

For: State and County Offices

Land Value Survey (LVS) Report (EIP-51R) for 2001

Approved by: Administrator



1 Overview

A

Background

The annual LVS Report (EIP-51R) for 2001 for farm and ranch land values and cash rents will continue the process used in 2000.

The information provided by LVS is very important to FSA and USDA. FSA uses this information in Agency programs and policies. In addition, the 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 LVS Reports.

As with the LVS Report for 2000, the reporting processes are a fully automated, on-line, intranet-based system. When the County Offices complete EIP-51R, the LVS data becomes immediately available to the following:

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

This process makes it easy for all FSA employees to develop and use more accurate, complete, and consistent farm and ranch land value and cash rental data.

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Disposal Date	Distribution
October 1, 2002	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B

Purpose

This notice:

- provides State and County Offices with instructions for completing and reviewing the LVS Report for 2001 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 report any necessary corrections to the National Office 2000 LVS data
 - directs State Offices on the security procedures necessary to access the 2001 LVS reporting 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, 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 or Internet Explorer browser to access the LVS system.

County Offices shall:

- review 2000 LVS data
- report any corrections needed to the 2000 LVS data to Jewell Phauls at 202-720-9223 or e-mail Jewel_Phauls@wdc.usda.gov.

State and County Offices shall complete EIP-51R for 2001 according to instructions:

- in this notice
- provided from the **Help** button on the LVS Reporting Systems State Menu
- provided from the **Help** button on the “Prepare” and “Change” Reports in the County LVS Menu.

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

The 1998 and 2000 LVS data and EIP-51R for 2001 can also be printed. When printing these reports:

- set the “Page Setup” right and left margins at “0” before printing
- access the print icon on the standard tool bar
- return the print margins to the original settings after the printing is completed.

One LVS Report for 2001 shall be completed by each County Office for their county and any other county for which they have administrative responsibility, before COB January 31, 2002.

State Offices are required to review and approve all 2001 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
- rental market conditions
- general geographic consistency within the State.

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2 Action (Continued)

A

General Provisions (Continued)

For the LVS Report for 2000, State Offices received a user ID and password for their office and each County Office (the document containing this information is named "LVSstatename.doc", where "statename" is the name of each State). The same user ID and password shall be used for EIP-51R for 2001. State Offices should:

- check their files to ensure they still have these user ID's and passwords
- if last year's user ID's were misplaced, contact the Kansas City Information System Security Program Staff (KC-ISSPS) at 816-926-6537.

Note: KC-ISSPS can reissue this information.

B

County Office Action

County Offices shall complete the LVS Report for 2001 by COB January 31, 2002. The entries included in the LVS Report for 2001 shall reflect land value and rental market conditions existing in the county during December 2001. The State Office shall monitor the progress of the County Offices in meeting the reporting deadline through the LVS reporting system.

Before entering 2001 LVS data, County Offices shall:

- review and report any corrections needed in 2000 LVS data

Note: Data from the LVS Report for 2000 can be accessed through the County Menu, "Inquiry" button.

- report any corrections to Jewell Phauls at 202-720-9223 or e-mail Jewel_Phauls@wdc.usda.gov.

The following information is needed to correct errors:

- State
- County
- item description (irrigated cropland, cash rent, etc.)
- old value
- new value
- short explanation.

Note: No changes will be made without State concurrence.

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2 Action (Continued)

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County Office Action (Continued) County Offices shall complete the following steps to access a specific County Menu for preparing the LVS Report.

Step	Action
1	Open Netscape or Internet Explorer browser.
2	ENTER http://intranet.fsa.usda.gov/ into the location bar of the Netscape or Internet Explorer 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: Use last year’s user ID and password; if misplaced, the State Office can reissue them.

Notes: FSA-326 is available on the County LVS Menu to assist the County Office in completing EIP-51R. 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” on the County Menu. Using this worksheet is optional and may be discarded when the on-line report has been completed.

Omniform software is required when printing FSA-326. To download the Omniform software, access the FSA Employee Forms Online Website at <http://165.221.16.90/dam/ffasforms/employeeforms.html>.

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2 Action (Continued)

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**State Office
Action**

State Offices shall complete reviewing and approving the LVS Report for all the County Offices in the State by COB February 28, 2002. 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 or Internet Explorer browser.
2	ENTER http://intranet.fsa.usda.gov/ into the location bar of the Netscape or Internet Explorer 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: Use last year's user ID and password; if misplaced, KC-ISSPS can reissue them.

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**National
LVS Maps**

At least twice each week during the January-February 2001 period, the National Office will update the intranet-posted State maps showing the land values and rental data for each reporting county in that State. These maps can be used to assist in reviewing and approving the 2001 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 LVS data accurately reflects land value and rental market conditions in December 2001 and general geographic consistency within each State before approving EIP-51R for 2001.

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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 LVS Report for 2001 and have ready for the State Office to review.	COB January 31, 2002
2	State Offices shall complete the review and approval of the information provided in the reports from their County Offices, including having the County Office make any needed modifications.	COB February 28, 2002
