

**For:** AL, AZ, AR, CA, FL, GA, IL, KS, KY, LA, MS, MO, NV, NM, NC, OK, SC, TN, TX, and VA  
State and County Offices

**Assisting in the Cotton Research and Promotion Program Sign-up Period**

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



**1 Overview**

**A Background**

Every 5 years, USDA is required to review the Cotton Research and Promotion Program to determine whether to conduct a referendum on continuing the assessments under the program. On December 18, 2020, USDA [issued a decision](#) that a referendum was unnecessary. According to the Cotton Research and Promotion Act, the Agricultural Marketing Service (AMS) will provide an opportunity to sign up to request a referendum on the 1991 Order amendments during a sign-up period.

The sign-up will be conducted June 21 through July 2, 2021, to provide eligible persons an opportunity to request a referendum on whether to continue the Cotton Research and Promotion Program. During this period, eligible cotton producers can sign up to request a continuance referendum through their local FSA County Office. Eligible importers can sign up to request a continuance referendum through the AMS [Cotton Board webpage](#) or they can request a sign-up form by contacting [CottonRP@usda.gov](mailto:CottonRP@usda.gov).

**This is not a referendum (or a “yes or no vote”) of the Cotton Research and Promotion Program, but an opportunity for producers to sign up if they want AMS to conduct a referendum in the future on the Cotton Research and Promotion Program. No action is necessary by the producer if a continuance referendum is not desired.**

Cotton Research and Promotion Act, Section 8(c)2 provides that if USDA determines, based on the results of the sign-up, that 10 percent or more of the total number of eligible producers and importers that voted in the most recent 1991 referendum (that is, 4,622) request a continuance referendum on the 1991 Order amendments, a referendum will be held within 12 months after the end of the sign-up period.

**Important:** As in past years, this sign-up may be audited, contested in court, or both. It is extremely important that State and County Offices timely and accurately follow this notice.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2021	State Offices; State Offices relay to County Offices

## Notice AO-1783

### 1 Overview (Continued)

#### B Purpose

This notice:

- describes the significance of the sign-up
- establishes procedures about:
  - State and County Office actions
  - counting requests
  - retention and disposition of sign-up records
- establishes instructions for determining:
  - producer eligibility
  - reporting sign-up results.

#### C Contact

For questions about this notice:

- County Offices will contact their State Office
- State Offices will contact DAFO Program Resource and Management Division by e-mail to [dafoprmd@usda.gov](mailto:dafoprmd@usda.gov).

#### D Exhibits

Exhibit	Title
1	<a href="#">AMS Notice to the Trade (May 14, 2021)</a>
2	AMS Form CN-100, ATTACHMENT A, Producer Request Form – Mail to DC
3	AMS Form CN-100, ATTACHMENT B, FSA In-Office Sign-Up Sheet
4	AMS Form CN-100, ATTACHMENT C, Producer Request Form – Submit to FSA
5	Letter of Explanation of the Sign-up Period
6	FSA-170 Report of AMS Research and Promotion Assistance
7	FSA-170-A Report of AMS Research and Promotion Assistance on Sign-Up Requests and Submissions

## 2 Sign-up Period

### A Significance of Sign-up Period

Only eligible persons who would want to request a referendum on the Cotton Research and Promotion Program would participate during the sign-up period. If results of the sign-up period show that at least 10 percent (4,622) or more of the number of program participants voting in the most recent referendum request the conduct of a continuance referendum on the 1991 Order amendments, a referendum will be held within 12 months after the end of the sign-up period. Except that, in counting requests, not more than 20 percent of these requests may be from program participants from any one State. If the resulting sign-up period indicates that less than 10 percent (4,622) of program participants do **not** favor a continuance referendum, a referendum will **not** be held.

### B Time and Location of Sign-up

The sign-up will be:

- held from June 21, 2021 through July 2, 2021
- facilitated through County Offices.

### C Responsibilities

AMS is responsible for conducting the sign-up period and announcing its results.

FSA will assist in conducting the sign-up period by:

- accepting AMS Form CN-100, ATTACHMENT C, Producer Request Form – Submit to FSA (Exhibit 4) from cotton producers for the sign-up
- determining eligibility of cotton producers to file AMS Form CN-100, ATTACHMENT C
- determining and reporting sign-up results.

## Notice AO-1783

### 2 Sign-up Period (Continued)

#### D Maintaining FSA Impartiality

It is extremely important that State and County Offices follow this notice accurately and timely. AMS requested FSA assistance to conduct this sign-up.

**Caution:** State and County Office employees and COC members must ensure that FSA remains **unbiased and impartial**. State and County Offices must **not** become involved in the following:

- issues relating to USDA regulations in [7 CFR Part 1205](#)
- encouraging or discouraging a producer to cast a sign-up
- determining eligibility other than in an official capacity
- prejudice in favor of or against the Cotton Research and Promotion Program.

#### E State and County Office Action

State and County Offices will assist AMS in conducting the sign-up from June 21, 2021, through July 2, 2021, according to this notice. AMS will only fund the costs associated with this sign-up.

Sign-up activities will be recorded in WebTA Activity Reporting System (ARS) using program code “**AMS Cotton Sign-Up**”.

County Offices **must** provide all persons with the opportunity to sign up during regular work hours from June 21, 2021, through July 2, 2021.

AMS will reimburse FSA for only the costs associated with this sign-up. State and County Offices shall maintain a register of associated costs and report their expenses, along with the sign-up results by using FSA-170 Report of AMS Research and Promotion Assistance (Exhibit 6). State Offices will summarize County Office costs, as well as any State Office costs and report, along with State summary results, to DAFO using FSA-170.

**Important:** County Offices shall **not** incur separate advertising and mailing expenses with respect to announcing this sign-up period. However, County Offices can include excerpts from the AMS Notice to the Trade (Exhibit 1) located at <https://www.ams.usda.gov/content/usda-proposes-sign-period-cotton-research-and-promotion-program> in routine County Office newsletters and free press.

**Notice AO-1783**

**2 Sign-up Period (Continued)**

**E State and County Office Action (Continued)**

The following step-action table outlines State and County Office actions for the sign-up announcement and reporting costs.

<b>Step</b>	<b>Action</b>
1	<p>County Offices:</p> <ul style="list-style-type: none"> <li>• may publicize the sign-up by including information in regular newspaper articles, county newsletters, radio programs, or available free press</li> <li>• must use the <a href="#">AMS Notice to the Trade</a> or excerpts from the Notice to the Trade when publicizing the request for referendum (Exhibit 1).</li> </ul> <p><b>Notes:</b> County Offices will <b>not</b> prepare a special mailing of postcards or newsletters to publicize the request for referendum. Information distributed through media outlets listed in this step will be sufficient.</p> <p style="text-align: center;">Costs incurred for special mailings will <b>not</b> be reimbursed.</p>
2	<p>County Offices will:</p> <ul style="list-style-type: none"> <li>• maintain a register of associated and reimbursable costs</li> <li>• report the costs to the State Office by <b>July 12, 2021</b>, on FSA-170 (Exhibit 6)</li> <li>• transmit the results of the request for referendum to the State Office by <b>July 12, 2021</b>, on FSA-170.</li> </ul>
3	<p>State Offices will:</p> <ul style="list-style-type: none"> <li>• summarize all County Office costs on FSA-170</li> </ul> <p><b>Note:</b> Associated costs incurred by the State Office will be included in the State report.</p> <ul style="list-style-type: none"> <li>• summarize all County Office results on FSA-170</li> <li>• transmit the summarized costs and results on FSA-170 to DAFO-PRMD by e-mail to <a href="mailto:dafoprmd@usda.gov">dafoprmd@usda.gov</a> by <b>July 12, 2021</b>.</li> </ul>

## Notice AO-1783

### 2 Sign-up Period (Continued)

#### E State and County Office Action (Continued)

FSA-170 Report of AMS Research and Promotion Assistance (Exhibit 6) is available at <https://intranet.fsa.usda.gov/dam/ffasforms/forms.html>:

- CLICK on “Find Current Forms Using Our Form Number Search”
- select “FSA” in the Form Prefix box and type “170” in the Form Number box and hit enter.

### 3 Cotton Sign-Up Report

#### A Accessing the Cotton Sign-Up Report

The Cotton Sign-Up Report has been developed to help County Offices conduct the sign-up and is available at <https://usdagcc.sharepoint.com/sites/fsa-dafops/SitePages/PRMD.aspx>:

- scroll down to “PRMD Document Library”
- under “AMS R&P Sign-Ups, Requests for Referendums”, CLICK on “Cotton Sign-Up Report for CY 2020”.

**Note:** The report password is “**cottonreport2020**”.

#### B Cotton Sign-Up Report Information

The Cotton Sign-Up Report will:

- identify producers who shared in an acreage of Upland cotton reported on FSA-578 during the 2020 crop year

**Note:** Owners of farms that grew Upland cotton in the 2020 crop year but did **not** share in the crop will be included regardless of the current status of the farm or the owner.

- eliminate producers flagged “Deleted” in the name and address files
- **not** include producers with the total acreage reported as failed and not marketed
- **not** include producers with the total acreage reported as prevented planted and not marketed
- identify and include the first level members as constituted in the 2020 crop year for producers who were partnerships or joint ventures

### 3 Cotton Sign-Up Report (Continued)

#### B Cotton Sign-Up Report Information (Continued)

- identify the entity for producers who were entities other than partnerships or joint ventures
- identify all counties in which the producer is currently active
- identify the recording county for each producer.

**Note:** Follow the instructions in paragraph 4 to determine whether to add or delete a producer from the list. The Cotton Sign-Up Report will provide a list of producers, sorted by State and county, including the following:

- name
- address
- business type and code
- counties in which the producer is currently active
- indicator of which county is the recording county.

This list will serve as the basis for the list required by subparagraph 4 B.

### 4 Eligibility

#### A Eligibility Requirements

Any **person** who is 18 years or older who was engaged in the production of Upland cotton in the United States during the 2020 crop year is eligible to participate in the sign-up.

**Note:** The Cotton Research and Promotion Act defines “person” as any individual, partnership, corporation, association, or any other legal entity.

Only persons who meet the following eligibility requirements may participate in the sign-up period:

- No person is entitled to sign up more than once, **except** that each individual partner of an eligible general partnership is entitled to request a continuance referendum, but the partnership itself is **not** entitled.

#### 4 Eligibility (Continued)

##### A Eligibility Requirements (Continued)

- Where a group of individuals is engaged in the production of Upland cotton under the same lease or cropping agreement, only the individual or individuals who signed or entered into the lease or cropping agreement are eligible to participate in the sign-up period. Individuals who are engaged in the production of Upland cotton as joint tenants, tenants in common, or owners of community property, are each entitled to submit AMS Form CN-100, ATTACHMENT C (Exhibit 4) if they share in the proceeds of the required crop as owners, cash tenants, share tenants, sharecroppers, or landlords of a fixed rent, standing rent, or crop share.
- An officer or authorized representative of a qualified corporation, association, or limited partnership may submit AMS Form CN-100, ATTACHMENT C for that corporation, association, or limited partnership.
- A guardian, administrator, executor, or trustee of any qualified estate or trust may submit AMS Form CN-100, ATTACHMENT C for that estate or trust.
- An individual may **not** submit AMS Form CN-100, ATTACHMENT C for another individual.
- Participation in the sign-up by proxy or power of attorney is **not** authorized. FSA-211 is not applicable since it specifically deals with FSA programs.
- A completed and signed AMS Form CN-100, ATTACHMENT C and supporting sales receipt documentation must be returned to the County Office where the person's farm records are administratively located.
- For the person not participating in FSA programs, the opportunity to participate in the cotton sign-up will be provided by the County Office serving the county where the person's operation is located. For an operation located in several counties, the voting office will be determined based on the major portion of the operation's location. For the producer not participating in FSA programs, the opportunity to participate will be provided by the County Office where the person owns or rents land.

**Note:** Each person is entitled to participate 1 time.

## Notice AO-1783

### 4 Eligibility (Continued)

#### B Determining Eligibility

County Offices are instructed to prepare lists of all known, eligible Upland cotton producers in each county that it served during the 2020 crop year. County Offices will use the Cotton Sign-Up Report in paragraph 3 to support this effort.

Each person on the County Office lists may participate in the sign-up.

Eligible producers requesting to sign up by U.S. mail or electronic means must request and complete AMS Form CN-100, ATTACHMENT C (Exhibit 4) and return it to their respective County Office.

**Note:** Under **no** circumstance should any person wanting to request a referendum be refused the opportunity to sign up.

If a person's name does not appear on the County Office lists, they may still participate in the sign-up period if they provide supporting sales receipt documentation demonstrating that they were a cotton producer during the 2020 crop year.

Producers may request to sign up by U.S. mail, telephone, FAX, e-mail, or other electronic means in addition to in-person requests where applicable. Requests must be for only 1 sign-up package.

**Note:** A list of names is **not** an individual request.

#### C FSA-170-A

FSA-170-A Report of AMS Research and Promotion Assistance on Sign-Up Requests and Submissions (Exhibit 7) will be used to record producer's participation in the sign-up excluding in-office requests.

FSA-170-A is available at <https://intranet.fsa.usda.gov/dam/ffasforms/forms.html>:

- CLICK on "Find Current Forms Using Our Form Number Search"
- select "FSA" in the Form Prefix box and type "170-A" in the Form Number box and hit enter.

When a request for a sign-up package is received by U.S. mail, telephone, FAX, e-mail, or other electronic means, the County Office will:

- enter the producer name and the date the request is received on FSA-170-A

**Note:** FSA-170-A is **not** available to the public. Do **not** provide copies **for any reason** to anyone.

## Notice AO-1783

### 4 Eligibility (Continued)

#### C FSA-170-A (Continued)

- provide the producer with a sign-up package containing a copy of AMS Form CN-100, ATTACHMENT C (Exhibit 4) and a letter of explanation of the sign-up period (Exhibit 5) that requires the producer to return the following documents to the County Office by COB July 2, 2021:

- a copy of at least 1 supporting sales receipt documentation

**Note:** Sales documents are required even if the producer is shown on the county lists.

- completed and signed AMS Form CN-100, ATTACHMENT C
- enter the date received on FSA-170-A when a completed AMS Form CN-100, ATTACHMENT C is returned
- in FSA-170-A “Remarks” column ENTER “**Ineligible**” if:
  - producer failed to submit supporting sales receipt documentation
  - AMS Form CN-100, ATTACHMENT C was **not** received by the County Office by COB July 2, 2021
  - AMS Form CN-100, ATTACHMENT C was **not** completed properly.

**Note:** It is the responsibility of the person to provide information needed by the County Office to determine eligibility. It is **not** the responsibility of the County Office to obtain this information. Failure to provide supporting sales receipt documentation will require the County Office to determine that the person is ineligible to participate in the sign-up period, and to notate “Ineligible” next to the person’s name in the “Remarks” column on FSA-170-A as applicable.

#### D AMS Form CN-100, ATTACHMENT B

AMS Form CN-100, ATTACHMENT B, FSA In-Office Sign-Up Sheet (Exhibit 3) will be used to record the producer’s in-office participation in the sign-up.

AMS Form CN-100, ATTACHMENT B is available at <http://www.ams.usda.gov/cotton> under “Cotton Sign-Up/Request for Referendum”.

## Notice AO-1783

### 4 Eligibility (Continued)

#### D AMS Form CN-100, ATTACHMENT B (Continued)

When a producer appears in person to request a sign-up package, the County Office will:

- instruct the producer to date and sign their name on AMS Form CN-100, ATTACHMENT B

**Note:** AMS Form CN-100, ATTACHMENT B is **not** available to the public. Do **not** provide copies **for any reason** to anyone.

- provide the producer with a sign-up package containing a copy of AMS Form CN-100, ATTACHMENT C (Exhibit 4) and a letter of explanation of the sign-up period (Exhibit 5) that requires the producer to return the following documents to the County Office by COB July 2, 2021:

- a copy of at least 1 supporting sales receipt documentation

**Note:** Sales documents are required even if the producer is shown on the county lists.

- completed and signed AMS Form CN-100, ATTACHMENT C
- enter the date received on AMS Form CN-100, ATTACHMENT B when a completed AMS Form CN-100, ATTACHMENT C is returned in person
- on AMS Form CN-100, ATTACHMENT B “Remarks” column ENTER “**Ineligible**” if:
  - producer failed to submit supporting sales receipt documentation
  - AMS Form CN-100, ATTACHMENT C was **not** received by the County Office by COB July 2, 2021
  - AMS Form CN-100, ATTACHMENT C was **not** completed properly.

**Note:** It is the responsibility of the person to provide information needed by the County Office to determine eligibility. It is **not** the responsibility of the County Office to obtain this information. Failure to provide supporting sales receipt documentation will require the County Office to determine that the person is ineligible to participate in the sign-up period, and to notate “Ineligible” next to the person’s name in the “Remarks” column on FSA-170-B as applicable.

**5 AMS Form CN-100, ATTACHMENTS A and C**

**A AMS Form CN-100, ATTACHMENT A Availability**

AMS Form CN-100, ATTACHMENT A, Producer Request Form – Mail to DC (Exhibit 2) is available at <http://www.ams.usda.gov/cotton> under “Cotton Sign-Up/Request for Referendum”. AMS Form CN-100, ATTACHMENT A can be downloaded, completed, and submitted by U.S. mail directly along with a copy of at least one sales receipt from calendar year 2020 to USDA, AMS, Cotton and Tobacco Program, Attention: Cotton Sign-Up, P.O. Box 23181, Washington, D.C. 20077-8239.

**Note:** Producers are to follow instructions on AMS Form CN-100, ATTACHMENT A.

**B AMS Form CN-100, ATTACHMENT C Availability**

AMS Form CN-100, ATTACHMENT C, Producer Request Form – Submit to FSA (Exhibit 4) is available at <http://www.ams.usda.gov/cotton> under “Cotton Sign-Up/Request for Referendum”. AMS Form CN-100, ATTACHMENT C can be downloaded, completed, and submitted electronically to the County Office, or it can be printed, and a hard copy mailed to the applicable County Office described in subparagraph 4 C.

AMS Form CN-100, ATTACHMENT C can also be requested through the County Office. Requests made in person (where applicable), by U.S. mail, telephone, or electronic means, including but not limited to e-mail or FAX, **must** be for only one AMS Form CN-100, ATTACHMENT C.

If a County Office is not accepting in-person appointments because of the nationwide pandemic, interested participants are encouraged to submit AMS Form CN-100, ATTACHMENT C and supporting documentation by U.S. mail or other electronic means, including but not limited to, e-mail, FAX, or Box/OneSpan.

**C Eligible Persons Action**

When obtaining AMS Form CN-100, ATTACHMENT C, eligible persons **must**:

- complete AMS Form CN-100, ATTACHMENT C in its entirety
- provide **supporting documentation**, such as a sales receipt or remittance form showing that the **person paid a cotton assessment** in the 2020 crop year
- sign AMS Form CN-100, ATTACHMENT C certifying that they paid an assessment on cotton in the 2020 crop year
- date and sign their name on AMS Form CN-100, ATTACHMENT B (Exhibit 3) when appearing in person at the County Office.

## Notice AO-1783

### 5 AMS Form CN-100, ATTACHMENTS A and C (Continued)

#### D In Person at County Office

A person who obtains AMS Form CN-100, ATTACHMENT C (Exhibit 4) in person at the appropriate County Office may complete and return AMS Form CN-100, ATTACHMENT C at that time. The person **must**:

- date and sign their name on AMS Form CN-100 ATTACHMENT B (Exhibit 3) according to subparagraph 5 B
- complete and sign AMS Form CN-100, ATTACHMENT C in its entirety **and** staple the supporting sales receipt documentation to the form
- place AMS Form CN-100, ATTACHMENT C and attached supporting sales receipt documentation in the holding box or container.

**Note:** If a person requesting a referendum wants the original supporting sales receipt documentation returned, County Offices will make a copy to attach to AMS Form CN-100, ATTACHMENT C and return the original supporting documentation to that person.

#### E By U.S. Mail

Persons who return AMS Form CN-100, ATTACHMENT C by U.S. mail **must** sign and complete AMS Form CN-100, ATTACHMENT C in its entirety and return it to the appropriate County Office with supporting sales receipt documentation.

When AMS Form CN-100, ATTACHMENT C is returned by U.S. mail, the County Office will:

- **date-stamp** AMS Form CN-100, ATTACHMENT C (must be received in County Office COB July 2, 2021)
- attach any supporting sales receipt documentation (copies are acceptable)
- place AMS Form CN-100, ATTACHMENT C and supporting documentation in the holding box or container.

## Notice AO-1783

### 5 AMS Form CN-100, ATTACHMENTS A and C (Continued)

#### F By Electronic Means (E-mail, FAX, or Box/OneSpan)

Persons who return AMS Form CN-100, ATTACHMENT C (Exhibit 4) by electronic means, including but not limited to e-mail, FAX, or Box/OneSpan, **must** sign and complete AMS Form CN-100, ATTACHMENT C in its entirety, and return it to the appropriate County Office with supporting sales receipt documentation.

When AMS Form CN-100, ATTACHMENT C is returned by electronic means, the County Office will:

- verify that the **electronic date-stamp** on AMS Form CN-100, ATTACHMENT C denotes received in the County Office by **COB local time** on July 2, 2021
- confirm that supporting sales receipt documentation has been included with the submission
- print the submitted AMS Form CN-100, ATTACHMENT C and supporting documentation and place in the holding box or container.

### 6 Reports and Handling of Records

#### A Cotton Sign-up Records Storage

County Offices will provide a holding box or container of sufficient size arranged so that **no** AMS Form CN-100, ATTACHMENT C's can be read or removed without breaking seals on the container. AMS Form CN-100, ATTACHMENT C's and supporting documentation received electronically must be printed and stored in this container.

#### B Counting AMS Form CN-100, ATTACHMENT C's

Counting AMS Form CN-100, ATTACHMENT C's and the determination of results will begin no later than July 12, 2021. The County Office will determine the number of:

- eligible producer in-office submissions
- ineligible producer in-office submissions
- eligible producer U.S. mail submissions
- ineligible producer U.S. mail submissions
- eligible producer electronic submissions, e.g. e-mail, FAX, or Box/OneSpan
- ineligible producer electronic submissions, e.g. e-mail, FAX, or Box/OneSpan.

## 6 Reports and Handling of Records (Continued)

### C County Office Reporting

County Offices will transmit the results of the sign-up to their respective State Office using FSA-170 (Exhibit 6) as soon as possible after counting is concluded, but no later than **July 12, 2021**.

County Offices with no referendum requests will submit FSA-170 to their State Office showing a negative report no later than **July 12, 2021**.

**Requirement:** County Offices will maintain all documentation, including copies of any correspondence, copies of sales documentation, sign-up sheets, and other sign-up materials according to 32-AS and 32-AS-Supplement. AMS may require County Offices to send all materials used in the sign-up to their National Office, and it is recommended that all materials are delineated from other office records and retained according to 32-AS and 32-AS Supplement. County Offices **must** be extremely meticulous in filing, maintaining, and storing the voting materials.

### D State Office Reporting

State FSA Offices will:

- review all County Office data for accuracy
- summarize the results, including negative results, of the sign-up received from all County Offices within the State on FSA-170
- transmit the completed FSA-170 by e-mail to **dafoprmd@usda.gov** by COB July, 12, 2021.

## AMS Notice to the Trade

AMS Notice to the Trade (May 14, 2021) is located at <https://www.ams.usda.gov/content/usda-proposes-sign-period-cotton-research-and-promotion-program>.

5/27/2021 USDA Proposes Sign-up Period for Cotton Research and Promotion Program | Agricultural Marketing Service

An official website of the United States government  
[Here's how you know.](#)

**USDA** United States Department of Agriculture Agricultural Marketing Service  
 U.S. DEPARTMENT OF AGRICULTURE

HOME > USDA PROPOSES SIGN-UP PERIOD FOR COTTON RESEARCH AND PROMOTION PROGRAM

**Date:** May 14, 2021

The U.S. Department of Agriculture (USDA) plans to conduct a sign-up June 21 through July 2, 2021, to provide eligible cotton producers and importers of cotton and cotton-containing products an opportunity to request a referendum on whether to continue the Cotton Research and Promotion Program.

Every five years, USDA is required to review the Cotton Research and Promotion Program to determine whether to conduct a referendum on continuing the assessments under the program. On Dec. 18, 2020, USDA [issued a decision](#) that a referendum was unnecessary. The 1966 Cotton Research and Promotion Act provides an opportunity for producers and importers to request a referendum through a sign-up period.

A referendum would be conducted if it is supported by 10% or more of the number of eligible cotton producers and importers voting in the most recent referendum, which was in 1991. At least 4,662 sign-up requests would be required to initiate a referendum. No action is necessary if a referendum is not desired.

The sign-up period will be open to all eligible producers and importers. During this period, eligible cotton producers can sign up to request a continuance referendum in person at their local county Farm Service Agency (FSA) office. Producers also may request a sign-up form in the mail from their local FSA office or through the Agricultural Marketing Service (AMS) [Cotton Board webpage](#).

<https://www.ams.usda.gov/content/usda-proposes-sign-period-cotton-research-and-promotion-program> 1/2

AMS Notice to the Trade (Continued)

5/27/2021

USDA Proposes Sign-up Period for Cotton Research and Promotion Program | Agricultural Marketing Service

Producers can return their forms via their FSA office or by mailing them to USDA, AMS, Cotton and Tobacco Program, Attention: Cotton Sign-Up, P.O. Box 23181, Washington, DC 20077-8249.

Eligible importers can sign up to request a continuance referendum through the AMS [Cotton Board webpage](#) or they can request a sign-up form by contacting [CottonRP@usda.gov](mailto:CottonRP@usda.gov) or (540) 361-2726. Importer forms can be returned to USDA, AMS, Cotton and Tobacco Program, Attention: Cotton Sign-Up, P.O. Box 23181, Washington, DC 20077-8249.

A [direct final rule](#) with the amended dates, name changes, addresses, and other administrative changes was posted in the Federal Register on April 19, 2021.

Since 1966, Congress has authorized industry-funded research and promotion boards to provide a framework for agricultural industries to pool their resources and combine efforts to develop new markets, strengthen existing markets and conduct important research and promotion activities. AMS provides oversight to 22 boards. The oversight ensures fiscal accountability and program integrity and is paid for by industry assessments.

*USDA is an equal opportunity provider, employer, and lender*

[Return to top](#)

 **United States Department of Agriculture** Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE



AMS Form CN-100, ATTACHMENT A, Producer Request Form – Mail to DC

AMS Form CN-100, Attachment A, Producer Request Form – Mail to DC is located at <http://www.ams.usda.gov/cotton> (under “Cotton Sign-Up/Request for Referendum”). This form is used for sign-ups submitted by mail to AMS.



100 Riverside Parkway, Suite 101  
Fredericksburg, Virginia 22406

Form Approved  
OMB No. 0581-0093

To request a continuance referendum, please complete the attached form and include a copy of at least one sales receipt from calendar year 2020 and return these documents to **USDA, AMS, Cotton and Tobacco Program, Attention: Cotton Sign-Up, P.O. Box 23181, Washington, DC 20077-8249**. For your signature to be counted during the sign-up period, your request must be received no later than **July 2, 2021**.

No action is necessary if a continuance referendum is **not** desired.

I, \_\_\_\_\_ request that the U.S. Department of  
(PRINT FULL NAME)

Agriculture conduct a continuance referendum regarding the 1991 amendments to the Cotton

Research and Promotion Order.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

*CN-100, Attachment A (Expiration Date 12/31/2021)*

## AMS Form CN-100, ATTACHMENT A, Producer Request Form – Mail to DC (Continued)

2

**BURDEN AND NONDISCRIMINATION STATEMENTS**

*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 0581-0093. The time required to complete this information collection is estimated to average 6 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.*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*USDA is an equal opportunity provider, employer, and lender.*

CN-100, Attachment A (Expiration Date 12/31/2021)

AMS Form CN-100, ATTACHMENT B, FSA In-Office Sign-Up Sheet

AMS Form CN-100, Attachment B, FSA In-Office Sign-Up Sheet is located at <http://www.ams.usda.gov/cotton> (under "Cotton Sign-Up/Request for Referendum"). This form is used by FSA County Offices to facilitate the sign-up.

Notice AO-1783			
State: _____		_____	
In-Office Sign-Up Sheet		Page _____ of _____	
County FSA Sign-Up Sheet			
Date	Print Name	Signature	Remarks
1.			
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*CN-100, Attachment B (Expiration Date 12/31/2021)*

## AMS Form CN-100, ATTACHMENT B, FSA In-Office Sign-Up Sheet (Continued)

*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 0581-0093. The time required to complete this information collection is estimated to average 6 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.*

*USDA's Nondiscrimination Statement*

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*USDA is an equal opportunity provider, employer, and lender.*

*CN-100, Attachment B (Expiration Date 12/31/2021)*

AMS Form CN-100, ATTACHMENT C, Producer Request Form – Submit to FSA

AMS Form CN-100, Attachment C, Producer Request Form – Submit to FSA is located at <http://www.ams.usda.gov/cotton> (under “Cotton Sign-Up/Request for Referendum”). This form is used for sign-up requests submitted through FSA County Offices.



100 Riverside Parkway, Suite 101  
Fredericksburg, Virginia 22406

Form Approved  
OMB No. 0581-0093

To request a continuance referendum, please complete the attached form and include a copy of at least one sales receipt from calendar year 2020 and return these documents to the County FSA office where your farm is located. For your signature to be counted during the sign-up period your request must be received no later than July 2, 2021.

No action is necessary if a continuance referendum is **not** desired.

I, \_\_\_\_\_ request that the U.S. Department of  
(PRINT FULL NAME)

Agriculture conduct a continuance referendum regarding the 1991 amendments to the Cotton Research and Promotion Order.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

*CN-100, Attachment C (Expiration Date 12/31/2021)*

## AMS Form CN-100, ATTACHMENT C, Producer Request Form – Submit to FSA (Continued)

2

**BURDEN AND NONDISCRIMINATION STATEMENTS**

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*USDA is an equal opportunity provider, employer, and lender.*

*CN-100, Attachment C (Expiration Date 12/31/2021)*

**Letter of Explanation of the Sign-up Period**

The Letter of Explanation of the Sign-up Period is available at <https://intranet.fsa.usda.gov/dam/ffasforms/forms.html>:

- CLICK on “Find Current Forms Using Our Form Number Search” in the “Form Number” field
- ENTER “AO-1783”
- CLICK “Submit”.

Copy the content of this example letter onto FSA letterhead. Do **not** alter or modify the language.

Dear Producer:

The United States Department of Agriculture (USDA) is providing eligible cotton producers an opportunity to request a referendum regarding continuation of the 1990 amendments to the Cotton Research and Promotion Act.

The Cotton Research and Promotion Program is a cotton producer and importer funded, self-help marketing program initiated by an Act of Congress in 1966. USDA oversees the administration of this program. The purpose of this program is to strengthen Upland cotton’s competitive position and to maintain and expand domestic and foreign markets for Upland cotton.

The following changes to the program were approved in a July 1991 referendum, by a 60 percent majority of cotton producers and importers who voted. These changes included: (1) importer representation on the Cotton Board, the organization that assists the Department in administering the Cotton Research and Promotion Program; (2) assessments levied on imported cotton and cotton products; (3) increasing the amount the Department can be reimbursed for the conduct of a referendum from \$200,000 to \$300,000; (4) reimbursing government agencies that assist in administering the collection of assessments on imported cotton and cotton products; and (5) terminating the right of cotton producers to demand a refund of assessments.

To request a continuance referendum, please complete the attached form and return it to the Farm Service Agency County Office listed above. For your signature to be counted during the signup period, your request must be received in the County Office no later than July 2, 2021.

A supporting sales evidence document for cotton you produced from 2020 must accompany your completed signup form.

No action is necessary if a continuance referendum is not desired.

Sincerely,

\_\_\_\_\_  
County Executive Director

**FSA-170 Report of AMS Research and Promotion Assistance**

FSA-170 Report of AMS Research and Promotion Assistance is used by State and County Offices to maintain a register of associated costs and report their expenses and sign-up results and can be found at <https://intranet.fsa.usda.gov/dam/ffasforms/forms.html>.

<b>FSA-170</b> (06-08-21)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
<b>Report of AMS Research and Promotion Assistance</b>			
<p><b>INSTRUCTIONS:</b> This worksheet is used by FSA State and County Offices to report on the results and expenses of assisting AMS in Research and Promotion Program sign-ups or requests for referendums periods.</p>			
1. State		2. County	
3. Commodity		4. Crop Year	
<b>PART A - SUMMARIZE RESULTS (FOR USE BY STATE AND COUNTY OFFICES)</b>			
	<b>A.</b>	<b>B.</b>	
	Number of Ineligible Submissions	Number of Eligible Submissions	
5. In-office producer submissions.			
6. Mail producer submissions.			
7. Email, fax or other electronic means of producer submissions.			
8. Total producer submissions (please provide totals for both ineligible and eligible submissions).	0	0	
<b>PART B - SUMMARIZE EXPENSES (FOR USE BY STATE AND COUNTY OFFICES)</b>			
9. Reproduction Expenses.			
10. Mailing Expenses.			
11. Envelope Expenses.			
12. Postage Expenses.			
			13. Total Supply Expenses:
<p>14. Certification:</p> <p><i>I hereby certify that I have reviewed the information on this form, and that it is true, complete, and correct to the best of my knowledge and belief.</i></p>			
A. NAME OF PREPARER	B. TITLE OF PREPARER	C. DATE PREPARED (MM-DD-YYYY)	
<p><i>This space was intentionally left blank. Do not remove.</i></p>			

FSA-170 Report of AMS Research and Promotion Assistance (Continued)

FSA-170 (06-08-21)

Page 2

**NOTES:** County Offices shall submit this form to their State Office.

State Offices shall submit this form to the National Office by email to [dafoprmd@usda.gov](mailto:dafoprmd@usda.gov) with the subject line including "Report of AMS Research and Promotion Assistance".

Please use this worksheet to compute results and expenses. Ensure all parts are complete and accurate before affixing signature box and signing. Save as "FSA-170\_[STATE NAME]" and submit.

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**FSA-170-A Report of AMS Research and Promotion Assistance on Sign-Up Requests and Submissions**

FSA-170-A Report of AMS Research and Promotion Assistance on Sign-Up Requests will be used to record producer’s participation in the sign-up excluding in-office requests and can be found at <https://intranet.fsa.usda.gov/dam/ffasforms/forms.html>.

<b>FSA-170-A</b> <small>(06-08-21)</small>		<b>U.S. DEPARTMENT OF AGRICULTURE</b> <small>Farm Service Agency</small>				
<b>Report of AMS Research and Promotion Assistance on SignUp Requests and Submissions</b>						
<b>INSTRUCTIONS:</b> This worksheet is used by FSA State and County Offices to capture the producer's participation in the AMS Research and Promotion signups/request for referendums periods.						
1. State			2. County			
3. Commodity			4. Crop Year			
5. Producer Participation						
	<b>A. Date Requested</b>	<b>B. Producer Name</b>	<b>C. Method of Request</b>	<b>D. Date Returned</b>	<b>E. Method of Submission</b>	<b>F. Remarks</b>
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**FSA-170-A Report of AMS Research and Promotion Assistance on Sign-Up Requests and Submissions (Continued)**

FSA-170-A (06-08-21)

Page 2

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