

For: State and County Offices

2000 Land Value Survey (LVS) Report (EIP-51R)

Approved by: Acting Administrator



1 Overview

**A
Background**

The annual LVS Report (EIP-51R) for 2000 for farm and ranch land values and cash rents replaces the series of annual Agricultural Foreign Investment Disclosure Act (AFIDA) surveys that began in the 1980's and was last conducted in 1998. The new LVS Report will collect information similar to the old AFIDA survey, but the reporting, approval, and assembly of the data will occur through the FSA Intranet.

The information provided by this survey is very important to USDA and FSA. FSA uses this information in Agency programs and policies. In addition, National Agricultural Statistics Service (NASS) will use this information to assist in developing official annual State-level estimates of agricultural land values.

Note: It is extremely important that great care and attention be given to providing accurate and complete information when preparing the survey reports.

Since the last survey, the reporting processes have been converted to a fully automated, on-line, Intranet-based system. When the County Offices complete the report, the survey information becomes immediately available to the following:

- State Office for review and approval
- FSA National Office.

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Disposal Date	Distribution
October 1, 2001	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

A

Background (Continued)

This new process will make it easier for everyone in FSA, from the County Offices to the National Office, to develop and use more accurate, complete, and consistent farm and ranch land value and cash rental data.

In addition, because of the internal edit procedures included in the LVS Report software, County Offices must review and correct any errors in the 1998 AFIDA survey data using this Intranet-based system.

B

Purpose

This notice:

- provides State and County Offices with instructions for completing and reviewing the 2000 LVS Report for obtaining county-level estimates of the following:
 - average per-acre value for farm and ranch land and improvements, excluding residences, barns, and other buildings considered part of a farm or ranch
 - average per-acre cash rents **or** cash rent equivalent of share rents for cropland and pasture
 - directs State and County Offices to make any necessary corrections to the 1998 AFIDA survey data
 - directs State Offices on the security procedures necessary to access the 2000 LVS Report system.
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Contact

If technical assistance is required by the County Office, contact the State Computer Specialist. If further assistance is needed, the State Offices shall contact the National Help Desk.

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2 Action

A General Provisions

State and County Offices shall use the Netscape browser to access the LVS system.

County Offices shall review 1998 AFIDA survey data and correct any errors.

State and County Offices shall complete the 2000 LVS Report according to instructions in this notice and those provided from the **Help** button on the State or County LVS Menu at <http://intranet.fsa.usda.gov/>.

Note: The Help menu content may be printed if needed.

The 1998 AFIDA survey and the 2000 LVS Report can also be printed. When printing either report, the "Page Setup" right and left margins must be set at "0" before printing. Print either report by accessing the print icon on the standard tool bar. Upon completing the LVS Report, return the print margins to the original settings.

One 2000 LVS Report shall be completed by each County Office for their county and any other county for which they have administrative responsibility, before COB May 1, 2001.

State Offices are required to review and approve all 2000 LVS data for each county. County Offices shall modify any survey data, if their State Office determines it necessary, to ensure that the survey reflects current land value and rental market conditions and general geographic consistency within the State.

State Offices will:

- receive an ID and password for the following:
 - their office
 - each County Office
- distribute the ID's and passwords to the appropriate County Offices.

State Offices will receive the ID's and passwords from the Kansas City Information System Security Program Staff (KC-ISSPS). KC-ISSPS will email each State Office a Word document containing a list of the ID's and passwords. The Word document will be password protected. The name of the document will be "LVSstatename.doc", where "statename" will be the name of each State.

State Offices will call KC-ISSPS to obtain the password for the Word document at 816-926-6537.

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2 Action (Continued)

B

County Office Action

County Offices shall complete the LVS Reports for 2000 by COB May 1, 2001. The entries included in the LVS Report shall reflect land value and rental market conditions existing in the county during December 2000. The State Offices will monitor the progress of the County Offices in meeting the reporting deadline through the LVS reporting system.

Before entering 2000 data, County Offices shall review and update any 1998 AFIDA survey data entries that have been determined to be in error. Data from the 1998 survey can be accessed through the County Menu, "Upd 1998" button. If an update or correction of any 1998 data is required, an explanation must be included in the appropriate comment field.

County Offices shall complete the following steps to access a specific County Menu for preparing the annual LVS Report.

Step	Action
1	Open Netscape browser.
2	ENTER http://intranet.fsa.usda.gov/ into the location bar of the Netscape browser to access the USDA FSA Intranet Home Page.
3	Click on "State & Co Intranet".
4	Click on the appropriate State from the map.
5	Select the specific County Office from the drop-down menu.
6	In the Secured Operations column, click on "LVS" to access the LVS System logon screen.
7	Enter the user ID and password and then click on "Logon".
	Note: The State Office will provide the user ID and password.

Notes: FSA-326 is available on the County LVS Menu to assist the County Office in completing the report. FSA-326 is strictly a worksheet or scratch sheet that can be used to assemble and organize the information before completing the report form on-line. To access the worksheet link, click on "LVS Worksheet" in the Navigation tool bar. Using this worksheet is optional and it may be discarded when the on-line report has been completed.

Omniform software is required when printing the FSA-326 worksheet. To download the Omniform software, access the FSA Employee Form Online Website at <http://intranet.fsa.usda.gov/ffasforms/employeeforms.html>.

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2 Action (Continued)

C

**State Office
Action**

State Offices shall complete reviewing and approving the LVS Reports for all the County Offices in the State by COB May 11, 2001. The National Office will observe the progress of the State Offices in meeting the review and approval deadline through the LVS reporting system

State Offices shall complete the following steps to access the LVS Reporting System's State Menu.

Step	Action
1	Open Netscape browser.
2	ENTER http://intranet.fsa.usda.gov/ into the location bar of the Netscape browser to access the USDA FSA Intranet Home Page.
3	Click on "State & Co Intranet".
4	Click on the appropriate State from the map.
5	In the "Secured Operations" column, click on "LVS" to access the LVS System logon screen.
6	Enter the user ID and password and then click on "Logon". Note: KC-ISSPS will provide the user ID and password.

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**National
LVS Maps**

When all County Offices in a State have completed the LVS Report, the National Office will provide each State Office with a set of maps showing the land values and rental data for each reporting county in that State. These maps are to be used to assist in reviewing and approving the 1998 and 2000 data that the County Offices report.

State Offices shall then review and approve the LVS Report submitted by each applicable County Office. State Offices shall have the County Offices correct all survey data, when determined necessary, to ensure the survey data accurately reflects land value and rental market conditions in December 2000 and general geographic consistency within each State before approving the 2000 LVS Report.

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2 Action (Continued)

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**Schedule and
Deadlines**

State and County Offices shall complete the following actions by the indicated deadlines.

Step	Action	Deadline
1	County Offices shall complete the 2000 LVS reports and have ready for the State Office to review.	COB May 1, 2001
2	State Offices shall complete the review and approval of the information provided in the reports from their counties, including having the County Offices make any needed modifications.	COB May 11, 2001
