

FVAP EASE 2.0 Data Report



DEFENSE HUMAN RESOURCES ACTIVITY
FEDERAL VOTING ASSISTANCE PROGRAM
4800 MARK CENTER DRIVE, SUITE 03J25-02
ALEXANDRIA, VA 22350-4000

The due date for submission is sixty (60) days after each federal election. An online submission mechanism will be in place for data report submission in the future. Until the activation of this online reporting system, this workbook must be used.

Key Terms:

UOCAVA: The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) is federal legislation designed to ensure that absent Uniformed Service Members and members of the Merchant Marine, their dependents, and overseas U.S. citizens have adequate opportunity to successfully cast their ballot in federal elections.

UOCAVA voter: Members of the Uniformed Services or Merchant Marine who are absent from their voting jurisdiction due to their service. Spouses and dependents of members of the Uniformed Services or Merchant Marine who are absent from their voting jurisdiction as well as U.S. citizens residing outside the United States and its territories.

non-UOCAVA voter: For this report, a non-UOCAVA voter is defined as any voter who votes absentee. These voters are not covered by UOCAVA. This does not include those who vote in person before election day.

FPCA: The Federal Post Card Application (FPCA) form that UOCAVA voters use to simultaneously apply to register to vote and request an absentee ballot.

non-FPCA: This is a form used by voters to register and/or request an absentee ballot, other than the FPCA. Examples include: the State voter registration form, the State absentee ballot application, National Mail Voter Registration Form, etc.

E45: This is the ballot transmission deadline for UOCAVA ballots as stated in the UOCAVA. For this report, "E" is the election day and the number is the days before the election.

Prepared by: _____ Date: _____

Submit the data report workbook to the FVAP Program Officer.

Submit the cover sheet of the data report workbook to the DHRA Grants Officer and the DCMA Administrative Grants Officer.

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QID	All recipients must answer the standard questions. Recipients must also answer the program specific questions that relate to their area(s) of research.					
	Please see the data dictionary tab for further clarification of each question below.	before E45 UOCAVA	after E45 UOCAVA	UOCAVA Total	non- UOCAVA	Total
	STANDARD QUESTIONS					
1	Number of registered voters.					
	FPCA					
2	Number of voters who submitted an FPCA.					
3	Number of FPCAs deficient as submitted.					
4	Number of deficient FPCAs processed.					
	Non-FPCA Registration					
5	Number of voters who submitted a non-FPCA for registration before the registration deadline.					
6	Number of voters who submitted a non-FPCA registration after the deadline.					
	Non-FPCA Request					
7	Number of voters who submitted a non-FPCA ballot request before the ballot request deadline.					
8	Number of voters who submitted a non-FPCA ballot request after the deadline.					
	Absentee Ballot Delivery					
9	Number of voters sent an absentee ballot.					
10	Number of voters sent an absentee ballot by postal mail, commercial carrier or proxy.					
11	Number of these absentee ballots returned to election official as undeliverable.					
12	Number of voters sent an absentee ballot by fax or email.					

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13	Number of these absentee ballots returned to election official as undeliverable.					
14	Number of voters sent an absentee ballot via the FVAP grant developed system.					
15	Number of these absentee ballots returned to election official as undeliverable.					
	Absentee Ballot Return					
16	Number of voters returning their absentee ballot <u>before</u> the ballot return deadline.					
17	Number of absentee ballots counted.					
18	Number of voters returning their absentee ballot <u>after</u> the ballot return deadline.					
19	Number of voters returning an absentee ballot by postal mail, commercial carrier or proxy <u>before</u> the ballot return deadline.					
20	Number of these absentee ballots returned in the office provided return envelope.					
21	Number of these absentee ballots returned in a different envelope.					
22	Number of voters returning an absentee ballot by postal mail, commercial carrier or proxy <u>after</u> the ballot return deadline.					
23	Number of these absentee ballots returned in the office provided return envelope.					
24	Number of these absentee ballots returned in a different envelope.					
25	Number of voters returning the absentee ballot by fax or email <u>before</u> the ballot return deadline.					
26	Number of voters returning the absentee ballot by fax or email <u>after</u> the ballot return deadline.					
27	Number of voters returning the absentee ballots through an online/ ballot upload system <u>before</u> the ballot return deadline.					

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28	Number of voters returning the absentee ballots through an online/ ballot upload system <u>after</u> the ballot return deadline.					
PROGRAM SPECIFIC QUESTIONS Answer the set of questions below that relate to your specific area(s) of research.						
Online Ballot Delivery Research						
29	Number of voters who accessed the online ballot delivery system.					
30	Number of voters who requested delivery of their absentee ballot through the online system.					
31	Number of ballots downloaded.					
32	Number of voters who downloaded a ballot.					
33	Number of voters who downloaded the ballot multiple times.					
34	Number of downloads from foreign IP addresses.					
35	Number of downloads from domestic IP addresses.					
36	Please provide comments from voters in separate attachment.	Separate Document				
Single POC Research						
37	Number of jurisdictions consolidated.	Narrative				
38	List additional staff and/or resources needed for this program.					
39	What issues, if any, adversely affected meeting scheduled milestones?					
40	What was done to address these issues?					
41	Do you feel the issues were systemic or singular?					
42	What preventative measures can be used to help things go more smoothly next time?					
43	Are there any "best practices" you can derive from this project?					
44	Please provide comments from voters.					

Q ID	All recipients must answer the standard questions. Recipients must also answer the program specific questions that relate to their area(s) of research.	before E45 UOCAVA	after E45 UOCAVA	UOCAV A total	non UOCAVA	Total
	STANDARD QUESTIONS					
1	Number of registered voters.	This is the number of UOCAVA voters who are registered on/before E45.	This is the number of UOCAVA voters who registered during the time period of E44 to the registration deadline.	Formula: C3 + D3	This is the number of non-UOCAVA voters registered before the registration deadline.	Formula: E3 + F3
	FPCA					
2	Number of voters who submitted an FPCA.	This is the number of UOCAVA voters with a valid FPCA on file at E45.	This is the number of UOCAVA voters that submitted an FPCA during the time period of E44 to Election Day.	Formula: C5+ D5	This number should be 0 as non-UOCAVA voters do not use this form.	Formula: E5+ F5
3	Number of deficient FPCAs submitted.	This is the number of UOCAVA voters that submitted an FPCA on/before E45 lacking pertinent information. Examples of this include: no signature, wrong jurisdiction, method of submission not allowed, etc.	This is the number of UOCAVA voters that submitted an FPCA during the time period of E44 to Election Day lacking pertinent information. Examples of this include: no signature, wrong jurisdiction, method of submission not allowed, etc.	Formula: C6+D6	This number should be 0 as non-UOCAVA voters do not use this form.	Formula: E6 + F6
4	Number of deficient FPCAs processed.	This is the number of UOCAVA voters who submitted a deficient FPCA on/before E45 and were successfully processed after corrections were made by the voter.	This is the number of UOCAVA voters who submitted a deficient FPCA during the time period of E44 to Election Day and were successfully processed after corrections were made by the voter.	Formula: C7+D7	This number should be 0 as non-UOCAVA voters do not use this form.	Formula: E7 + F7
	Non-FPCA Registration					
5	Number of voters who submitted a non-FPCA for registration before the registration deadline.	This is the number of valid UOCAVA non-FPCA registrations on file on/before E45.	This is the number of valid UOCAVA voters who submitted a non-FPCA for registration during the time period of E44 to the registration deadline.	Formula: C9+D9	This is the number of non-UOCAVA voters registered before the registration deadline. This should be the same number as F1.	Formula: E9+F9
6	Number of voters who submitted a non-FPCA registration after the deadline.	This number should be 0.	This is the number of UOCAVA voters who submitted a non-FPCA for registration between the registration deadline and the election. If there is no registration deadline in your jurisdiction, enter the number of registrations submitted during the time period of E44 to Election Day.	Formula: C10+D10	This is the number of registration applications received by non-UOCAVA voters after the registration deadline.	Formula: E10+F10
	Non-FPCA Request					
7	Number of voters who submitted a non-FPCA ballot request before the ballot request deadline.	This is the number of voters who submitted a valid UOCAVA absentee ballot request on/before E45.	This is the number of UOCAV voters who submitted a valid non-FPCA absentee ballot request during the time period of E44 to the ballot request deadline.	Formula: C12+D12	This is the number of non-UOCAVA voters who submitted an absentee ballot request before the ballot request deadline.	Formula: E12+F12

8	Number of voters who submitted a non-FPCA ballot request after the deadline.	This number should be 0.	This is the number of valid UOCAVA voters who submitted a non-FPCA ballot request after the request deadline and before the election.	Formula: C13+D13	This is the number of non-UOCAVA voters who submitted an absentee ballot after the absentee ballot request deadline and before the election.	Formula: E13+F13
Absentee Ballot Delivery						
9	Number of voters sent an absentee ballot (exclude in person).	This is the number of UOCAVA voters sent an absentee ballot. The voter requested the absentee ballot on/before E45.	This is the number of UOCAVA voters sent an absentee ballot. The voter requested the absentee ballot during the time period of E44 to the request deadline.	Formula: C15+D15	This is the number of non-UOCAVA voters sent an absentee ballot. This does not include voters who voted in person before the election.	Formula: E15+F15
10	Number of voters sent an absentee ballot by postal mail, commercial carrier or proxy.	This is the number of UOCAVA voters sent an absentee ballot by mail, commercial carrier or proxy. The voter requested the ballot on/before E45.	This is the number of UOCAVA voters sent an absentee ballot by mail, commercial carrier or proxy. The voter requested the ballot during the time period of E44 to the request deadline.	Formula: C16+D16	This is the number of non-UOCAVA voters sent an absentee ballot by mail, commercial carrier, or proxy.	Formula: E16+F16
11	Number of these absentee ballots returned to election	This is the number of absentee ballots sent in C16 returned as undeliverable.	This is the number of absentee ballots sent in D16 returned as undeliverable.	Formula: C17+D17	This is the number of absentee ballots sent in F16 returned as undeliverable.	Formula: E17+F17
12	Number of voters sent an absentee ballot by fax or email.	This is the number of UOCAVA voters sent an absentee ballot by email or fax. The voter requested the ballot on/before E45.	This is the number of UOCAVA voters sent an absentee ballot by email or fax. The voter requested the ballot during the time period of E44 to the request deadline.	Formula: C18+D18	This is the number of non-UOCAVA voters sent an absentee ballot by fax or email. Enter 0 if non-UOCAVA voters are not permitted to receive an absentee ballot via fax or email.	Formula: E18+F18
13	Number of these absentee ballots returned to election	This is the number of absentee ballots sent in C18 returned as undeliverable.	This is the number of absentee ballots sent in D18 returned as undeliverable.	Formula: C19+D19	This is the number of absentee ballots sent in F18 returned as undeliverable.	Formula: E19+F19
14	Number of voters sent an absentee ballot via the FVAP grant developed system.	This is the number UOCAVA voters sent an absentee ballot through the grant developed system. The voter requested the ballot on/before E45. Enter 0 if the grant funded system is not for ballot delivery.	This is the number of UOCAVA voters sent an absentee ballots through the grant developed system. The voter requested the ballot during the time period of E44 to the request deadline. Enter 0 if the grant funded system is not for ballot delivery.	Formula: C20+D20	This is the number of non-UOCAVA voters sent an absentee ballots sent through the grant funded system. Enter 0 if the system is not available to non-UOCAVA voters. Enter 0 if the grant funded system is not for ballot delivery.	Formula: E20+F20
15	Number of these absentee ballots returned to election official as undeliverable.	This is the number of ballots sent in C20 returned as undeliverable or never downloaded by the voter.	This is the number of ballots sent in D20 returned as undeliverable or never downloaded by the voter.	Formula: C21+D21	This is the number of ballots sent in F20 returned as undeliverable or never downloaded by the voter. Enter 0 if the system is not available to non-UOCAVA voters.	Formula: E21+F21
Absentee Ballot Return						
16	Number of voters returning their absentee ballot before the ballot return deadline.	This is the number of UOCAVA voters returning an absentee ballot before the ballot return deadline. The voter requested the absentee ballot on/before E45.	This is the number of UOCAVA voters returning an absentee ballot before the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline.	Formula: C23+D23	This is the number of non-UOCAVA voters returning an absentee ballot before the ballot return deadline.	Formula: E23+F23
17	Number of absentee ballots counted.	This is the number of ballots in C23 that were counted.	This is the number of ballots in D23 that were counted.	Formula: C24+D24	This is the number of ballots in F23 that were counted.	Formula: E24+F24

18	Number of voters returning their absentee ballot <u>after</u> the ballot return deadline.	This is the number of UOCAVA voters whose absentee ballot was received after the ballot return deadline. The voter requested the absentee ballot on/before E45.	This is the number of UOCAVA voters whose absentee ballot was received after the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline.	Formula: C25+D25	This is the number non-UOCAVA voters whose absentee ballots was received after the ballot return deadline.	Formula: E25+F25
19	Number of voters returning an absentee ballot by postal mail, commercial carrier or proxy <u>before</u> the ballot return deadline.	This is the number of UOCAVA voters who returned the absentee ballot before the ballot return deadline. The voter requested the absentee ballot on/before E45. The absentee ballot was returned by postal mail, commercial carrier or proxy.	This is the number of UOCAVA voters who returned the absentee ballot before the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline. The absentee ballot was returned by postal mail, commercial carrier or proxy.	Formula: C26+D26	This is the number of non-UOCAVA voters who returned the absentee ballot before the ballot return deadline. The absentee ballot was returned by postal mail, commercial carrier or proxy.	Formula: E26+F26
20	Number of these absentee ballots returned in the office provided return envelope.	This is the number of absentee ballots in C26 returned in the official ballot envelope supplied in the absentee ballot package.	This is the number of absentee ballots in D26 returned in the official ballot envelope supplied in the absentee ballot package.	Formula: C27+D27	This is the number of absentee ballots in F26 returned in the official ballot envelope supplied in the absentee ballot package.	Formula: E27+F27
21	Number of these absentee ballots returned in a different envelope.	This number is the number of absentee ballots in C26 returned in a different envelope than the one sent to the voter in the absentee ballot package.	This number is the number of absentee ballots in D26 returned in a different envelope than the one sent to the voter in the absentee ballot package.	Formula: C28+D28	This number is the number of absentee ballots in F26 returned in a different envelope than the one sent to the voter in the absentee ballot package.	Formula: E28+F28
22	Number of voters returning an absentee ballot by postal mail, commercial carrier or proxy <u>after</u> the ballot return deadline.	This is the number of UOCAVA voters who returned the absentee ballot after the ballot return deadline. The voter requested the absentee ballot on/before E45. The absentee ballot was returned by postal mail, commercial carrier or proxy.	This is the number of UOCAVA voters who returned the absentee ballot after the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline. The absentee ballot was returned by postal mail, commercial carrier or proxy.	Formula: C29+D29	This number represents the total number of non-UOCAVA voters who returned absentee ballot after the ballot return deadline. The absentee ballot was returned by postal mail, commercial carrier or proxy.	Formula: E29+F29
23	Number of these ballots returned in the office provided return envelope.	This is the number of ballots in C29 returned in the official ballot envelope supplied to the voter in the absentee ballot package.	This is the number of ballots in D29 returned in the official ballot envelope supplied to the voter in the absentee ballot package.	Formula: C30+D30	This is the number of ballots in F29 returned in the official ballot envelope supplied to the voter in the absentee ballot package.	Formula: E30+F30
24	Number of these ballots returned in a different envelope.	This is the number of ballots in C29 returned in a different envelope than the one supplied to the voter in the absentee ballot package.	This is the number of ballots in D29 returned in a different envelope than the one supplied to the voter in the absentee ballot package.	Formula: C31+D31	This is the number of ballots in F29 returned in a different envelope than the one supplied to the voter in the absentee ballot package.	Formula: E31+F31
25	Number of voters returning the absentee ballot by fax or email <u>before</u> the ballot return deadline.	This is the number of UOCAVA voters who returned the absentee ballot before the ballot return deadline. The voter requested the absentee ballot on/before E45. The absentee ballot was returned by fax or email. Enter 0 if fax or email is not an acceptable form of ballot return for UOCAVA voters.	This is the number of UOCAVA voters who returned the absentee ballot before the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline. The absentee ballot was returned by fax or email. Enter 0 if fax or email is not an acceptable form of ballot return for UOCAVA voters.	Formula: C32+D32	This is the number of non-UOCAVA voters who returned the absentee ballot before the ballot return deadline. The absentee ballot was returned by fax or email. Enter 0 if fax or email is not an acceptable form of ballot return for non-UOCAVA voters.	Formula: E32+F32

26	Number of voters returning the absentee ballot by fax or email <u>after</u> the ballot return deadline.	This is the number of UOCAVA voters who returned the absentee ballot after the ballot return deadline. The voter requested the absentee ballot on/before E45. The ballot was returned by fax or email. Enter 0 if fax or email is not an acceptable form of ballot return for UOCAVA voters.	This is the number of UOCAVA voters who returned the absentee ballot after the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline. The ballot was returned by fax or email. Enter 0 if fax or email is not an acceptable form of ballot return for UOCAVA voters.	Formula: C33+D33	This is the number of non-UOCAVA voters who returned the absentee ballot after the ballot return deadline. The ballot was returned by fax or email. Enter 0 if fax or email is not an acceptable form of ballot return for non-UOCAVA voters.	Formula: E33+F33
27	Number of voters returning the absentee ballots through an online/ ballot upload system <u>before</u> the ballot return deadline	This is the number of UOCAVA voters who returned the absentee ballot before the ballot return deadline. The voter requested the absentee ballot on/before E45. The absentee ballot was returned through an online/ballot upload system. Enter 0 if the online/ballot upload system is not an acceptable/available form of ballot return for UOCAVA voters.	This is the number of UOCAVA voters who returned the absentee ballot before the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline. The absentee ballot was returned through an online/ballot upload system. Enter 0 if the online/ballot upload system is not an acceptable/available form of ballot return for UOCAVA voters.	Formula: C34+D34	This is the number of non-UOCAVA voters who returned the absentee ballot before the ballot return deadline. The absentee ballot was returned through an online/ballot upload system. Enter 0 if the online/ballot upload system is not an acceptable form of ballot return for non-UOCAVA voters.	Formula: E34+F34
28	Number of voters returning the absentee ballots through an online/ ballot upload system <u>after</u> the ballot return deadline.	This is the number of UOCAVA voters who returned the absentee ballot after the ballot return deadline. The voter requested the absentee ballot on/before E45. The ballot was returned through an online/ballot upload system. Enter 0 if the online/ballot upload system is not an acceptable/available form of ballot return for UOCAVA voters.	This is the number of UOCAVA voters who returned the absentee ballot after the ballot return deadline. The voter requested the absentee ballot during the time period of E44 to the request deadline. The ballot was returned through an online/ballot upload system. Enter 0 if the online/ballot upload system is not an acceptable/available form of ballot return for UOCAVA voters.	Formula: C35+D35	This is the number of non-UOCAVA voters who returned the absentee ballot after the ballot return deadline. The ballot was returned through an online/ballot upload system. Enter 0 if the online/ballot upload system is not an acceptable form of ballot return for non-UOCAVA voters.	Formula: E35+F35
	PROGRAM SPECIFIC QUESTIONS					
	Online Ballot Delivery System					
29	Number of voters who accessed the online ballot delivery system.	This is the number of UOCAVA voters who accessed the system and submitted an FPCA on/before E45. This should not include the number of times a voter accesses the system.	This is the number of UOCAVA voters who accessed the system and submitted an FPCA during the time period of E44 to the request deadline. This should not include the number of times a voter accesses the system.	Formula: C38+D38	This is the number of non-UOCAVA voters who accessed the system. It should not include the number of times a voter accesses the system. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E38+F38
30	Number of voters who requested delivery of their absentee ballot through the online system.	This is the number of UOCAVA voters who requested delivery of their absentee ballot through the online system. The voter requested the ballot on/before E45.	This is the number of UOCAVA voters who requested delivery of their absentee ballot through the online system. The voter requested the absentee ballot during the time period of E44 to the request deadline.	Formula: C39+D39	This is the number of non-UOCAVA voters who requested delivery of their absentee ballot through the online system. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E39+F39

31	Number of ballots downloaded.	This is the total number of ballots downloaded by UOCAVA voters using the online ballot delivery system. The voter requested the absentee ballot on/before E45.	This is the total number of ballots downloaded by UOCAVA voters using the online ballot delivery system. The voter requested the absentee ballot during the time period of E44 to the request deadline.	Formula: C40+D40	This is the total number of ballots downloaded by non-UOCAVA voters using the online ballot delivery system. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E40+F40
32	Number of voters who downloaded a ballot.	This is the number of UOCAVA voters that downloaded a ballot through the online system. The voter requested the absentee ballot on/before E45.	This is the number of UOCAVA voters that downloaded a ballot through the online system. The voter requested the absentee ballot during the time period of E44 to the request deadline.	Formula: C41+D41	This is the number of non-UOCAVA voters that downloaded a ballot through the online system. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E41+F41
33	Number of voters who downloaded the ballot multiple times.	This is the number of UOCAVA voters that downloaded the ballot multiple times. The voter submitted an FPCA on/before E45.	This is the number of UOCAVA voters that downloaded the ballot multiple times. The voter submitted an FPCA during the time period of E44 to the request deadline.	Formula: C42+D42	This is the number of duplicate ballots downloaded by non-UOCAVA voters. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E42+F42
34	Number of downloads from foreign IP addresses.	This is the number of UOCAVA voters that downloaded the absentee ballot from a foreign IP address. The voter requested the absentee ballot on/before E45. If you would like to include a list of the locations, please do this on a separate tab.	This is the number of UOCAVA voters that downloaded the absentee ballot from a foreign IP address. The voter requested the absentee ballot during the time period of E44 to the request deadline. If you would like to include a list of the locations, please do this on a separate tab.	Formula: C43+D43	This is the number of non-UOCAVA voters that downloaded the absentee ballot from a foreign IP address. If you would like to include a list of the locations, please do this on a separate tab. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E43+F43
35	Number of downloads from domestic IP addresses.	This is the number of UOCAVA voters that downloaded the absentee ballot from a domestic IP address. The voter requested the absentee ballot on/before E45. If you would like to include a list of the locations, please do this on a separate tab.	This is the number of UOCAVA voters that downloaded the absentee ballot from a domestic IP address. The voter requested the absentee ballot during the time period of E44 to the request deadline. If you would like to include a list of the locations, please do this on a separate tab.	Formula: C44+D44	This is the number of non-UOCAVA voters that downloaded the absentee ballot from a domestic IP address. If you would like to include a list of the locations, please do this on a separate tab. Enter 0 if the online ballot delivery system is not available to non-UOCAVA voters.	Formula: E44+F44
36	Please provide comments from voters (separate attachment)	These comments can come from emails, surveys, documentation of phone calls, etc. Please provide these in a separate attachment.				
	Single POC					
37	Number of jurisdictions consolidated.	This is a narrative of your experience with establishing a single point of contact. Please address all questions listed in question/answer format. The responses will serve as a lessons learned document that we may post directly on our website. These questions do not need to be categorized by voter type.				
38	List additional staff and or resources needed for this program.					
39	What issues, if any, adversely affected meeting scheduled milestones?					
40	What was done to address these issues?					
41	Do you feel the issues were systemic or singular?					
42	What preventative measures can be used to help things go more smoothly next time?					
43	Are there any new "best practices" you can derive from this project?					

44	Please provide comments from voters.	These comments can come from emails, surveys, documentation of phone calls, etc.
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