely.
September 4-25, 2020	Compile biographies on all approved candidates using the template in 15-AO, Exhibit 5. The biographies will be featured in the October and November County Office newsletters/bulletins.
September 4, 2020	Deadline for counties to send completed FSA-593 to the State Office.
September 21, 2020	<p>Deadline for changes in the following to be included in data provided to the printing company:</p> <ul style="list-style-type: none"> • name and address • voter eligibility.
November 2, 2020	FSA-669 to be mailed by the printing company to each producer on eligible voter lists for LAA's holding an election.
November 14, 2020	Reminder to vote postcards will be mailed by the printing company to producers in LAA's holding an election.
December 7, 2020	Voted FSA-669's or FSA-669B's to be returned to the County Office or postmarked.
December 14, 2020	Final date for COC's and County Offices to count FSA-669's and FSA-669B's.
December 7-21, 2020	Elections website is available for County Offices to enter election results. County Offices enter election results.

Example of Postcard Wording

The following is an example of the wording used on postcards according to subparagraph 3 C.

County FSA Committee (COC) Election
<p>June 15 through August 1, 2020, is the period for nominating farmers and ranchers as candidates for the local COC election. FSA encourages all eligible producers to nominate themselves, or another eligible producer, to run for office. Nomination forms (FSA-669A's) are available:</p> <ul style="list-style-type: none">• at http://www.fsa.usda.gov/elections, scroll down to the links under "Election Materials" and CLICK "2020 Nomination Form"• by picking up FSA-669A at your local FSA office• by calling your local office and requesting FSA-669A be sent to you.
NOMINATE AND VOTE!

Outreach Information

A Resources and Other Suggested Outreach Tools

The following table provides resources and other suggested outreach tools.

Resources	Suggested Usage
PowerPoint for FSA County Committee Election (on the COC public website)	Use for presentations at group meetings, workshops, and slide show at any other events.
FSA County Committee Fact Sheet (on the COC public website)	Use at group meetings, workshops, handouts for fairs, and at Service Center counters.
FSA County Committee Election Brochure (on the COC public website)	Use at group meetings, workshops, handouts for fairs, and at Service Center counters.
Stakeholder Engagement Toolkit (on the COC public website)	Share materials with stakeholders and organizations that do outreach to underserved groups. Ensure that they are aware these resources were created for them to use during their meetings or when talking to members. Toolkit also includes guidance on how stakeholders can use their social media outlets to spread awareness of COC.
Submit success stories talking about how a county or COC member has affected COC Outreach in a positive manner.	<p>Examples of success stories are:</p> <ul style="list-style-type: none"> • beginning farmer joining FSA to become involved and feels that they are impacting their community in a positive way • females or minorities who were recruited and who see the importance of underserved communities having a say in how programs are administered. <p>Submit success stories to sharingoursuccess@usda.gov. Not all stories will be used. OTIS Activity: COC Only Newsletter</p>

Outreach Information (Continued)**B Common Questions for COC****1. How do I pull the report per County for SED review?**

- a. To view one county at a time, along with the partner information for partners that are involved in the activity, select the report: COC Election Outreach Plan.
 - i. COC Election Outreach Plan: The COC Elections Outreach Plan Report contains Service Center-level activities with “COC Elections Outreach” selected as the FSA program in the activity’s results or, if there are no results, in the activity’s plan. All activities and activity information are included in the report even if it is not approved by the State Outreach Coordinator. Also included is all Partner Organization information for all partners selected for the activities in the report.
- b. To view all county activities at a time, select the report: COC Election Outreach Demographics. You will be able to see the name of partners listed for each activity, but will be unable to see the partners’ detailed information.
 - i. COC Election Outreach Demographics: The COC Elections Outreach Demographics Report contains Service Center-level activities with “COC Elections Outreach” selected as the FSA program in the activity’s results or, if there are no results, in the activity’s plan. All activities and activity information are included in the report even if it is not approved by the State Outreach Coordinator.

2. I have some counties that are loading newsletters from GovDelivery, but I don’t believe that should count as outreach since it’s a part of their other job requirements. Is this correct?

- a. It is allowed as part of COC outreach.

3. If I am sending out one postcard (835 count), one for the GovDelivery (50 count), and one mailed letter (400 count), how many OTIS entries is that?

- a. Three entries, one for the postcard (COC Only - Print Media); one for the GovDelivery (COC Only - Newsletter); and one for the mailed letter (COC Only - Direct/Electronic Mail).

4. When I go into OTIS to print a County’s COC Elections Outreach Plan, it uses National Goal #1 on COC’s instead of the 2020 National Goal #4. Is this correct?

- a. When the report prints, it does change the goal from 4 to 1. It has something to do with the generation of the report specific to Goal #4. When the system pulls activities for Goal #4, it converts it to Goal #1 within the COC Outreach Plan Report.

5. When I print the COC Outreach Plan for the State Office, none of our State Office outreach activities are listed in the plan using the COC national goal. How can I make the State Office activities appear on the COC Election Outreach Report?

- a. You will create an Ad Hoc Report. Select “COC Elections Outreach” from the FSA Program selection along with other information specific to your search.

Outreach Information (Continued)**B Common Questions for COC (Continued)**

- 6. Are e-mails counted as another means of COC communication?**
 - a. Yes, an e-mail is considered electronic mail, but only when sent to all producers, not to individual producers or to stakeholder organizations.

- 7. If our offices are back operational later in the year, would it be ok to hold workshops in the conference room of the County Office or do we need to try to hold them out in the county somewhere? If we need to hold them in the county, do I need to hold 4 of them in each LAA? For example, we are having an election in Lamar and Forrest County this time.**
 - a. There is no requirement on the number of meetings each county should host. However, when normal office operations resume, informational sessions should be planned to promote COC nominations. In this case, the workshops can include all LAA's up for election in those counties in each meeting topic. You can hold 2 meetings on 2 topics in the 1 county and 2 more meetings on the other topic in the other county, just as long as both are fairly accessible by both counties.

- 8. Because we are expected to do targeted underserved outreach, can you tell me the difference between "outreach" and "targeted underserved outreach"?**
 - a. Outreach means the process of expanding awareness and delivery of FSA programs and services to the widest possible customer base.
 - b. Targeted outreach means a process that provides and expands technical assistance, training, and delivering FSA programs and service to an ever-growing and diverse customer base including, but not limited to, youth, women, beginning, African American, Native American, Alaskan Native, Hispanic American, Asian or Pacific Islander, farm workers, limited resource, persons under the poverty level, veterans, and disabled farmers and ranchers.