

Common Output Tracking Form Part B: Activity Reporting

Welcome to Part B of the CFP Common Output Tracking Form (COTF). Part B should be completed once per type of project activity that was indicated in Part A: Section 1. Projects offering only one type of activity will complete Part B only once. Projects offering multiple types of activities will complete Part B multiple times (one time for each activity). Upon each completion of Part B, respondents will be given the opportunity to report on an additional activity.

Tip: While community food project work is complex, most organizations should select only 1-3 activity types for this section. If your project is complex with many inter-related activities, try to focus on the core 1-3 and fold the other activities' outputs within these core reporting areas.

Example 1: Your project conducted a community food assessment of 3 neighborhoods in your city. The community food assessments included neighbor surveys, grocery store mapping, statistics on poverty and hunger, interviews with select participants and focus groups around community needs. Each neighborhood survey and focus group had similar but distinct questions. Trainings were provided to neighborhood volunteers who helped to implement the surveys. You would only need to complete Part B once for CFA. Data for all three CFA would be collated and reported together, including the training aspect.

Example 2: Your project focused on outreach to youth. Included in your project is a farm to school element in which you work with 3 schools ordering food from a local grower's cooperative. You also have a summer youth program where 12 teens are employed at your project's CSA to grow food and take it to the farmers' market in a city neighborhood. The focus of the project is to teach the youth food literacy and job training skills. Since the focus of your project is youth development (and not on the farmers' cooperative or development of a CSA) you would complete part B twice. Once for the combined three farm to cafeteria projects and once for the youth agriculture project. Your input is very important.

The collective COTF results, in conjunction with the narrative summaries for each grant report will serve as an important resource for learning what makes for a successful community food project and for future advocacy. Thank you for your efforts.

Please click below to begin entering your data. Your data will be saved automatically as you go. You may input information at various intervals if needed. Each time you return to your computer, you will be asked if you would like to reload your data if you did not submit the survey. In order for "save" to work properly, cookies must be enabled on your computer, and you will need to use the same computer each time.

Overview

The first two questions duplicate those asked in Part A and are necessary for data analysis. Q3 asks you to indicate which project activity you will be reporting on. The computer program will then select the appropriate sections in Part B for each activity. For more information on which specific Part B sections are linked to each activity, consult your COTF Activity Mapping document.

Tip: At the top of each section in Part B you will see the title, 'Reporting for the activity' followed by the activity you are reporting on. For example a community garden will look like this:

Reporting for the activity: Community Garden

This is to help guide grantees with more than one activity and remind them which activity they are currently reporting on.

To verify the data received, National Research Center, Inc. (NRC) will send you (at the email address listed in Q5) a spreadsheet with a summary of the numeric values that you entered. Please review this spreadsheet carefully and respond to any request for clarification. You are also encouraged to print a copy of your responses using your Web browser's print function. Note that printing from the browser will print only the current section of the COTF and not the entire form.

Thank you again for taking the time to complete this survey!

1) Please find your organization in the list below and include the contact information and date for form completion. If your organization's name is not included in the list below, please contact jeanette@foodsecurity.org and fill in the "other specify" space provided.

- Adventures in Learning
- Alameda Point Collaborative
- California Institute for Rural Studies
- Calypso Farm and Ecology Center
- Chiricahua Community Health Centers, Inc.
- Colonias Development Council
- Community Assistance Network
- Community Food Security Coalition, Inc.
- Dakota Rural Action
- Developing Innovations in Navajo Education, Inc.
- Dunn County Economic Development Corp
- East Bay Asian Youth Center
- Ecumenical Ministries of Oregon
- First Nations Development Institute
- Florida Organic Growers and Consumers, Inc.
- Hunger Action Network of New York State
- Indian Health Care Resource Center of Tulsa, Inc.
- Janus Youth Programs, Inc.
- Local Agricultural Community Exchange
- Maine Farmland Trust, Inc.
- Massachusetts Avenue Project, Inc.
- McIntosh Sustainable Environment and Economic Development
- Mvskoke Food Sovereignty Initiative, Inc.
- New Alternatives, Inc.
- Rippling Waters Farm

- Rural Resources, Inc.
- South Side Community Land Trust
- Southern Ute Community Action Program
- St. Mary's Health System
- Tabor Community Services, Inc.
- The Food Trust
- The Lower Eastside Girls Club of NY
- Plumas Rural Services
- Union Mission, Inc.
- United Community Centers, Inc.
- United Methodist Ministries, Missouri River District
- University of Alaska Fairbanks
- University of Tulsa
- Waipa Foundation
- White Earth Land Recovery Project
- World Hunger Year, Inc.
- Other (please specify)

If you selected other, please specify

2) Project Name

3) Date this form was completed

4) Who completed this form

5) Email address (the address listed here will receive a copy of the results for verification)

6) Indicate the service or activity for which you will be reporting. Remember, Part B should be completed once per type of service or activity. Projects offering only one type of service or activity may complete Part B only once. Projects offering multiple types of services or activities may complete Part B multiple times. Work to combine activities to around 1-3 core areas. Upon completion of Part B each time, respondents will be given the opportunity to report on additional services or activities.

- Community Food Assessment
- Community Garden
- Community or Incubator Kitchen/Value-Added Production/Processing
- Community Supported Agriculture (CSA) Program
- Emergency Food Collection and Distribution
- Entrepreneurial Food and Agricultural Activity
- Farm/Grower Cooperative
- Farm to Cafeteria Project
- Farmers' Market
- Food Access and Outreach
- Food-buying Cooperative
- Food Policy Council/Network
- Immigrant/Migrant Farm Project
- Job Skills Training
- Micro-enterprise/Entrepreneur Skill Training
- Planning Grants
- Promoting Local Food Purchases
- Restoration of Traditional Foods/Agriculture
- Training and Technical Assistance
- Urban Agriculture
- Youth/School Gardening or Agriculture Project

Section 1: Training, Technical Assistance and Professional Development

Reporting for the activity: %q22lbl%

In this section, indicate the number of people served via training, technical assistance or professional development and the number of hours these sessions provided during this reporting period. Each offering and each hour of instruction should be counted only once but in some cases, participants can be counted more than once.

Tip: You offer three, two-hour trainings each week for 4 weeks for 10 youth. Total number of sessions (3 X 4) = 12; Total number of hours (12 X 2) = 24; Total number of youth participants (12 X 10 - regardless of if it was the same 10 youth each week) = 120.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

7) Youth Trainings and Workshops

Total number of sessions	_____
Total number of hours sessions provided	_____
	Do NOT multiply by number of participants
Total number of youth participants from all sessions	_____
	It is okay to count the returning participants more than once

8) Adult Education and Training

Total number of sessions	_____
Total number of hours sessions provided	_____
	Do NOT multiply by number of participants
Total number of youth participants from all sessions	_____
	It is okay to count the returning participants more than once

9) Technical Assistance

Total number of technical support hours (one-on-one time) provided to youth, adults or organizations	_____
Total number of youth and adults who received technical support	_____
Total number of <u>unique</u> organizations that received technical support	_____
	Count each organization only once

10) Professional Development

Total number of unique staff or volunteers _____
who received professional development Count each staff or volunteer only once
(other than through workshops, trainings or
technical assistance)

Total number of hours any staff or _____
volunteers participated in professional
development (other than through
workshops, trainings or technical assistance)

Section 2: Additional Project Participants

Reporting for the activity: %q22lbl%

This section collects information on people who participated in the %q22lbl% aspect of your project. It is not meant to include those that were already counted in the educational offerings, trainings and technical support as indicated in Section 1.

The first two questions (Q11 & Q12) are asking about unique individuals involved in gardening or farming (only counting each gardener or farmer once). Questions 13 and 14, however, are asking in general about the total number of volunteers and customers or food recipients over the course of this reporting period (even if you need to count the same volunteer twice).

Tip: You have a community garden project with space for 20 gardeners each year. Every Saturday, 10 people from a local church come to help at the community garden. Twice a year you have a garden training day where 15 people attend. Total number of gardeners = 20; Total number of volunteers (10 X 52 - regardless of if it was the same 10 volunteers each week) = 520; The 30 people attending the training should be reported in Section 1 and not included here.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

11) Number of unique gardeners

A gardener is a youth or adult growing food on a relative small scale at home, school, in a community garden setting, or at an institution (e.g. jail or youth facility). Gardeners may utilize their production for home consumption or offer it for sale or donation.)

12) Number of unique farmers

A farmer grows food on a large scale and relies on this activity as a major source of income.

13) Total number of volunteers (Okay to count returning volunteers more than once)

14) Customer or food recipients (Okay to count returning individuals more than once)

Number of WIC recipients	_____
Number of food stamp recipients	_____
Number of elderly meal recipients	_____
Number of farmers' market nutrition program participants	_____
Number of school or summer youth meal recipients (meals served)	_____
Number of other customers or food recipients	_____
Specify "other" from above	_____

15) Other participants

Number of other participants	_____
Specify "other" from above	_____

Section 3: Populations Served

Reporting for the activity: %q22lbl%

This section collects information on the demographics of the individuals participating in this activity. Please check off all descriptions that apply. If you do not collect specific demographic information for your project, it is okay to make selections based on your observations, neighborhood demographics and other indirect data sources.

16) Age

- Infants (birth-2)
- Children (3-12)
- Teens (13-18)
- College age (19-22)
- Adults (20-54)
- Seniors (55+)

17) Sex

- Male
- Female

18) Race/Ethnicity

- American Indian/Eskimo/Aleut
- Asian or Pacific Islander
- Black or African-American
- Hispanic or Latino
- White or Caucasian
- Bi-racial or Multi-racial
- Other

19) Special Populations

- Food stamp recipients
- Head Start
- Indian nations, reservations
- Low-income areas or neighborhoods
- Underserved or socially disadvantaged farmers
- WIC recipients
- Other (please specify)

If you selected other, please specify

Section 4: Affiliated Groups

Reporting for the activity: %q22lbl%

This section collects information on the types of groups, organizations and institutions that have been affiliated with this activity during this reporting period. Affiliated groups can take many different forms and may have been for example, partners, service recipients, conference hosts, collaborators or have various other affiliations with the project.

Tip: You have a farmers' market that is hosted in the parking lot for the city's housing department. The police department provides security and parking control for free. There are five local businesses that work together to do free advertising for the market. Additionally, the local community garden project, an urban farmers' cooperative, and a community kitchen in a local church send volunteers to manage the free lemonade stand. Number of Businesses = 5; Number of Community Based Organizations = 3; Local government agencies = 2.

Tip: These affiliated groups are counted in Part B: Section 4 as groups, even if the individuals who volunteer for them are also counted in Part B: Section 2 as Additional project participants.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

20) Number of each group affiliated with the service/activity, %q22lbl%:

Businesses	_____
Colleges or universities	_____
Community-based organizations	_____
Elementary schools	_____
Faith-based groups (church, synagogue, mosque)	_____
Farmers and farmer groups	_____
Federal government agencies	_____
Food banks and food pantries	_____
High schools	_____
Hospitals	_____
Local government agencies	_____
Middle or junior high schools	_____
Nursing Homes or Assisted living facilities	_____
State government agencies	_____
Technical or other schools	_____
Other	_____
Specify "other" above	_____
Other	_____
Specify "other" above	_____
Other	_____
Specify "other" above	_____

Section 5: Farmland and Gardens

Reporting for the activity: %q22lbl%

This section collects information on the amount of land farmed or gardened, how that land was accessed, and, the infrastructure and tools utilized in its cultivation.

The total amount of land farmed or gardened that you list in Q21 will be referred to in subsequent questions. For example, the responses for Q22 through Q25 should total the amount listed in Q21. Additionally, Q26, amount of land preserved, is again referring to the total in Q21.

Tip: Your youth farming project utilized 6 acres of land at two city sites and one rural site. One acre is at a local retirement village and is used by the project for free to sponsor community garden plots for the elderly. There are 25 garden plots on this site. (The youth help with these plots as part of their volunteer service.) Three additional acres are leased from local farmer and were recently put into a conservation easement with support from project staff. The remaining 2 acres were just purchased by the project. Total amount of land farmed or gardened = 6 acres; Q22 Amount of land donated = 0; Q23 Amount of land purchased or previously owned = 2 acres; Q24 Amount of land leased = 3 acres; Q25 Amount of land utilized free = 1 acre; Q26 Amount of land preserved = 3 acres; Q27 How many gardens or farms were operated = 3; Q28 How many garden plots = 25.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

21) What is the total amount of land farmed or gardened for this activity?

Total amount of land _____
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

22) What amount of the land listed in Q21 was donated? (May include land purchased for a nominal amount)

Land donated _____
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

23) What amount of the land listed in Q21 was purchased?

Land purchased _____
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

24) What amount of the land listed in Q21 was leased?

Land leased _____
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

25) What amount of the land listed in Q21 was utilized free of charge? (Land owned by another individual or organization)

Land utilized free of charge _____
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

NOTE: Q22 through Q25 should add up to equal Q21.

26) What amount of the land listed in Q21 was preserved? Land securely protected from future development or degradation by action of this activity; may include land owned or not owned by the project

Land preserved _____
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

**27) How many farms or gardens were operated on this land?
(Number of distinct farm sites or garden locations managed by the project for this activity.)**

28) Garden plots

How many garden plots were available _____
within these gardens?
How much space was provided for each _____
garden plot
Indicate if the above area is in acres or _____
square feet: 1=Acres
2=sq. ft.

29) How many greenhouses were utilized by this activity? (May include hoopouses)

30) How many irrigation systems were built, acquired or overhauled by this activity?

31) How many tools were built or acquired by this activity?

Section 6: Food

Reporting for the activity: %q22lbi%

This section collects data on the amount of food generated, how it was generated, and, how it was handled. Each question asks for both the pounds of food generated and the monetary value of the food generated. Please provide estimates where exact figures are not possible.

Question 32 asks for the total amount of food generated. This question is meant to be a total for two subsets, how that food was generated (Q33-Q37) and how that food was handled or used (Q38-Q44). *Ideally, the totals for each of those subsets would equal the amount indicated in Q32.*

Tip: Your garden basket program generated a total of 100 lbs of food over the course of the reporting period. The food was generated through the youth farm (Food produced = 20 lbs), the gleaning program (Food gleaned = 10 lbs), purchased from a local farmer (Food purchased = 30 lbs), donate a row program (Food collected = 40 lbs). Of that 100 lbs, some of it went into making jams (Food processed = 10 lbs), was given to the five free food basket members (Food donated = 15 lbs), was shared with ten local pantries (Food distributed = 25 lbs), was given through the food baskets (Food sold = 35 lbs), was used at a school tasting (Food delivered to schools = 10 lbs) and was composted (Food composted = 5 lbs).

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

32) Total food generated

Total pounds of food generated _____ lbs.
Total value of food generated \$ _____

How Food Was Generated

For all food generated (Q32), please indicate how the food was generated (note that the amounts entered in Q33-Q37 should total the amount entered in Q32):

33) Food produced/grown

Pounds _____ lbs.
Value \$ _____

34) Food gleaned

Pounds _____ lbs.
Value \$ _____

35) Food purchased

Pounds _____ lbs.
Value \$ _____

36) Food collected (donated to project)

Pounds _____ lbs.
Value \$ _____

37) Food otherwise generated

Pounds _____ lbs.
Value \$ _____

How Food Was Handled

Of all food generated as indicated in Q32, indicate how that food was handled, in both pounds and value, by the following methods (note that the amounts entered in Q38-Q44 should total the amount entered in Q32):

38) Food processed

Pounds _____ lbs.
Value \$ _____

39) Food donated to others

Pounds _____ lbs.
Value \$ _____

40) Food distributed

Pounds _____ lbs.
Value \$ _____

41) Food sold

Pounds _____ lbs.
Value \$ _____

42) Food delivered to schools or institutions

Pounds _____ lbs.
Value \$ _____

43) Food lost to spoilage

Pounds _____ lbs.
Value \$ _____

44) Food/food waste composted

Pounds _____ lbs.
Value \$ _____

Section 7: Economic Impact

Reporting for the activity: %q22lbl%

This section collects data on the economic impact this activity has had with participants and within the community served. Questions 48, 50 and 51 have subsets that ask you to break out details of your answer. These particular subsets can be duplicated.

Tip: You have a regional farm to school program. In one city, you work directly with the school district who coordinates food distribution among its 30 schools. In another city, you worked directly with two schools, in a much more intensive relationship with the local farmer. Number of school districts buying food = 1; Number of schools buying food = 32.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

45) Number of jobs created (FTE)

46) Number of micro-enterprise opportunities/micro-businesses started

47) Number of micro-enterprise opportunities/micro-businesses started

48) Micro-enterprise business supported

Number of micro-enterprise opportunities/micro-businesses supported (other than those started)

Percent of these micro-enterprises/micro-businesses for which sales increased

_____ %
Enter as whole number

Percent of these micro-enterprises/micro-businesses that were profitable

_____ %
Enter as whole number

49) Number of restaurants buying food

50) Distributors and stores buying food

Number of distributors buying produce

Number of individual stores buying produce

51) Individual school districts, schools and institutions buying food

Number of schools districts buying produce _____
Number of schools buying produce _____
Number of institutions (other than schools) _____
buying produce _____

52) Number of kitchens built

53) Number of kinds of value-added food products produced

54) Financial assets to farmers

Number of loans granted _____
Dollars loaned \$ _____
Dollars worth of contributions in materials _____
and equipment \$ _____

55) Amount of money redeemed from WIC purchases

\$ _____

56) Amount of money redeemed from Food Stamp Programs

\$ _____

57) Number of business plans completed

Section 8: Community Food Assessments

Reporting for the activity: %q22lbl%

This section collects data on community food assessment (CFA) activities that took place during this reporting period. For projects involved in more than one community food assessment, data may be combined and reported in aggregate.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

58) Total number of community food assessment action plans developed

59) Total number of community food assessments in process

60) Total number of community food assessments completed

61) Number of people working on assessment(s)

Number paid

Number volunteered

62) Total hours spent working on assessment(s) (paid and unpaid)

63) Indicate which tasks were completed as part of the scope of the assessment(s):

- Profile of community socio-economic and demographic characteristics
- Profile of community food resources
- Assessment of household food security
- Assessment of food resource availability
- Assessment of food availability and affordability
- Assessment of community food production
- Other (please specify)

If you selected other, please specify

64) Number of residents living in regions covered by assessment(s)

65) Land covered by assessment(s)

Amount of land covered by assessment(s) _____
Indicate if the area above is in square miles, _____
acres, or square feet _____
1=sq. mi.
2=acres
3=sq. ft.

66) CFA Activities

Number of surveys completed by individuals _____
Number of surveys completed by stores or _____
bodegas _____
Number of interviews conducted by _____
consumers _____
Number of interviews conducted for store or _____
bodega staff _____
Number of focus groups held _____
Number of other activities _____
List other activities recorded above _____

Section 9: Food Policy Councils

Reporting for the activity: %q22lbl%

This section collects data on food policy council or network activities that took place during this reporting period. For projects involved in more than one food policy council or network, data may be combined and reported in aggregate.

Tip: A food policy council/network can be a formal, city based group with policy decision making authority, a collection of individuals from community based organizations seeking to work together on food policy issues, or other similar type of networks.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

67) Number of food policy councils/networks in the planning stage

68) Food policy councils/networks formed

Number of food policy councils/networks formed _____
Number of these sanctioned by government _____

69) Level of government sanction

- None
- Local
- State
- Regional

70) Number of council/network meetings held

71) Sum of all meeting hours

72) Number of organizations represented on the council(s) or network(s)

73) Number of individuals on the council(s) or network(s)

74) Of the total number of individual council/network members identified in Q73, indicate how many members represented each of the following categories:

Note: the values entered across all categories below should total to the value entered in Q73.

Cooperative extension	_____
Environmental and sustainable community groups	_____
Farmers and farm groups	_____
Food/agriculture agency organizations	_____
Food banks and anti-hunger organizations	_____
Food bank processors/retailers	_____
Locally elected leaders	_____
Parks and recreation	_____
Public health and nutrition	_____
Urban gardening organizations	_____
Other	_____
Specify "other" above	_____

75) Number of residents living in region of network

Section 10: Food Policies

Reporting for the activity: %q22lbl%

This section collects data on food policy work completed during this reporting period. For projects involved in more than one food policy effort, data may be combined and reported in aggregate.

Tip: Food policy work could be specific to the actions of a food policy council submitting formal city policy changes as well as more informal food policy associations. For example, a youth group who advocated for their school cafeteria to eliminate soda from their vending machines or a neighborhood association obtaining signatures from local grocers agreeing to identify where their produce comes from.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY09 (10/01/08 to 09/30/09). Enter all numeric values without special characters. For example, enter "\$1,000" as "1000".

76) Number of policies in the development phase

77) Number of policies introduced/pursued

78) Number of policies implemented

79) Policy action(s) (please check all that apply):

- Removing barriers
- Providing resources
- Guiding or restricting development

80) Type of policy(ies) (please check all that apply):

- Creating access for consumers
- Market and economic development
- Procurement policy
- Infrastructure development for local food system
- Nutritional guidelines
- City planning, zoning
- Policy requiring better coordination among health, nutrition, education, agriculture and other sectors
- Emergency food
- Access to land for food protection
- System-wide change including two or more elements above
- Other (please specify)

If you selected other, please specify

81) Intended impact(s) of policy(ies) (please check all that apply):

- Behavior or business practice changes
- Institutional relationship changes
- Measurable health impacts of residents

82) Level of policy jurisdiction(s) (please check all that apply):

- Institutional
- County
- Regional
- City
- State
- Federal

83) Current status of policy(ies) (please check all that apply)

- Introduced
- Authorized
- Implemented
- Rejected
- Enacted
- Unknown

84) Number of residents affected by policy(ies)

85) Land affected by policy(ies)

Amount of land affected by policy(ies) _____

Indicate if the area above is in square miles, _____
acres, or square feet

1=sq. mi.
2=acres
3=sq. ft.

86) Do(es) the policy(ies) target underserved populations?

- Yes
- No

Thank you for your responses. Click the "Back" button to review your responses. Once you have completed and reviewed this form, click "Submit" to send Part B: **Activity Reporting: %q22bl%** results for your project. Once you submit Part B for this activity, you will be unable to make any changes to your responses. After submitting Part B data on one activity, you will be given the opportunity to return to Part B: Activity Reporting and report on additional activities.

Also, a copy of the data you submit for Part B will be sent to the email address listed in Q5 at the beginning of the survey for verification. You are also encouraged to print a copy of your responses using your Web browser's print function. Note that printing from the browser will print only the current section of the COTF and not the entire form.