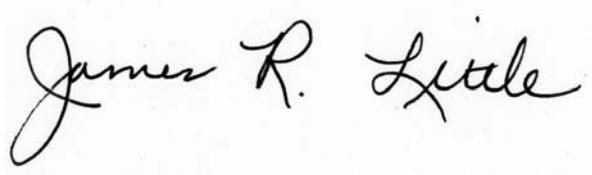


For: State and County Offices

2004 Land Value Survey (LVS) Report (EIP-51R)

Approved by: Administrator



1 Overview

A Background

The annual LVS Report (EIP-51R) for 2004 for farm and ranch land values and cash rents will continue the process used since 2001.

This survey provides information that 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.

As with the last 3 surveys, the reporting process is 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.

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.

Disposal Date	Distribution
October 1, 2005	State Offices; State Offices relay to County Offices

Notice AO-1320

1 Overview (Continued)

B Purpose

This notice:

- provides State and County Offices with instructions for completing and reviewing the 2004 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 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 2004 LVS Report system.

C 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.

Notice AO-1320

2 Action

A General Provisions

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

County Offices shall review 2003 LVS data. County Offices will report any corrections needed to Laura Phauls at 202-690-3718 or **Laura_phauls@wdc.usda.gov**.

State and County Offices shall complete the 2004 LVS Report 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, 2001, 2002, and 2003 survey data and the 2004 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 2004 LVS Report shall be completed by each County Office for their county and any other county for which they have administrative responsibility, before COB January 31, 2005.

State Offices are required to review and approve all 2004 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 2004 LVS, the CAMS/WebCAAF ID will automatically log the user into the LVS system.

Note: The 2004 LVS includes an **“AFIDA”** button that does not affect LVS. It provides a new user tool for calculating the value of foreign-owned agricultural land.

Notice AO-1320

2 Action (Continued)

B County Office Action

County Offices shall complete the LVS Reports for 2004 by COB January 31, 2005. The entries included in the LVS Report shall reflect land value and rental market conditions existing in the county during December 2004. The State Offices will monitor the progress of the County Offices in meeting the reporting deadline through the LVS reporting system.

Before entering 2004 data, County Offices shall review and report any corrections needed in 2003 LVS data. Data from the 2003 survey can be accessed through the County Menu, "Inquiry" button. Report any corrections to Laura Phauls at Laura_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.

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

Step	Action
1	Open the Internet Explorer browser.
2	ENTER " http://intranet.fsa.usda.gov/ " into the location bar of the 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. Note: Because LVS now uses the WebCAAF ID and password, the user is required to enter those to gain access to LVS.

Note: 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 online. 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 online report has been completed.

Notice AO-1320

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 February 28, 2005. 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 the Internet Explorer browser.
2	ENTER " http://intranet.fsa.usda.gov/ " into the location bar of the 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. Note: Because LVS now uses the WebCAAF ID and password, the user is required to enter those to gain access to LVS.

D National LVS Maps

At least twice each week during the January-February 2005 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 2004 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 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 that the survey data accurately reflect land value and rental market conditions in December 2004 and general geographic consistency within each State before approving the 2004 LVS Report.

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 the 2004 LVS Reports and have ready for the State Office to review.	COB January 31, 2005
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 February 28, 2005