

For: State Offices and FSA FLP Appraisers

Farm Loan Programs (FLP) Appraisal Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Purpose

This notice informs State Offices of the date and location for training being provided to all full and part-time FSA FLP appraisers. FLP has implemented a redesigned commercial-off-the-shelf appraisal software package that was released by the contractor in 2004. The application also has enhancements to the automated FSA-1922-1 and FSA-1922-9. Training will include instruction on recently delivered GIS and GPS tools and how these tools can assist FSA FLP appraisers. In addition, this notice addresses what needs to be installed on the appraiser’s laptop computers and equipment they will need to bring to the training session.

B Contact

If there are questions about:

- training issues, contact Steven Rubin, Program Development and Economic Enhancement Division (PDEED) at 202-690-8595
- Uniform Standards of Professional Appraisal Practice (USPAP) training issues, contact Chris Greenwalt, PDEED at 202-690-0431
- lodging/hotel issues, contact Terry Martz, Management Services Division (MSD) at 202-720-3135.

Disposal Date	Distribution
May 1, 2005 3-1-05	State Offices and all FSA FLP Appraisers

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2 Training Schedule

A Location, Hotel Information, and Dates

The training will be held at the:

Radisson Plaza-Warwick Hotel Philadelphia
1701 Locust Street
Philadelphia, Pennsylvania 19103-6179
215-735-6000.

The training will begin on Monday, March 21, 2005, at 8 a.m. for **all full and part-time FSA FLP appraisers**. This training session will end Thursday, March 24, 2005, at 5 p.m. If you have registered with the National Office for the required 7 hour USPAP training, that training will be provided on Friday, March 25, 2005, starting at 8 a.m. and ending at 4:40 p.m. See Exhibit 1 for a list of appraisers who had notified the National Office requesting USPAP training.

Sunday and Friday will be travel days for many participants. Those appraisers taking the Friday USPAP training are authorized to travel home on Saturday, if needed.

A block of rooms has been reserved with check-in on Sunday, March 20, 2005.

Participants shall:

- make reservations by calling the Radisson Plaza-Warwick Hotel Philadelphia directly at 215-735-6000 by Friday, **March 4, 2005**
- identify themselves as a participant of the “**FSA Appraisal Training Meeting**”.

The room:

- rate is \$116, plus tax each night

Note: Tax will be reimbursed as a miscellaneous expense.

- must be guaranteed by using a major credit card.

Note: The hotel provides a full complimentary breakfast for overnight guests each day.

Participants who do not cancel their reservations 24 hours before the arrival date will be charged for 1 night's lodging.

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2 Training Schedule (Continued)

C Appraisal Training

A registration table will be set up at the hotel on Monday morning starting at 7:30 a.m. Participants will be:

- provided with information packets and training material
- given breakout room assignments at registration.

All full and part-time FSA FLP appraisers must attend this training session. Training shall start each morning at 8 a.m. Monday morning will be a general session. After the general session, participants will go to their assigned breakout session.

The Thursday training session will be dedicated to GIS/GPS software and hardware tools. During this session, participants will be outside for some hands-on exercises. Remember to dress appropriately as we will be doing the training exercise at a nearby park.

D USPAP Training

The National Office had a pre-registration for those appraisers needing the required 7 hour USPAP training.

- Training will be provided on Friday, March 25, 2005, starting at 8 a.m.
- Only those appraisers listed in Exhibit 1 are authorized to attend the training session.
- Saturday travel to return home may be authorized for individuals in Exhibit 1.
- Participants for the USPAP training need to bring their 2005 USPAP and Advisory Opinions book to the training. These books were sent to appraisers in January by the National Office. Those not having their books at the training will not be allowed to attend.
- Appraisers need to contact Chris Greenwalt if additional copies of the 2005 USPAP and Advisory Opinions book are needed.

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2 Training Schedule (Continued)

E Travel Authorizations

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Philadelphia, Pennsylvania is \$167 (\$116 for lodging and \$51 for M&IE) per day.

Participants are responsible for making their own travel arrangements as soon as possible using the most efficient means of transportation.

Travel for Federal participants shall be charged to Washington-controlled FLP travel funds. See 98-FI, Exhibit 11.

F Airport Transportation

Transportation from the Philadelphia Airport to the Radisson Plaza-Warwick Hotel Philadelphia is available through either of the following:

- taxi which generally costs about \$20
- Lady Liberty Shuttle Service which is located at ground transportation for \$8 one-way.

Self-parking is available at the hotel for \$24 per day or across the street at a public lot for \$12 per day.

3 Participant Information

A Training Participants

All full and part-time FSA FLP appraisers are required to attend this training session. Only those participants pre-registered for the USPAP training on Friday are authorized to attend that session.

B Documenting Training

Participants or the State Training Officer shall document this training course by using I-CAMS. The I-CAMS number is 020149.

Participants shall direct questions about processing in ICAMS to their State Training Officer.

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3 Participant Information (Continued)

C What to Bring to the Training and IT Needs

State IT must verify by Friday, March 4, 2005, that the appraiser's laptops have all the required software loaded needed for the training. Verification e-mails shall be sent to Steven Rubin at Steven.Rubin@wdc.usda.gov.

Each participant must bring the following to the training.

- Appraisal laptop with the following software loaded:
 - Appraisal Studio
 - DNR Garmin 4.4
 - MapSource 5.4
 - ArcGIS 8.3.

Notes: Installation instructions will be e-mailed to all appraisers.

Laptops need to have a reasonable amount of free space available on the hard drive.

- Laptop power cord, CD-Rom drive, Ethernet card and connector, and external mouse (if desired).
- Keys for ArcGIS that plug into the USB or parallel port on the laptop.
- GPS units without the backpack.
- Extra batteries for the GPS unit and the interface cable to allow for a hookup to the laptop.

Notes: Appraisers should:

- test the GPS unit and laptop connections before attending the training to ensure everything is in working order
- become familiar with the GPS unit, plot some coordinates, and at least attempt to upload and download a point to ArcGIS before the training. Instructions will be e-mailed to each appraiser.
- GIS data for their area on CD or on the C: drive.

Note: This data can be obtained from FSA GIS Staff, NRCS, or downloaded from the NRCS Gateway. Instructions will be e-mailed to each appraiser.

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3 Participant Information (Continued)

C What to Bring to the Training and IT Needs (Continued)

- Those taking the USPAP Friday session must bring their 2005 USPAP and Advisory Opinions book or they will not be able to attend this session.
- Some training material will be electronically available to the appraisers through a download. When received, appraisers must print the training material and bring it with them to the training. Other material will be provided at the training.

D Reasonable Accommodations

Each participant should notify the airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Steven Rubin by telephone at 202-690-8595 or by e-mail at **Steven.Rubin@wdc.usda.gov** by March 4, 2005.

Appraisers Registered for the Friday Session USPAP Course

State	Name
Arizona	Woody Thomas
California	John Oosterman
	David Widlund
Colorado	Bob Puckett
District of Columbia	Sam Snyder
Florida	Theodore James
Iowa	Dennis Judkins
Idaho	Tom Dobbin
Kentucky	Paul Moore
Louisiana	Gary Evans
Maryland/Delaware	Phil Bowman
Maine	Steven Taylor
Minnesota	John Rollins
	Terry Smith
	Jeff Johnson
Missouri	Richard Vulgamott
	Gary Harris
Mississippi	Charles Cole
	Tom King
Montana	Randy Biehl
North Dakota	Lynn Hodgins
Nebraska	Richard Darling
New Jersey	Kevin Murphy
New York	Rebecca Stone
	Chris Tarr
Ohio	Jerry Hines
Pennsylvania	Larry Difiore
Puerto Rico	Carlos Colon
South Carolina	Bobby Fleming
	Buddy Richardson
Tennessee	Jeff Williams
	Gary Obrien
Utah	Glenn Wood
Virginia	Joe Edwards
	Lisa Hamilton
Vermont/New Hampshire	Dale Thompson
Washington	John Didenhover