

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice AO-1857**

**For:** State and County Offices

**FY 2024 Equity Action Plan Reporting**

**Approved by:** Administrator



**1 Overview**

**A Background**

According to Executive Order 13985 of January 20, 2021, and Executive Order 14091 of February 16, 2023, FSA is committed to proactively adopting policies and practices to reduce inequities in conservation, safety net, price support, and farm loan programs delivered across our network of State and County Offices.

The FSA Equity Action Plan:

- establishes FSA's goals and actions to ensure that FSA's programs and policies are broadly accessible
- creates new and better market opportunities for agricultural producers.

**B Purpose**

This notice provides:

- State Office reporting responsibilities
- State Office quarterly reporting timeframes
- employee link to access Equity Action Plan, online reporting link, and other equity resources.

Disposal Date	Distribution
October 1, 2024 10-17-23	State Offices; State Offices relay to County Offices

## 1 Overview (Continued)

### C Contacts

If there are questions about this notice:

- County Offices will contact State Offices
- State Offices will contact J. Latrice Hill, Administrator's Office, by either of the following:
  - email to [latrice.hill@usda.gov](mailto:latrice.hill@usda.gov)
  - telephone at 202-720-3103.

## 2 Equity Action Plan Reporting

### A State Office Reporting Responsibilities

Every State Office should adopt, track, and report quarterly the following items that support FSA's national equity action goals.

- Identify 5 to 10 program barriers or inequities in the State and explain how the barrier is unfair.

What specific programs, policies, or procedures are keeping individuals or communities from accessing or participating in FSA programs and services? What are the inequities and impediments that individuals or communities are systematically experiencing because of each barrier identified?

- Describe challenges and suggested actions to removing and dismantling each of the identified program barriers or inequities.

Other than statutory requirements, what are the FSA, State, or local level impediments to changing the identified barrier? What can be done to make the program policy or procedure fairer (equitable)?

- Identify underserved communities in the State not engaged with FSA programs and describe specific engagement strategies to be implemented.

What communities or producers are not currently using FSA programs? What targeted strategies will be implemented to reach these groups and individuals?

## 2 Equity Action Plan Reporting (Continued)

### A State Office Reporting Responsibilities (Continued)

- Commit SED to host, co-host, or participate in at least 3 to 5 underserved program town hall meetings or listening sessions annually in collaboration with community-based organizations and land grant universities, and report barriers discussed.

Partner with organizations and institutions who deliver education and training to underserved farmers and ranchers to engage in equity discussions with producers to identify and address State-specific issues.

- Track employee completion of Diversity, Equity, Inclusion, and Accessibility (DEIA) training.

Ensure that staff complete required DEIA training courses and are aware of other courses available through AgLearn or FPAC Business Center with topics related to working with underserved customers, workforce engagement, programmatic equity, diversity recruitment, etc. What percent of State staff have completed DEIA-related training?

### B State Office Reporting Timeframes

State Offices should submit the quarterly equity reports online the first day of each new quarter.

Quarterly Report Due Date	Activity Period Covered
Q1 – January 1, 2024	October 1 – December 31, 2023
Q2 – April 1, 2024	January 1 – March 31, 2024
Q3 – July 1, 2024	April 1 – June 30, 2024
Q4 – October 1, 2024	July 1 – September 30, 2024

### C Equity Action Plan Reporting Link and Resources

The FSA Equity Action Plan, reporting link, and other internal equity resources are available on the Equity Intranet page at <https://inside.fsa.usda.gov/operations/administrators-office/equity/index>.

**Note:** The quarterly reporting link will be accessible 15 calendar days before each due date.