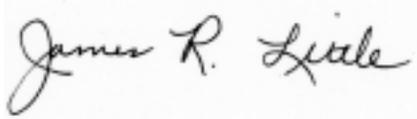


For: State and County Offices

2002 Land Value Survey (LVS) Report (EIP-51R)

Approved by: Administrator



1 Overview

A

Background

The annual EIP-51R for 2002 farm and ranch land values and cash rents will continue the process used in 2001.

The information provided by this survey is very important to USDA and FSA. FSA uses this information in Agency programs and policies, which contributes to administering CRP.

Note: It is extremely important that great care and attention be given to providing accurate and complete information when preparing EIP-51R's.

As with the last 2 surveys, the reporting processes are a fully automated, on-line, Intranet-based system. When County Offices complete EIP-51R, the survey information becomes immediately available to the following:

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

This process makes it easy 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.

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Disposal Date	Distribution
October 1, 2003	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B

Purpose

This notice:

- provides State and County Offices instructions for completing and reviewing EIP-51R 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 concerning LVS data from previous years
 - directs State Offices on the security procedures necessary to access the 2002 LVS Reporting System.
-

C

Contact

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

Notice AO-1275

2 Action

A General Provisions

State and County Offices shall use the Netscape or Internet Explorer browser to access the LVS Reporting System.

County Offices shall:

- review 2001 LVS data
- report any corrections needed to Veronica L. Gray by either of the following:
 - telephone at 202-720-6733
 - e-mail at **Vgray@wdc.usda.gov**.

State and County Offices shall complete EIP-51R according to instructions in this notice and those provided from the **Help** button on the State Menu and in the “Prepare” and “Change” Reports in the County LVS Menu.

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

The 1998, 2000, and 2001 survey data and EIP-51R can also be printed. When printing, the “Page Setup” right and left margins must be set at “0” before printing. Print by accessing the print icon on the standard tool bar. Upon completing EIP-51R, return the print margins to the original settings.

One EIP-51R shall be completed by each County Office for its county and any other county for which the County Office has administrative responsibility, before COB January 31, 2003.

State Offices are required to review and approve all 2002 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.

For the 2001 LVS, State Offices received an ID and password for their office and each County Office.

Note: The document containing this information is named “LVSstatename.doc”, where “statename” is the name of each State.

These same ID’s and passwords will be used for the 2002 LVS. State Offices should check their files to ensure that they still have these ID’s and passwords. State Offices unable to locate last year’s ID’s can contact the Kansas City Information System Security Program Staff (KC-ISSPS) at 816-926-6537. KC-ISSPS can reissue this information.

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2 Action (Continued)

B

**County Office
Action**

County Offices shall complete EIP-51R's for 2002 by COB January 31, 2003. The entries included in EIP-51R shall reflect land value and rental market conditions existing in the county during December 2002. State Offices will monitor the County Office progress in meeting the reporting deadline through the LVS Reporting System.

Before entering 2002 data, County Offices shall review and report any corrections needed in 2001 LVS data. Data from the 2001 survey can be accessed through the County Menu, "Inquiry" button. Report any corrections to Veronica L. Gray. The following information is needed to correct errors:

- State
- county
- item description, such as irrigated cropland, cash rent, etc.
- old value
- new value
- short explanation.

Note: No changes will be made without State concurrence.

County Offices shall complete the following steps to access a specific County Menu for preparing the annual EIP-51R.

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 "Land Value Survey - County Access" 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. The State Office can reissue them if they are misplaced.

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2 Action (Continued)

B

**County Office
Action
(Continued)**

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 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://165.221.16.90/dam/ffasforms/forms.html>.

C

**State Office
Action**

State Offices shall complete reviewing and approving EIP-51R’s for all County Offices in the State by COB February 28, 2003. The National Office will observe the progress of 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 “Land Value Survey - County Access” 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. KC-ISSPS can reissue them if they are misplaced.

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2 Action (Continued)

D

**National LVS
Maps**

At least twice each week during the January and February 2003 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 are provided to assist in reviewing and approving the 2002 data that the County Offices report. Note that maps will reflect the information available the morning the map was created, and will not reflect information entered after that time.

State Offices shall then review and approve EIP-51R submitted by each applicable County Office. State Offices shall have County Offices correct all survey data, when determined necessary, to ensure that the survey data accurately reflects land value and rental market conditions in December 2002 and general geographic consistency within each State before approving EIP-51R.

E

**Schedule and
Deadlines**

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

Step	Action	Deadline
1	County Offices shall complete EIP-51R's and have them ready for the State Office to review.	COB January 31, 2003
2	State Offices shall complete the review and approval of the information provided in EIP-51R's from their counties, including having County Offices make any needed modifications.	COB February 28, 2003
