

For: State and County Offices

Farm and Tract Number Reconciliation Reports and CLU Overlaps Reconciliation Reports

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The majority of CLU data nationwide is now digitized and certified. Inconsistencies may exist between the CLU database and Farm Records System (FRS). Since counties were digitized as individual datasets, there may also be overlaps and duplicate polygons between county datasets. To ensure data quality and a uniform transition into a centralized GIS database architecture and MIDAS, these database discrepancies **must** be reconciled. Any incorrect CLU data that has **not** been resolved **before** MIDAS deployment may cause adverse impacts when CLU is integrated within MIDAS.

B Purpose

This notice informs State and County Offices with certified CLU of the following.

- Reconciliation reports indicating farm and tract number discrepancies at the county and State level are now available online.
- Reconciliation reports indicating CLU overlapping polygons between counties are now available online.
- The process for reconciling CLU and FRS farm and tract number differences and CLU overlaps.

| Disposal Date | Distribution |
|---------------|--|
| May 1, 2013 | State Offices; State Offices relay to County Offices |

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2 Reconciliation Reports Overview

A Reconciliation Reports General Functionality

Reports to be used in reconciling CLU and FRS farm and tract numbers as well as CLU overlaps between counties are now available to State Office personnel online at <http://199.158.164.141/CLUReconReports>. The functionality to navigate, use, and export the reports is common for all types of reports on the web site.

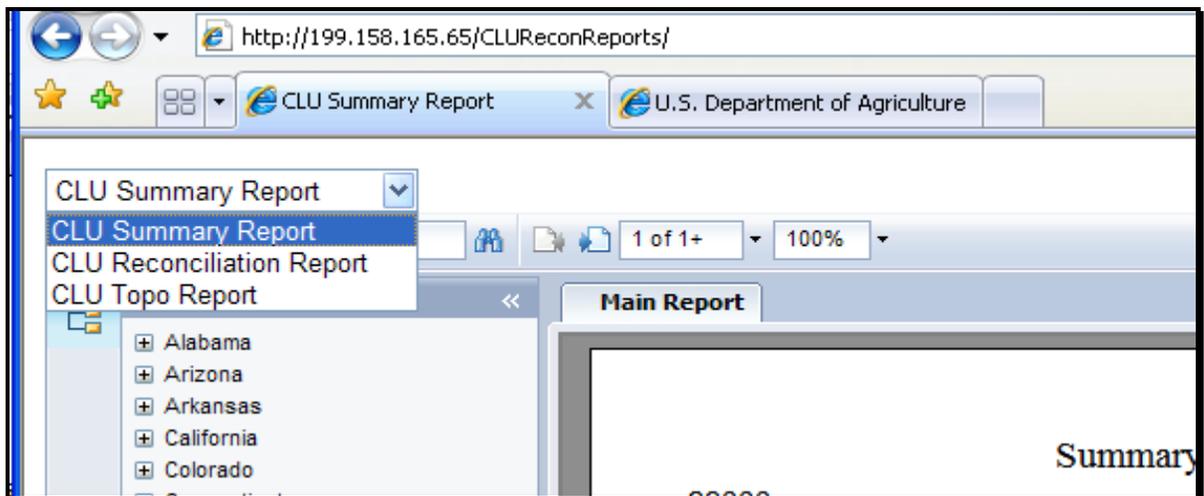
Notes: At this time, only State GIS Specialists or other appropriate State Office personnel should access the web site to ensure that:

- reports are exported and sent to the County Offices
- overloading the web site is avoided.

The CLU data is replicated every 2 months and, as such, the data in these reports will be refreshed every 2 months. It is possible that some errors on the reports may have been fixed since the time the data were collected, because there is a time lapse of several weeks between CLU replication and the availability of reports.

If a State's or county's list of discrepancies goes to the bottom of a page, it is likely that additional discrepancies have carried over onto the next page.

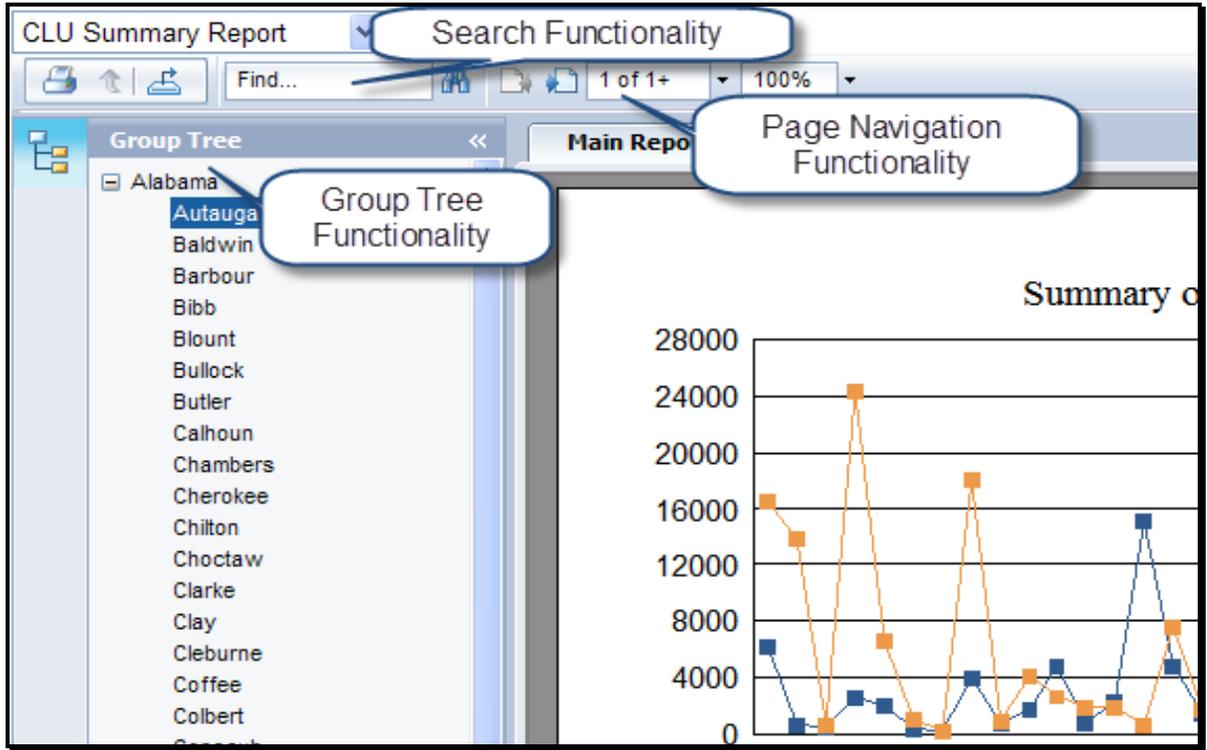
At the top left of the screen, there is a drop-down list which allows users to choose the type of report they wish to review. The web site defaults to the "CLU Summary Report", but users also have a choice of "CLU Reconciliation Report" or "CLU Topo Report". The reports will be discussed in paragraphs 3 and 4.



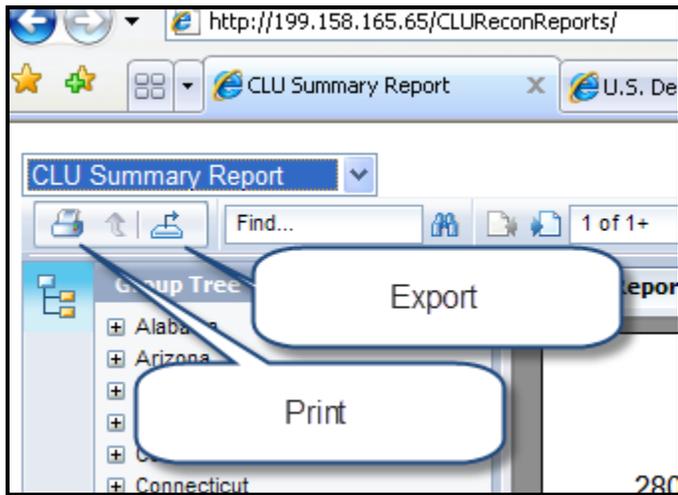
2 Reconciliation Reports Overview (Continued)

A Reconciliation Reports General Functionality (Continued)

Users may navigate to specific counties in the reports by using the Group Tree Functionality, the Page Navigation Functionality, or by using the Search Functionality.



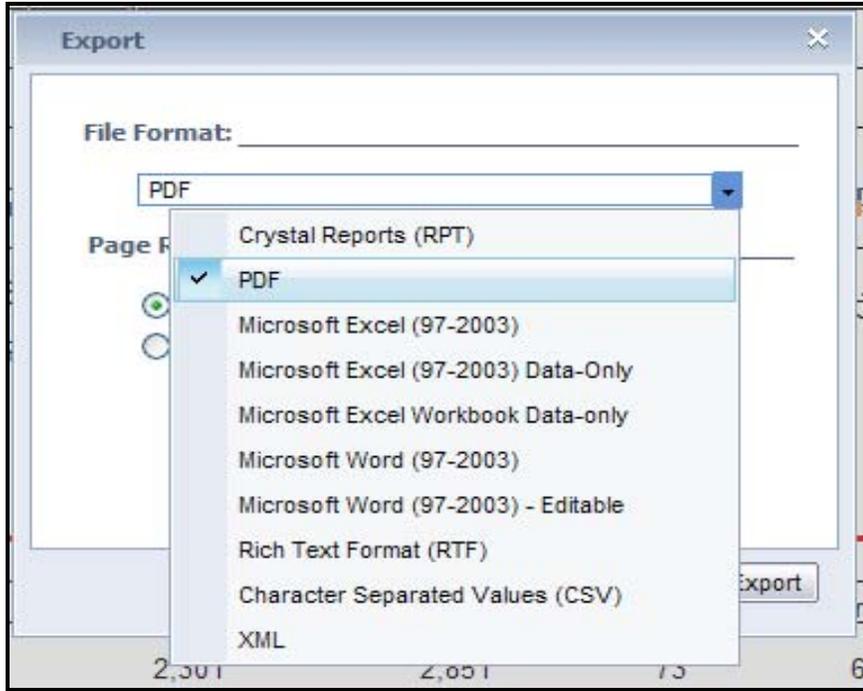
There are also print and export buttons that may be used to print all or part of a report or export the data to a number of different formats.



2 Reconciliation Reports Overview (Continued)

B Exporting Reconciliation Reports

The following formats are available for export.



After selecting the format, users may choose to export all or just certain pages to be exported. Upon clicking “Export” users will be asked to name the file and choose a location to save the selected report.

Note: The Crystal Reports (RPT) format is **not** recommended for export as many FSA computers do not have the appropriate software to open.

3 CLU and Farm Records Reconciliation Reports

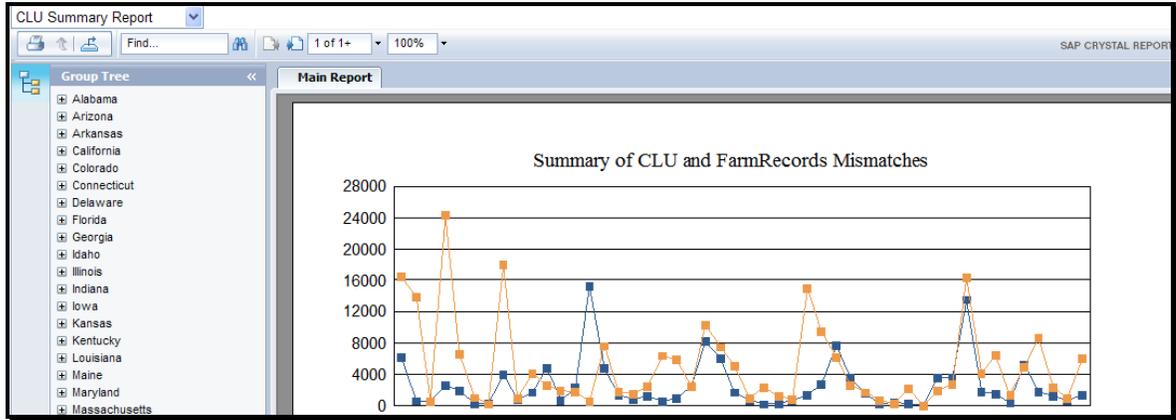
A CLU Summary Report

Both summary and detailed reports are available indicating farm and tract number discrepancies between CLU and Farm Records. The “CLU Summary Report” may be viewed by selecting “CLU Summary Report” from the drop-down box in the upper left corner. It is also the default report that is seen upon accessing the web site. This summary report indicates the total number of non-matching records in each county database.

3 **CLU and Farm Records Reconciliation Reports (Continued)**

A **CLU Summary Report (Continued)**

The graph at the top of the first page of the report and in the following image indicates the number of farm/tract number combinations in CLU but not in farm records with a blue line. The number of farm/tract number combinations in farm records but not in CLU is shown in orange.



The summary report lists each State and county followed by 5 columns of data.

| Alabama | CLU Farm/Tracts | Farm Records | In CLU | In Farm Records | Control Date |
|---------|-----------------|--------------|--------|-----------------|--------------|
| Autauga | | | | | |

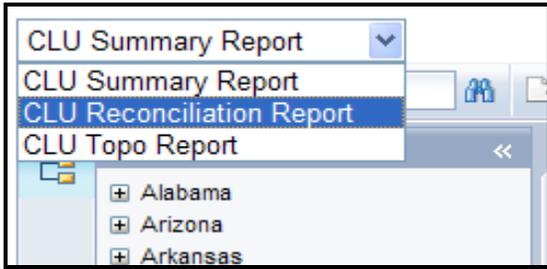
- The “CLU Farm/Tracts” column indicates the total number of farm/tract number combinations in the county’s CLU data.
- The “Farm Records” column indicates the total number of farm/tract number combinations in the county’s farm records data.
- The “In CLU” column indicates the number of farm/tract number combinations which exist in the county’s CLU data but not in the county’s farm records data.
- The “In Farm Records” column indicates the number of farm/tract number combinations which exist in the county’s farm records data but not in the county’s CLU data.
- The “Control Date” column indicates the date of comparison.

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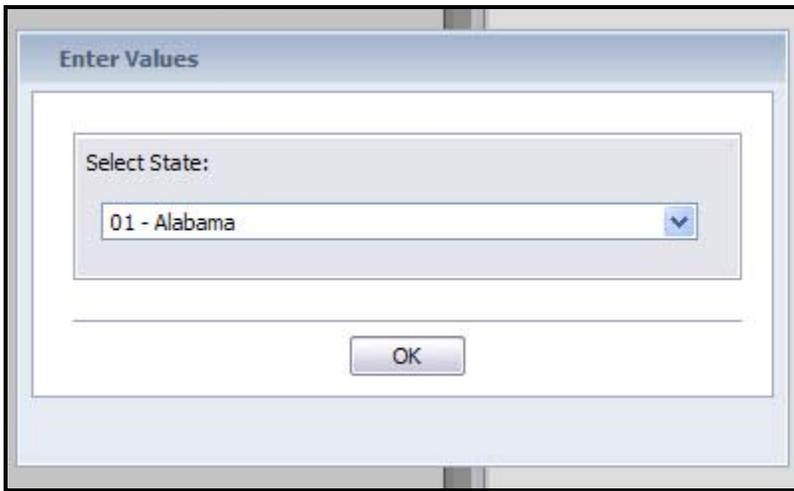
3 CLU and Farm Records Reconciliation Reports (Continued)

B CLU Reconciliation Report

Detailed reports listing each individual discrepancy are found by switching to the CLU Reconciliation Report using the drop-down box in the upper left corner.



After selecting “CLU Reconciliation Report” from the drop-down menu, users will be asked to select a State.

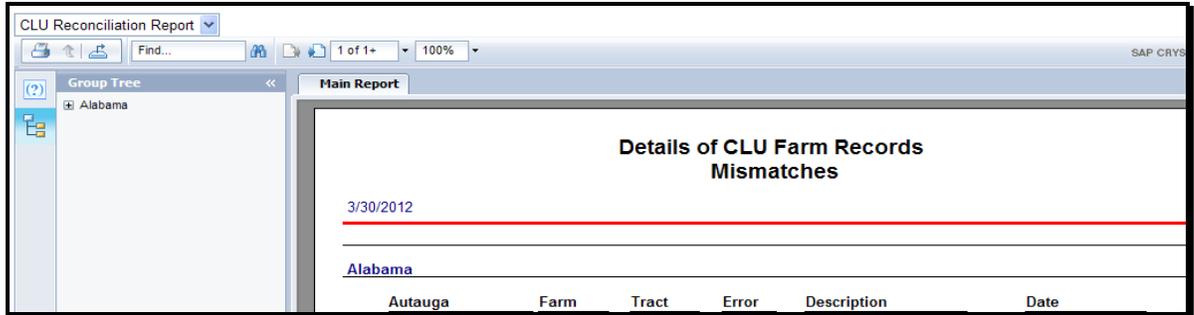


The user will then be able to see the detailed report for the selected State. The Group Tree functionality can be used to go directly to the county of choice.

3 **CLU and Farm Records Reconciliation Reports (Continued)**

B CLU Reconciliation Report (Continued)

Each detailed record includes 5 columns of data.

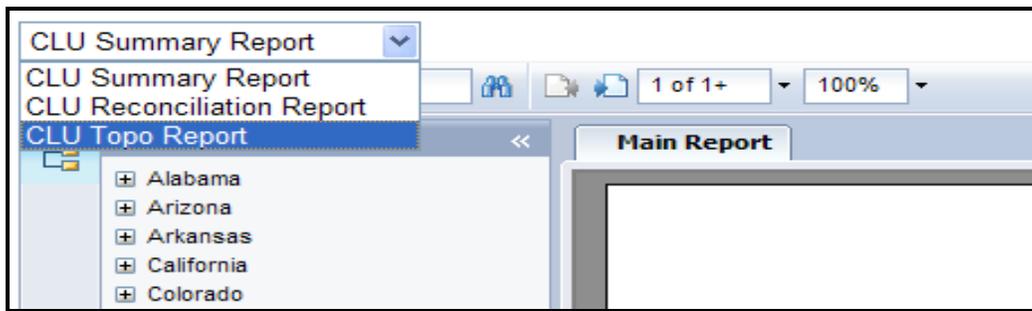


- The “Farm” column indicates the farm number of the discrepancy.
- The “Tract” column indicates the tract number of the discrepancy.
- The “Error” indicates the error type where:
 - ”C” indicates that the farm/tract number combination exist in the county’s CLU data but not in the county’s farm records data
 - ”F” indicates that the farm/tract number combination exist in the county’s farm records data but not in the county’s CLU data.
- The “Description” column provides the description of the error code.
- The “Date” column indicates the date of the comparison.

4 **CLU Overlap Reports**

A CLU Topo Report

Detailed reports listing each individual CLU overlap between counties are found by switching to the CLU Topo Report using the drop-down box in the upper left corner.

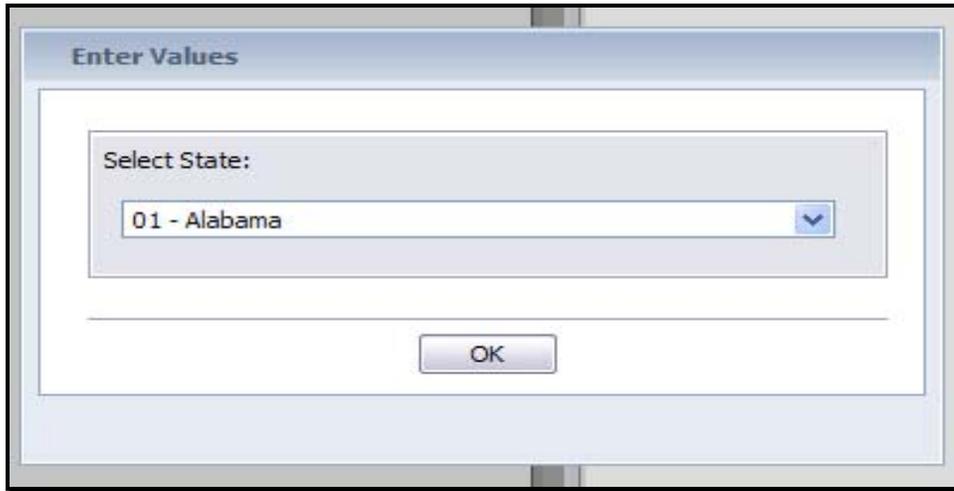


Note: This report only includes overlaps with adjacent counties and overlaps with transferred or out of county land. It does not include overlaps existing within a county. To find and resolve these overlaps, use the Check for Overlaps tool in the CLU Maintenance Tool Quality Control Toolbar.

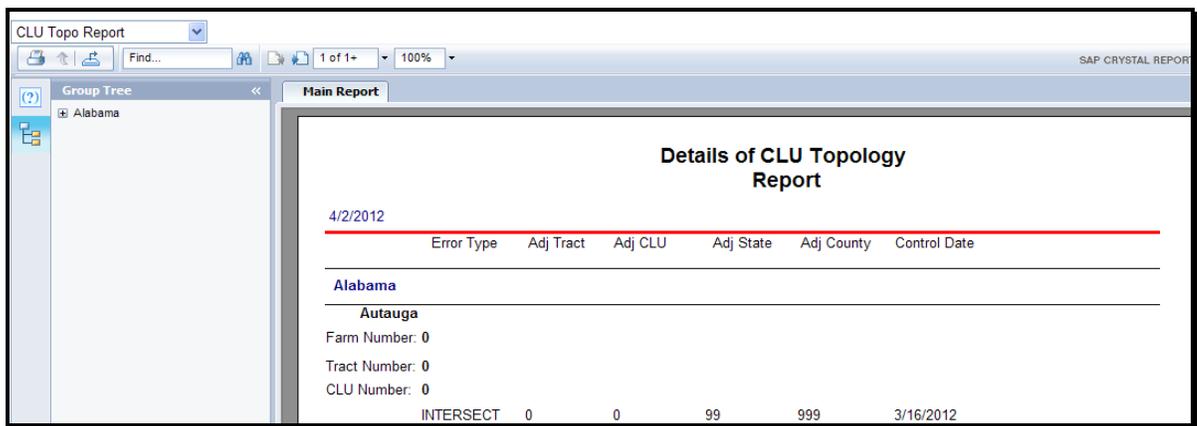
4 CLU Overlap Reports (Continued)

B CLU Topo Report Details

After selecting “CLU Topo Report” from the drop-down menu, users will be asked to select a State.



After selecting a State, user will be able to see the detailed report for the selected State. The Group Tree functionality can be used to go directly to the county of choice. Each detailed record includes 3 rows and 5 columns of data.



- The “Farm Number” row indicates the farm number of the CLU which overlaps a CLU in an adjacent county.
- The “Tract Number” row indicates the tract number of the CLU which overlaps a CLU in an adjacent county.
- The “CLU Number” row indicates the CLU number of the CLU which overlaps a CLU in an adjacent county.

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4 CLU Overlap Reports (Continued)

B CLU Topo Report Details (Continued)

- The “Error Type” column indicates the type of overlap, in this case either “Intersect” or “Overlay” where:
 - intersect is an overlap where one CLU does **not** contain the centroid of the other; in most cases it is a boundary problem
 - overlay is an overlap where one CLU contains the centroid of the other; in most cases it is a duplicate CLU.
- The “Adj Tract” column indicates the tract number of the CLU in the adjacent county that overlaps the CLU indicated in the Farm Number, Tract Number, and CLU Number rows.
- The “Adj CLU” column indicates the CLU number of the CLU in the adjacent county that overlaps the CLU indicated in the Farm Number, Tract Number, and CLU Number rows.
- The “Adj State” column indicates the 2 digit administrative State code of the Adj CLU.
- The “Adj County” column indicates the 3 digit administrative county code of the Adj CLU.
- The “Control Date” column indicates the date of the check for overlaps.

5 CLU and Farm Records Reconciliation

A Causes

The differences in the databases may have been caused by a number of different issues. For instance, reconstitutions and a number of other farm changes may have been completed in 1 system, but not the other. Farms may have been transferred in or out of county, but were not added to or deleted from CLU. The farm and/or tract may have simply never been digitized into CLU. There may have also been user error when entering data.

B Fixes

Regardless of the cause, any discrepancies on the reports between the CLU layer and FRS must be reconciled so that farm and tract numbers in FRS correspond appropriately to farm and tract numbers in CLU layer. Since CLU and FRS will be integrated in MIDAS, there should be no farm or tract numbers in FRS that do not exist in CLU, and vice versa.

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5 CLU and Farm Records Reconciliation (Continued)

B Fixes (Continued)

When trying to research why farms are in FRS but not CLU or vice versa, County Offices shall use FRS reports, the CLU History table, farm history files, paper maps, etc., to determine which, if not both, database needs to be corrected for each farm and tract number combination.

Notes: If desired, County Offices may choose to join the exported reports to the CLU layer or load their CLU history table into a Maintenance Tool project, but these activities will require the assistance of the State GIS Specialist.

Currently, in the thin client environment, the CLU history table only goes back to the time when the data was migrated into the thin client environment.

6 CLU Overlaps and Duplicates Reconciliation

A Causes

Overlapping and duplicate CLU's between adjacent counties may have been caused by a number of different reasons including, but are not limited to, standalone datasets, not displaying adjacent county CLU data when editing, and farms being transferred out of the county but not deleted from the transferring county's CLU dataset.

B Fixes

Regardless of the cause, CLU overlaps and duplicates between counties must be fixed. When dealing with these types of overlaps, it may not be obvious which county, if not both, needs to do the correction. As such, DD's, CED's and appropriate County Office personnel shall work with each other to resolve the overlap. State Office personnel should also be involved if the situation cannot be resolved at the County Office or DD level. When dealing with overlaps between States, appropriate State Office personnel, such as the GIS Specialist, must provide assistance.

C Possible Acreage Changes

Changes made to CLUs as a result of fixing overlaps may result in different acreages. Acreage may increase, decrease, or stay the same after the overlaps are fixed. Contracts/applications and payments may be affected by the acreage change. If the acreage changes, see 3-CM, paragraph 28 to determine if the change is to be made immediately or if the change will be effective for the next FY. Ensure that producers are notified of acreage changes according to 2-CP before updating acreage in the farm records system.

6 CLU Overlaps and Duplicates Reconciliation (Continued)

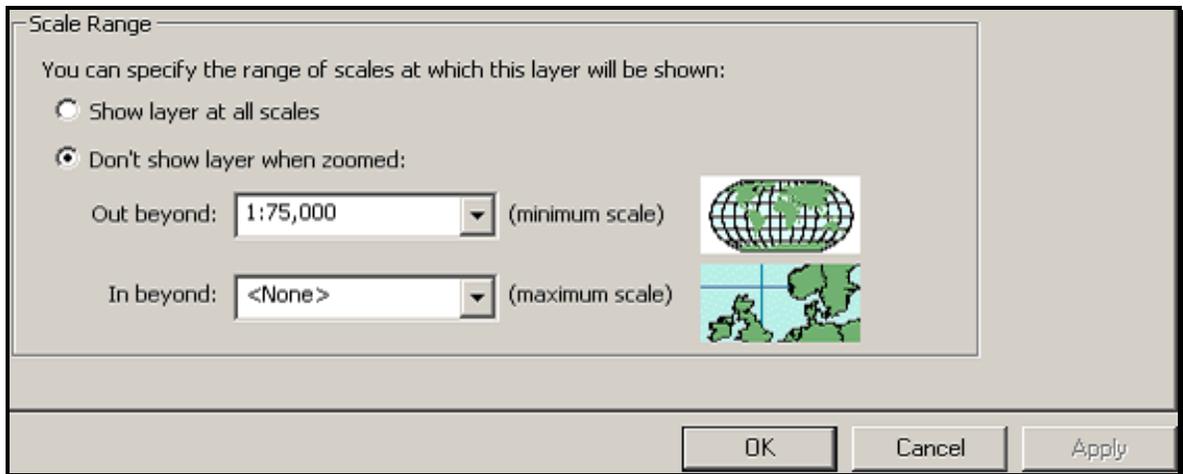
D Identifying Overlaps Tips

To see the overlaps, County Office personnel may want to load neighboring counties' CLU data into their Maintenance Tool projects. The most efficient way to do this is to create a database connection in ArcCatalog to the neighboring counties' datasets and load the counties into the project. This must be done by or in consultation with the State GIS Specialist as it will help determine which CLU is in error, or if both CLU's need to be adjusted. Snapping can be enabled if necessary. County Office personnel shall contact their State GIS Specialist for snapping assistance as necessary.

Note: Currently, the Maintenance Tool will not allow users to bring a CLU feature class from another State into a project. Instructions for loading data from other States are forthcoming. Users will need to concentrate on overlaps between counties within their States until instructions are issued.

When loading neighboring counties' CLU data, users should use the scale dependency for better application performance. We recommend that user set the minimum scale at 1:75,000 as a starting point, but note that a different minimum scale may be more appropriate depending on the county.

The scale range can be set by right clicking the layer in the ArcMap Table of Contents, then clicking "Properties", and selecting the "General Tab".



To visualize the overlaps, State GIS specialists may choose to use the Overlap Checker tool and documentation available on the FSA GIS Sharepoint web site. Future Maintenance Tool versions will also include visualization of overlaps between counties.

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6 CLU Overlaps and Duplicates Reconciliation (Continued)

E Identifying Overlaps

When there are duplicate CLUs, County Office personnel, and when necessary, State Office personnel, must determine which county the CLU is administered by. The farm and tract number reconciliation discussed in paragraph 5 may aid in making this determination. If a duplicate CLU is found that is part of an active farm in both counties, County Office personnel should determine if there is potential fraud or if there is an FSA data issue and take appropriate action to resolve the situation.

Note: Any out-transferred CLU's that still remain in the transferring county's CLU data shall be removed from the transferring county's CLU data and stored separately according to 3-CM, paragraphs 66 through 69.

7 Action

A County Office Action

County Office employees shall:

- reconcile the discrepancies found in FRS and CLU that appear on the report
- keep FRS and CLU consistent when making farm and/or tract changes, deletions, or creations
- reconcile and correct overlaps and duplicates that appear on the report
- contact the State Office GIS Specialist/Coordinator with questions or concerns about this notice.

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7 Action (Continued)

B State Office Action

State Office GIS Specialists shall:

- export the reconciliation data to an appropriate format for County Offices to work with and distribute the reports to the County Offices
- ensure that County Offices:
 - are actively working on reconciling the discrepancies found in FRS and CLU that appear on the report
 - are keeping FRS and CLU consistent when making farm and/or tract changes, deletions, or creations
 - are actively working on reconciling and correcting overlaps and duplicates that appear on the report
 - have reconciled their farm and tract number discrepancies and overlaps between counties by Friday, **August 3, 2012**
- assist County Offices with:
 - setting up special projects, creating and using spatial database connections within a project to view CLU history or neighboring counties' CLU layers, and other advanced tasks that may be useful in reconciling farm and tract numbers and overlaps
 - the farm and tract number reconciliation process when necessary
 - or actively reconcile overlaps and CLU duplicates when necessary
- contact Dan Culli, PECD, with questions or concerns about this notice by either of the following:
 - e-mail at **daniel.culli@wdc.usda.gov**
 - telephone at 202-690-1942.