

For: State and County Offices

Common Land Unit (CLU) Certification

Approved by: Deputy Administrator, Farm Programs



1 CLU Certification

A Purpose

This notice:

- informs SED's that:
 - CLU certification shall be considered a high priority task for County Offices
 - CED's shall appropriately direct resources to complete this work in a timely manner
- provides a timeframe in which County Offices are directed to complete CLU certification
- announces a CLU tracking website
- notifies County Offices that a GIS tool is now available that will assist counties in totaling their CLU cropland for comparison to the figure that is in the System 36
- reminds County Offices that CLU's must be certified before CLU's can be used for program purposes
- clarifies the procedure for certifying CLU's.

B Validation Procedure

The certification process is a 1-time validation procedure. Once the process is complete:

- County Offices will not be required to transfer updated information to paper maps
- farm, tract, and field boundary changes will be performed with the maintenance tool.

Disposal Date	Distribution
December 1, 2003 8-14-03	State Offices; State Offices relay to County Offices

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1 CLU Certification (Continued)

C Completion Timeframe

County Offices are directed to complete CLU certification within the following timeframe:

- 90 calendar days from the date of this notice, if the County Office has received CLU maintenance training
- 90 calendar days from the date of completing CLU maintenance training.

2 CLU Tracking Website

A Accessing CLU Tracking Website

A CLU Intranet website has been established to track the progress of the CLU digitizing effort by county. The website is at <http://fsagis.usda.gov/clutracking/>. State Office GIS coordinators or GIS specialists are responsible for updating the progress of their State's CLU certification through the website in a timely manner.

All FSA employees can access the website to view a map or report showing the CLU digitizing status and APFO's progress on creating mosaicked imagery (MDOQ). Users can modify the view of the map by zooming into a selected area or by selecting various CLU status layers to overlay on the map. Tabular reports can be displayed or printed for each State and resorted accordingly based on each column.

MDOQ status layers displayed include the following:

- MDOQ planned
- MDOQ completed.

CLU status layers displayed include the following:

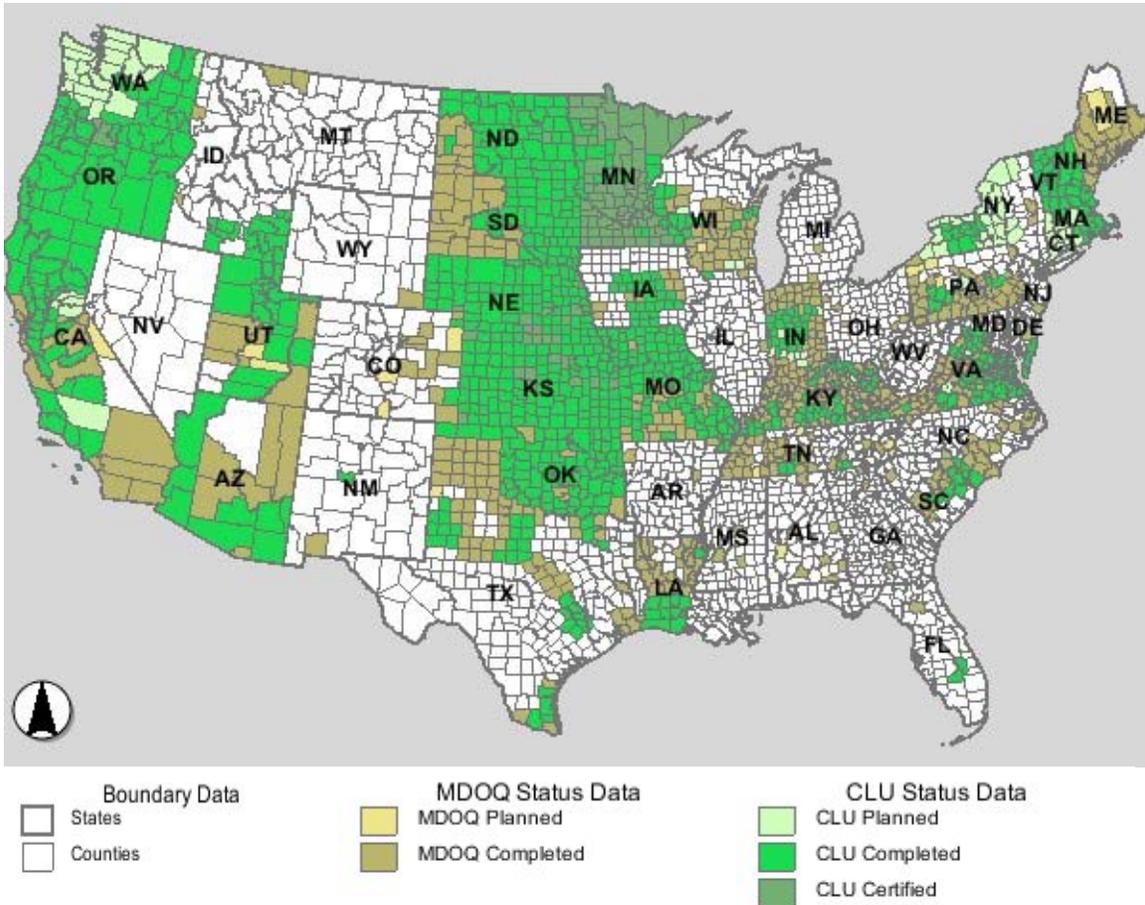
- CLU planned
- CLU completed
- CLU certification start date (this is the date maintenance training was received)
- CLU certified.

State Office GIS coordinators and GIS specialists will be assigned a password to allow them to update the data for their State. Planned enhancements for the website include adding Alaska, Hawaii, Puerto Rico, Virgin Islands, and the Pacific Basin to the map and reports.

2 CLU Tracking Website (Continued)

B Example View of Website

The following is an example view of the website.



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3 Action

A SED Action

SED's shall ensure that County Offices complete CLU certification timely.

B State Office GIS Coordinator and GIS Specialist Action

State Office GIS coordinators and GIS specialists:

- shall contact Carol Ernst at **Carol.Ernst@wdc.usda.gov** to request a password that will allow them to update their State's CLU digitizing status and data
- must update the FSA GIS website at the CLU tracking website when County Offices:
 - receive maintenance training

Notes: This is entered as the certification start date.

The system will fill this field with a default date for counties that State Offices have already recorded as certified.

- complete certification.

C County Office Action

County Offices shall:

- notify producers of acreage changes according to 2-CP, subparagraph 501 G
- follow procedure in 3-CM to change the farm and tract record in the System 36.

D Developing Tools

ITSD has developed the Crop Acreage Tool to assist counties in totaling and displaying CLU cropland values. A System 36 query has also been built to display cropland values. This query will be sent out to counties within the next week. Reports will be used to compare to the cropland figure that is in the System 36.

The following 2 additional tools to support the certification process are in development and will be released soon:

- map templates
- identify, visually display, and edit CLU's that fall outside of the tolerance, and zoom to each CLU that needs to be checked.