2019 ARMS III Workshop

February 2020
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2019 ARMS III Workshop

Welcome, Introductions, and Workshop Overview

Click here to go to Table of Contents
Introductions

• Name
• Town or Area of State
• Years of Service
Workshop Overview and Goals

• Overview
  • Generally Speaking
    • Lecture
    • Group Breakouts
    • Practice Exercises
  • Day 3 – Optional
    • Extra Group Practice, iSolved, CAPI, &/or NASDA Administrative Issues
    • Let Supervisor & NASDA Coordinator know your intentions for hotel arrangement purposes

• Goals
  • Highlight purpose of survey and uses of data
  • Review questionnaires
  • Enhance learning through engaging practice exercises
  • Group practice to learn from each other and resolve questions from lecture
Workshop Guidelines

• Please silence any electronic devices
• Emergency/urgent calls – please take but leave room

• Questions
  • Get presenter’s attention when you have an opportunity
  • Questions not answered satisfactorily – ask again through Survey Monkey
  • Unique to area – ask in supervisory group breakouts

• Keep side conversations to a minimum so other participants can hear presenters & presenters can stay focused

• See NASDA Coordinator for any hotel & meeting room issues
Workshop Guidelines

• Restroom locations
• Refreshments during breaks
• Project Code – 904 (ARMS III)
  • Workshop time & mileage
• Turn on iPad and connect to hotel Wi-Fi, if needed
• Open presentations in Books
  • Instructions included in the workshop booklet on Page 2
Slides & Resources on NASDA Website

• CAPI Dashboard: NASDA
• Go to the “Northern Plains Region” area
• Under “ARMS III”, tap on the document you want to download to Books.
• Tap on the box with the arrow pointed up. Located in the upper right corner.
• Tap on “Copy to Books” to take you directly into Books.
• Once a document is downloaded to Books (icon on your homescreen), it is saved on your iPad & you can access without a signal.
Posted to NASDA Website

• Workshop Presentations
• Mock Interview Videos
• Handouts:
  • Share Renting & Check-off Fees
  • UPS Home Pickup Instructions
• Anatomy of a Label
• Supervisor Practice – Each Version
• Cash Contracts & Production Contracts (feedlot) Examples
Workshop Folder

• Workshop Booklet
  • Agenda, Special Topics Sessions, Supervisor Group Breakout Checklist, Take Home Points, FAQ, Notes, Exercises, Schedule F, Marketing Check-offs, Questionnaire Handling and Important Dates

• Questionnaires (CRR, Barley and Sorghum)

• Respondent Booklet

• Enumerator Guide Booklet

• Screening Supplement

• State Press Release

• Cover Letters

• “Will Do It” Handout
Materials on Table in Back of Room

• Door Hangers
• Questionnaires
  • CRR – 150 (ND & SD) & 500 (KS & NE)
  • Barley – 100
  • Sorghum – 150 (KS, NE & SD)
Assignment Packets

• Included in each questionnaire:
  • Respondent booklet
  • Backgrounder
  • ARMS Brochure (depends on the version)
  • Support Letter

• Comment Sheets will not be inserted in the questionnaire
  • Find comments in CAPI

• Assignments will be distributed during a Supervisory Group breakout
Extra Supplies - Enumerators

- 10 x 15 envelopes (10 per enumerator)
- 9 x 12 envelopes (10 per enumerator)
- UPS labels to Lincoln NE (10 per enumerator) (white)
- Screening Supplement (2 per enumerator)
- CRR questionnaires (4 per enumerator)
- Door Hangers (12 per enumerator – 2 sheets of 6)
- “Will Do It” Handout
Extra Supplies - Supervisors

• Supervisor CRR Editing Guidelines (5)
• 10 x 15 envelopes (10 per supervisor, in addition to enumerator supplies)
• 9 x 12 envelopes (10 per supervisor, in addition to enumerator supplies)
• UPS labels to Lincoln NE (10 per supervisor, in addition to enumerator supplies)

Supervisor Specific Envelope:
• Quality Control (2 per enumerator in your group)
• UPS labels addressed to the supervisor (8 per enumerator in group) (yellow)
ARMS III Purpose

Presented by Erik Gerlach

• “There’s no “why” in NASA anymore, there was only a “how”. –Lori Garver, NASA.
What’s New for ARMS III this year?

Click here to go to Table of Contents
What’s New for ARMS III...

This year’s questionnaire versions:

• CRR (Cost and Returns Report) - Version 1
• Barley - Version 2
• Sorghum - Version 4
What’s New for ARMS III...

CRR (Version 1) – same number of pages but some different content added

• Page 4
  • Item 17 (table) – Environmental areas subject to regulation and assistance
  • Item 18 – Internet access
  • Item 19 – GPS use

• Page 6
  • Item 3 (table) – Unsold stored commodities
  • Item 5 (table) – ARC and PLC program enrollment
What’s New for ARMS III...

CRR (Version 1)

• Page 9
  • Item 3 – Commodities sold for human consumption
  • Item 4 (table) – Payment received from sales of those commodities

• Page 12
  • Item 17 – Expenses related to Dairy Margin Coverage Program

• Page 16
  • Item 3 (Farm Debt table) – 1 less column!

• Page 20
  • Items 15-18 – Farm Planning & Succession
What’s New for ARMS III...

Workshop Booklet

• Table of contents on cover for easier use
• Livestock Section exercise
• Built-in Supervisor Group Breakout checklist and Goal Setting area
• 2 Flow Chart for Data Collection and Shipping Procedures
What’s New for ARMS III...

Workshop Layout

- 2 Special Topic Sessions
- As mentioned in the Workshop Overview, day 3 is optional but available for group practice or for meeting with your NASDA Coordinator
What’s New for ARMS III...

Data Collection

• Using a “Will do it” paper to document respondents who say they will mail it in and do it online (this appears on flow charts)

• No longer shipping *Refusals, Inaccessibles, Out-of-Business* records, or “Complete” on CAPI to the Lincoln office (you are encouraged to bring to the June Area workshop or destroy after May 20)
What’s New for ARMS III...

Data Collection

• Flow chart

• Click-and-Jump document on NASDA website
What’s New for ARMS III...

(What’s New will be discussed in detail later)

Questions?

You can also ask any questions by clicking here.
2019 ARMS III Workshop

Face Page & Screening Supplement
Questionnaire Versions

Version 1 – Cost and Returns

Version 2 – Barley

Version 4 – Sorghum
New Changes to Face Page

- New this year: Survey code box is top left corner.
- Contains the code an operator requires to do the survey over the internet.
Label

ID 203000000000 01 01 3 182 0 00
50 091 00 00 913-555-9999 1 012 066 091

SEQ001-00218

Op County
POID
Phone
Scoring Indicator
Supervisor ID
Enumerator ID
Farm County
OpDom Status
Sequence No.

Overland Pork
Harry Hogg
601 Bacon Way
Overland Park, KS 66029-2544
Anatomy of a Label on NASDA Website

[http://www.nasda.org/organizations/northern-plains-region](http://www.nasda.org/organizations/northern-plains-region)

<table>
<thead>
<tr>
<th>ARMS III</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Share Rent Worksheet</td>
<td>Cash Contracts Situations</td>
</tr>
<tr>
<td>Workshop Final Evaluation</td>
<td>Checkoff Fees</td>
</tr>
<tr>
<td>Anatomy Of A Label</td>
<td>Workshop Questions</td>
</tr>
<tr>
<td>Home Study Quiz</td>
<td>Quiz complete – Sign Up Practice</td>
</tr>
<tr>
<td>Production Contracts</td>
<td>Data Collection &amp; Shipping Procedures</td>
</tr>
<tr>
<td>Soybean Supervisor Practice</td>
<td>CRR Mock Interview (68min)</td>
</tr>
<tr>
<td>Crr Supervisor Practice</td>
<td>Barley Mock Interview (22 min)</td>
</tr>
<tr>
<td>Cattle Calves Supervisor Practice</td>
<td>Sorghum Mock Interview (17 min)</td>
</tr>
</tbody>
</table>

- “ARMS III” files are located at the very bottom of the page
General Reminders

- Use black lead pencils (Preferably #2) – not pen
- Keyers only see what’s written in the answer box
- Do not use answer boxes to leave notes, instead use the margins for notes
- Use margins to convert responses into the required units
- Zeros will be keyed
- Remember to use ‘none’ box as appropriate
- Do not use commas (we encourage a space instead)
- Record to nearest whole number unless a decimal is printed, or explicitly stated
- Pay attention to reporting units (bu., cwt, lbs.)
Use ‘None’ Box instead of dashes when the answer is Zero (Unless there is no ‘none’ box).

Use margins to write notes and do conversions.
Beginning & Ending Times

Record the **beginning time**, in military time (Based on a 0 to 2400 time scale), of the interview when the respondent agrees to cooperate on the survey and you actually start the interview.

The hours from 1 am to noon are the same. For hours below 10, you just add a zero in front of it, e.g. 9:00am becomes 900. For a time that’s 1 pm or later, simply add 1200 to get military time.

Use a leading zero in the ‘minutes’ box in total time.
Interview Time Example 1

- You started the interview at 1:30 PM and finished it at 3:37 PM
- How would this be recorded?

Front Page

<table>
<thead>
<tr>
<th>Screening Box</th>
<th>Beginning Time (Military)</th>
<th>Total Points</th>
<th>R. Unit</th>
</tr>
</thead>
<tbody>
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<td>0006</td>
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<td>0929</td>
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</table>

Back Page

<table>
<thead>
<tr>
<th>Ending Time (Military)</th>
<th>Office Use Only</th>
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<tr>
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<table>
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<tr>
<th>Total Time</th>
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<tbody>
<tr>
<td>Hours</td>
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<tr>
<td>Minutes</td>
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<tr>
<td>0008</td>
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</tbody>
</table>
Interview Time Example 1

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</tbody>
</table>

<table>
<thead>
<tr>
<th>Front Page</th>
<th>Back Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>30</td>
<td>37</td>
</tr>
</tbody>
</table>

United States Department of Agriculture
National Agricultural Statistics Service
Interview Time Example 2

- You completed an interview in 1 hour 4 minutes
- How would this be recorded?

<table>
<thead>
<tr>
<th>Screening Box</th>
<th>Beginning Time (Military)</th>
<th>Total Points</th>
<th>R. Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0006</td>
<td>0004</td>
<td>0929</td>
<td>9921</td>
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</tbody>
</table>

Front Page

<table>
<thead>
<tr>
<th>Office Use Only</th>
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<tbody>
<tr>
<td>Ending Time (Military)</td>
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<tr>
<td>OR</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
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</table>

Back Page
Interview Time Example 2

- You completed an interview in 1 hour 4 minutes
- How would this be recorded?

Front Page

<table>
<thead>
<tr>
<th>Screening Box</th>
<th>Beginning Time (Military)</th>
<th>Total Points</th>
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</tr>
</thead>
<tbody>
<tr>
<td>0006</td>
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<td>0929</td>
<td>9921</td>
</tr>
</tbody>
</table>

Back Page

Wrong! This would be keyed as 14 minutes
Interview Time Example 2

- You completed an interview in 1 hour 4 minutes
- How would this be recorded?

Correct! This will be keyed as 1 hour and 4 minutes
Operations that report being out of business before 2019 should begin answering the supplement questions.

If the answer to items 2, 3 AND 4 are all ‘No’:
- Complete Item 5 in its entirety
- Code operation as Out-of-Business in CAPI
- Leave comment in CAPI detailing why
- Ship Supplement back to Lincoln RFO

If the answer to any of the items 2, 3 or 4 are ‘Yes’, follow instructions and complete questionnaire as normal
Questions

You can also ask any questions by clicking here.
Section A: Land in Farm/Ranch
Section A

Exclude land permanently out of ag use (Commercial buildings, timber, etc.)

For rented land, make sure they also include woodland and wasteland; producers often only include usable land.
Section A

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. How many acres of farm/ranch land were rented or leased to others?</td>
<td></td>
</tr>
<tr>
<td>4. Then the TOTAL ACRES in this operation in 2019 were:</td>
<td></td>
</tr>
<tr>
<td>5. How many of the (Item 4) acres were considered cropland in 2019?</td>
<td></td>
</tr>
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Exclude non-tilled pastureland and woodland

United States Department of Agriculture
National Agricultural Statistics Service
Section A – Land Rented From

Ask this question even if no land was rented in 2019

- They could still receive deferred payments, or payments for the following year.

Before asking this, probe to see if any of their share-rented acres involved livestock production in Section C. Leave notes if livestock unrelated to share rent of land
Section A – Land Rented To

Ask this question even if no land was rented to anyone in 2019.

- They could still receive deferred payments, or payments for the following year.
Section A

Irrigation (Q’s 13&14)

• No changes from last year
• Important to remember:
  • Separates harvested cropland acres from everything else
Section A

Conservation Tillage (Q15)

• Why do we ask it?
  • To track the trend in types of conservation tillage usages. ERS wants to better understand when farmers do and do not use reduced tillage.
  • Redesigned from last year; hopefully it is simpler
  • Please check the ‘none’ boxes when appropriate
Section A

• Conservation Management (Q16)
  • Why do we ask it?
    • ERS wants to measure any carry over effects from USDA payments. That is, if USDA monies are used (EQIP, CSP, etc.) to help farmers start a conservation practice, do they continue the conservation practice even after the money runs out.
  • Column 2 is for **acres** (not money received) that received payments in 2019
  • Column 3 is for **acres** (not money received) that received payments in any year prior to 2019
  • Column 2 and 3 can add up to more acres than column 1
  • 2019 payments would go in Section G.
Section A

• Local, State, and Federal Regulations (Q17)
  • New question this year
  • Asks about regulation that needed to be followed and if farmers received funding to aid in following said regulations
  • Column 2 are local or state regulations
  • Column 3 are federal regulations
  • Column 4 is a yes/no on whether the farmer received funding – 2019 payments should be recorded in Section G: Government Payments
Section A

• Technology (Q18 & Q19) – both questions are new to ARMS 3 this year
  • Q18 Internet access
  • If the farmer answers AT&T or wifi, try to probe for a more concrete answer. For example, how does the signal get to their house?

• Q19 Asks about GPS
  19a can be a wide range of answers. Its use is to make sure they are reporting GPS for farm use not personal use.
USDA Telecommunications Funded Areas – Rural Development
Questions?

You can also ask any questions by clicking here.
Section B: Acreage, Production, and Cash Sales
Section B

• No changes from last year in Q’s 1&2 (page 5)
• What do we collect?
  • Harvested Acres — Including acres still intended to be harvested
  • Total Production — Including the landlord’s share
  • Used on the Operation
  • Cash Sales — From any year’s production sold during 2019
    • Exclude contract sales and removals
Section B

• Why do we collect this information?
  • Acreage & Production reported for crops harvested are used to develop estimates of the value of crops produced
  • Helps identify farm diversity in crop production
  • Agricultural Marketing Service (AMS) use Section B data to determine how much grain is trucked
Section B

• Friendly Reminders:
  • Harvested acreage figures should be rounded to the nearest whole acre except for potatoes and nursery crops
  
  • Haylage, popcorn, sweet corn, and sweet potatoes are examples where acreage, production, and cash sales would be recorded under “All other crops”

  • Leave notes when the reported unit does not match!
Section B: Field Crops Exercise

• Page 10 of Workshop Booklet
• Complete the following tables based on the crop examples
• Refer to the ARMS III questionnaire in workshop folder for a full listing of crop codes
Farmer Bob Wilson harvested corn, soybeans, and winter wheat on his operation in 2019:

• In 2019, Bob harvested 500 acres of winter wheat totaling 30,000 bushels of production. He made $118,500 in cash sales in 2019.
Section B: Field Crops Exercise

Answers – this was intentionally left blank
Bob also harvested 1,000 acres of soybeans in 2019. He averaged 55 bushels per acre of soybeans and sold all of his production for $7.80 per bushel (cash sale) in 2019.
Section B: Field Crops Exercise

Answers – this was intentionally left blank
• To help feed his cattle, Bob got 2 cuttings on his 200 acres of alfalfa hay. He got 3 tons/acre total.
Section B: Field Crops Exercise

Answers – this was intentionally left blank
Bob harvested corn on 320 irrigated acres and 180 dryland acres. His dryland corn averaged 150 bushels per acre, while his irrigated corn averaged 230 bushels per acre. He is keeping 300 bushels back for the cattle. In 2019, Bob sold 160,000 bushels of his 2018 production for $3.49 per bushel and 50,000 bushels of his 2019 corn crop for $3.40 per bushel after harvest. In January 2020, he sold 30,000 bushels for $3.30 per bushel.
Section B: Field Crops Exercise

Answers – this was intentionally left blank
Section B

• Questions 3, 4, and 5 are new this year
• Unsold Crops (Q3)
  • What does ‘at any point’ mean? The largest amount at any single time.
  • Why do we ask?
    • To find out how much grain is insured
    • ‘Other’ category includes hay stocks
• Q4 & Q5 are straight forward
  • Q4 measures crop insurance
  • Q5 measures the switch from PLC to ARC and vice versa
Questions?

You can also ask any questions by clicking here.
Section C: Livestock Inventory, Number Sold/Removed, and Cash Sales
Section C

• Purpose: Record livestock removal, inventory, ownership, and cash sales for the operation
  • Helps show how diversified livestock operations are by size and assess trends in industry consolidation

• Terms and definitions can be found beginning on Interviewers Manual page 195 while livestock terms are interspersed
• Be careful about which livestock to include and exclude
  • Include:
    • All livestock under a contract or custom basis on operated acres (owned or leased)
    • 4-H and FFA livestock projects
    • Short-term pasture or crop residue grazing but return to operator’s controlled acres
  • Exclude:
    • Livestock owned and being custom fed on another separate operation
Section C: Column 3 (Owned By Operation)

If the total livestock owned by operation (Column 3) is zero or less than the total inventory of livestock (Column 2):

- There are livestock being raised under contract (Section D)
- Section D will need to be completed
Section C: Column 4 (Total Number Sold or Removed)

• Include all livestock and animal products that were:
  • Sold on the open market
  • Delivered under a marketing contract
  • Removed under a production contract

• Remember that we do not record animal deaths in Column 4
  • There is no value of production to record

• Exclude short-term grazing on stubble/stocks when livestock return to the operation
Section C: Column 5 (Cash Sales)

- Subtract marketing expenses to get final cash sale
  - Check-off, commission, inspection, storage, transportation, yardage
  - Marketing expenses are recorded in Section H, Question 34
- Cash sales of value added cheese and meats go in Section G
- Exclude Marketing contract sales since they’re recorded in Section E
Section C: Livestock Reminders

• Beef cull cows are considered removed from breeding herd and recorded in Item 2c (Other Cattle Inventory) and 5c (Sales)

• Beef and dairy heifers that have not calved need to be in Other Cattle Inventory – not beef and milk cows respectively

• Bulls, Cattle on Feed, and Calves are all recorded in 2c
Section C: Livestock Exercises

• Page 11 of Workshop Booklet, complete the following:

• Farmer Bob Wilson had beef cattle on his operation in 2019. At the end of 2019, there were 72 on the operation which included 58 cows, 2 bulls, and 12 replacement heifers (that have not calved).
Answers – this was intentionally left blank
Section C: Livestock Exercise 2

• Bob took in 50 yearlings on his small feedlot during the year but they were moved off the operation in September. He owned all of the rest of the cattle.
Answers – this was intentionally left blank
During 2019, Bob sold 6 cull cows and 44 calves. He received $4,720 for the cull cows and $37,257 for the calves.
Answers – this was intentionally left blank
Questions?

You can also ask any questions by clicking here.
Section D: Operations Growing, Feeding, or Raising Livestock for Target Operation
Section D

- Purpose: to record if livestock are raised under a contract
  - Target operation paid another operation a fee for the service of growing, feeding, or raising their livestock
- Livestock, sales, or expenditure data recorded in this section should not be recorded anywhere else in the questionnaire
Section D: Contract Types

- Cow/Calf producer weans calves and another producer backgrounding or go straight to a feedlot
- Dairy operator pays for another “springer” operation to raise replacement heifers until they return to the dairy
- Hog farrowing operation contracts with another hog operation to raise weaned pigs up to slaughter weight
Section D Example

• A producer raises calves on their operation that go to the neighbor’s ranch. The calves are then backgrounded till they’re 900 pounds and brought back to the operator to be fed out in the operator’s feedlot. When they reach slaughter weight, they are marketed for slaughter.
  • Which section do we record the cash receipt of the cattle?
  • Where would we record the sales if the feedlot was located on the neighbor’s sister’s operation?
Section D: Column 2

- Please be specific about what type of livestock is under contract
  - Do not write just “hogs” “chickens” “cattle” “poultry” especially if other columns are unknown by the producer
  - Write feeder calves, finished, nursery pig, lambs, ducks, pheasants and the appropriate product code
In Column 3 record the estimated value of contracted commodities this operation placed on contractee operations during the reference year.

If there are multiple arrangements or multiple arrangements for more than one commodity, record each one on a separate line.

- Please use an extra sheet of paper if needed.
  - Be sure to label the extra sheet with identifiable information.
Section D: Column 6

- Column 6 records the gross income to the target operation from sales of commodities produced under contract.
  - We can also have a value of ZERO if the livestock returned to the target operation (ex: Springer Dairy Heifers)
    - The livestock were simply not sold while under contract
- Make sure this value is not recorded anywhere else in Section C or Section E
LIVESTOCK CONTRACT

THIS CONTRACT, made and entered into this 1st day of November, 1948, by and between

Party of the first part, and

Ferd Gull & Sons of Exeter, Cali.

of

part of the second part,

WITNESSETH: Party of the first part, for and in consideration hereinafter named, has this day granted, bargained and hereby sells and agrees to deliver f. o. b. cars at Exeter, Calif., or about the day of November 19, 1948, to the part of the second part, the following described livestock, to wit:

About 50 head 25 + 40 cut $1.00 each. Branded.

About 50 head 35 + 40 cut $1.00 each. Branded.

The above cattle are located at...

It is agreed by said parties that at the time of delivery all unmerchantable cattle, such as sway-backs, crippled, one-eyed, bob-tail, blind, or maimed, loosed, dwarfed, lump-jawed, Jerseys or Mexicans or cattle that are not in strong, shipping condition, are to be cut out before the cut is to be made by the part of the second.

It is further agreed by both parties that should the parties to this contract fail to agree upon the classification of above livestock, they are each to select a man and the two, if they fail to agree, to select a third man, all of whom are to be practical cowmen, and their decision is to be final.

Part of the second part pays $_________ Dollars upon the signing of this contract, earnest money, which shall be as first payment, the receipt of which is hereby acknowledged, balance of purchase price to be paid upon delivery.

Part of the second part agrees to pay regular commission of...

Party of the second part is to pay brand inspection and furnish to party of second part, without expense, all health certificates required for trans-state shipment if to be shipped out of state.

IN WITNESS WHEREOF, Parties have hereunto set their hands and seals the day and date above written.

WITNESS:

Party of the first part

Questions?

You can also ask any questions by clicking here.
Respondent Booklet

- This can be found in your workshop folder
- Each questionnaire has a respondent booklet inserted
Respondent Booklet

• Cover Letter main talking points
  • Data is summarized and published in “Production Expenditures” report on July 31, 2020
  • Economic Research Service is a partner
  • ARMS 3 measures financial health and production practices of U.S. farms, ranches, and the associated household’s economic health

• NASS ARMS surveys originated from the 1980’s farm crisis
  • USDA Farm Bill, local legislation, and research & extension uses
Respondent Booklet Reminders

• ARMS is a national survey so expect uncommon livestock and crops codes in your area
• Double check your codes before mailing in your questionnaires
• There are FOUR sections where you will reference Item Codes:
  • Livestock Codes for Sections D
  • Crop Codes for Section E
  • General Business Expenses for Section H, Item 33
    • Reference listed items with the producer
  • Farm Household Income, Assets, Debt Section M Dollar Ranges
Questions?

You can also ask any questions by clicking here.
Section E: Marketing and Production Contracts and Direct Sales
This survey is USDA’s only source of data to separate production, income, and expenses among operators, contractors, landlords & others.
Purpose & Importance

• Types of contracts vary by farm type, but without a doubt:

Contracting plays a vital role in agriculture!
<table>
<thead>
<tr>
<th>Marketing Contracts</th>
<th>Production Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractor:</strong></td>
<td><strong>Contractor (Integrator):</strong></td>
</tr>
<tr>
<td>- Arranges, prior to completion of a production cycle, to acquire a specified commodity at the end of the cycle.</td>
<td>- Arranges, prior to beginning a production cycle, to have a specified commodity produced.</td>
</tr>
<tr>
<td>- Commits to take a quantity and agrees on a price, a pricing arrangement, or an agreement to sell on behalf of the contractee.</td>
<td>- Commits to a fee or fee arrangement to be paid to the contractee.</td>
</tr>
<tr>
<td>- Does not take ownership of the commodity until it is delivered.</td>
<td>- Usually owns the commodity during production</td>
</tr>
<tr>
<td>- Makes few or no production decisions but may require specific inputs (variety of seed, etc.) to be used.</td>
<td>- Makes many production decisions, and provides some inputs (such as feed)</td>
</tr>
<tr>
<td><strong>Contractee (Operator):</strong></td>
<td><strong>Contractee (Operator):</strong></td>
</tr>
<tr>
<td>- Obtains a buyer and a marketing arrangement for commodities before completion of a production cycle.</td>
<td>- Provides labor and some management services used in production, as well as fixed inputs (land, buildings, etc.), for a fee.</td>
</tr>
<tr>
<td>- Supplies and finances all or most of the inputs used in production.</td>
<td>- Supplies only some inputs used in production.</td>
</tr>
<tr>
<td>- Owns the commodity while it is being produced.</td>
<td>- Usually does not own the commodity.</td>
</tr>
<tr>
<td>- Makes all or most production decisions.</td>
<td>- Makes only a few production decisions.</td>
</tr>
<tr>
<td>- Often bears all production risks, and contract frequently limits some price risks.</td>
<td>- Often bears no price risks, and contract may limit production risks or reward efficiency.</td>
</tr>
<tr>
<td>- Receives the major share of the value of production.</td>
<td>- Receives a fee that is usually only a small share of value of production.</td>
</tr>
</tbody>
</table>
Marketing Contracts in ARMS 3

• Only record if agreement reached before completion of production cycle and “delivery” has occurred.
  • Example: agreement made before harvest, but now, after harvest, crop was delivered or at least partial payment for delivery was received even if physical delivery hasn’t happened yet

• Can be for livestock but producer must OWN the animals. Not feeding for someone else.
  • Example: Feedlot owned cattle- set a price with Tyson to deliver 700 head in October 2019 for $158.36 per cwt
Special Cases

• Futures contracts for hedging (sell/buy physical commodity and simultaneously buy/sell a futures market contract)
  • **Not marketing contracts**: record as cash sale in sections B - C and as profit/loss in section G item 3j (all other farm sources of income)

• High moisture grain:
  • Shrink-weight of grain **adjusted** to reflect standard moisture. **Not a marketing charge**; record standard moisture bushels and price received
  • Dock-elevator charges a fee for drying: record as a **marketing charge**.

• Price **adjusted** due to quality
  • **Not a marketing charge**: record delivered bushels and delivered price.
### 2018 Crop:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Record As:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Storage</strong></td>
<td></td>
</tr>
<tr>
<td>At End of 2018</td>
<td>ASSET (December 31, 2018)</td>
</tr>
<tr>
<td>Sold 2018 Stored Crop on Open Market during 2019</td>
<td>CASH SALES</td>
</tr>
<tr>
<td><strong>Sold for Cash</strong></td>
<td></td>
</tr>
<tr>
<td>Delivered in 2018 &amp; NO Pmt Rcvd in 2018</td>
<td>Acct Rec / Def Pmts (January 1, 2019)</td>
</tr>
<tr>
<td><strong>Set Up as Marketing Contract</strong></td>
<td></td>
</tr>
<tr>
<td>Delivered in 2018 &amp; NO Pmt Rcvd in 2018</td>
<td>Acct Rec / Def Pmts (January 1, 2019)</td>
</tr>
<tr>
<td>For Delivery in 2019 and Pmt in 2019</td>
<td>ASSET (January 1, 2019) AND In Marketing Contract Table</td>
</tr>
</tbody>
</table>
## 2019 Crop:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Record As:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situation</strong></td>
<td><strong>Record As:</strong></td>
</tr>
<tr>
<td><strong>Sold for Cash</strong></td>
<td></td>
</tr>
<tr>
<td>Delivered in 2019 &amp; Pmt Rcvd in 2019</td>
<td>CASH SALES</td>
</tr>
<tr>
<td>Delivered in 2019 but NO Pmt Rcvd in 2019</td>
<td>Acct Rec / Def Pmts (Dec. 31, 2019)</td>
</tr>
<tr>
<td><strong>Set Up as Marketing Contract</strong></td>
<td></td>
</tr>
<tr>
<td>Delivered in 2019 &amp; Pmt Rcvd in 2019</td>
<td>Marketing Contract Table</td>
</tr>
<tr>
<td>Delivered in 2019 but NO Pmt Rcvd in 2019</td>
<td>Column 7 Blank in Marketing Contract Table</td>
</tr>
<tr>
<td><strong>AND</strong> Acct/Rec / Def Pmts Positive (December 31, 2019)</td>
<td></td>
</tr>
<tr>
<td>NOT Delivered in 2019 but Pmt Rcvd in 2019</td>
<td>Marketing Contract Table</td>
</tr>
<tr>
<td><strong>NOT Delivered in 2019 &amp; NO Pmt Rcvd in 2019</strong></td>
<td>ASSET (December 31, 2019)</td>
</tr>
<tr>
<td>For Delivery in 2019 &amp; Pmt in 2020</td>
<td>ASSET (December 31, 2019)</td>
</tr>
</tbody>
</table>

### In Storage

<table>
<thead>
<tr>
<th>Situation</th>
<th>Record As:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At End of 2019</td>
<td>ASSET (December 31, 2019)</td>
</tr>
</tbody>
</table>
Production Contracts

• Contractee:

  • Does NOT own the commodity being produced
  • Makes few production decisions
  • Supplies few inputs or gets reimbursed
  • Receives a fee for raising the commodity that is only a small percentage of value of production
Production Contracts

• Raising the commodity for someone else

• Many occur in livestock production
  • i.e. respondent is feeding animals for another person
Most Common in Northern Plains Region:

- Feedlots
- Hogs
- Seed corn
- Poultry
Production Contract Example on NASDA Website

http://www.nasda.org/organizations/northern-plains-region
Production Contracts

• KEY POINT: Write it all down!
  • So Much Per Head Per Day + Cost of The Feed???
  • Lower Yardage Fee + Charge Mark Up On Feed???
  • Average Number Of Days In Lot???
  • Average Weight Gain Over Life In Lot???
Cattle on Shares

• You must write a note saying “THIS IS A CATTLE ON SHARES ARRANGEMENT”

• Land operator receives a percentage of calves for taking care of the calf crop. Generally, no money is exchanged.
Section E: Marketing and Production Contract Examples
(Page 12 of Workshop Booklet)
Would you fill out a contract entry given the following information? If so, please complete the table.

- Farmer Bob Wilson called a local feedlot on 1/20/2019 and sells 5,000 bu of corn he has stored on his farm for $3.70 for delivery on 8/5/2019.

- On 8/5/2019, he delivers the 5,000 bu of corn and collects a check for $18,500.
Answers – this was intentionally left blank
Would you fill out a contract entry given the following information? If so, please complete the table.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/20/2019</td>
<td>Bob called an ethanol plant and sold 2,000 bu of new crop corn</td>
<td>2,000</td>
<td>$3.60</td>
<td></td>
</tr>
<tr>
<td>11/20/2019</td>
<td>Delivered 2,000 bu of corn and collected a check for $7,200.</td>
<td></td>
<td></td>
<td>$7,200</td>
</tr>
</tbody>
</table>

Bob called an ethanol plant on 2/20/2019 and sold 2,000 bu of new crop corn for $3.60 for delivery on 11/20/2019. On 11/20/2019, he delivered the 2,000 bu of corn and collected a check for $7,200.
Answers – this was intentionally left blank
Bob called his local coop on 6/20/2019 and sold 2,000 bu of new crop soybeans for $8.00 for delivery on 12/29/2019. On 12/29/2019, he delivered the 2,000 bu of soybeans, but didn’t take payment until after the New Year.
Answers – this was intentionally left blank
On 4/1/2019, 50 yearling cattle were placed in Bob’s feedlot. They were owned by his neighbor, but Bob agreed to feed them until they were ready for slaughter. On 9/5/2019, he delivered the 50 fat cattle to the packing plant. He then collected $3500 from his neighbor for yardage.
Answers – this was intentionally left blank
Direct Sales

• US consumers purchased $2.8 billion of local food directly from farmers in 2017, up from $1.3 billion in 2012!

• As of January 2020, there were 8,790 farmers markets listed in USDA’s National Farmers Market Directory

• Direct to consumer sales are a **HUGE** part of production agriculture!

Sources: [https://www.nass.usda.gov/AgCensus/index.php](https://www.nass.usda.gov/AgCensus/index.php)  
Direct Sales (cont.)

• Only include products directly sold for human consumption (eggs, vegetables, fruits, etc.)

• Processed foods ARE NOT included (jams, jellies, beef, pork, etc.)

• Sales in Items 4a.-e. SHOULD be included both here and in the appropriate sales section (B, C or E), this is NOT double counting
Sec. E - Contracts and Direct Sales

You can also ask any questions by clicking here.
Section F: Accounts Receivable & Deferred Payments
Accounts Receivable & Deferred Payments

• Deferring sales can be a great tax planning strategy that many farmers use to reduce taxes paid

• Unfortunately, the cash method of accounting can hide true financial picture of the farm

• We need a more complete picture of the farm’s financial situation
Accounts Receivable & Deferred Payments

• $$$s from Deferred Receipts should not be reported in Cash Sales or Marketing & Production Contracts

• Think back:
  • Did the operation have contract sales reported, but no little or no $$$ received?
  • Large amount of ag production, but little or no cash or contract sales?
  • Those are 2 good clues that income is being deferred, might have receivables
Accounts Receivable & Deferred Payments

Questions?

You can also ask any questions by clicking here.
Section G: Government Payments & Other Farm Related Income
Section G: Government payments & other farm related income

• An operation’s gross income can include government payments as well as income from other activities, besides crops and livestock, like:
  • custom work provided to other farmers;
  • recreation and agritourism activities on the farm;
  • sales of forest products, farm machinery, or farm land;
  • insurance payments;
  • cooperative patronage dividends; or
  • sales of goods processed on the farm from commodities.
Background on Gov’t Program Payments

- As of October 2019, 22 million acres enrolled in CRP; average payment for CRP was $82/acre

- In 2016 FSA reported:
  - 1.7 million farms enrolled in Agriculture Risk Coverage (ARC) / Price Loss Coverage (PLC)
  - $7.7 billion paid for all crops in 2015
  - 96% of soybean, 91% of corn and 66% of wheat base acres enrolled in ARC-county option in 2015

Federal insurance indemnities and direct payments expected to boost income

~1/3 of NFI forecast to come from gov. payments
Program and Insurance Enrollment

• Enrollment in Gov. programs = complex set of choices

• We want to better understand:
  • Program popularity
  • How farm/farmer characteristics impact program participation

• This information will be used to better understand the impacts of decisions on:
  • farm income, farm production decisions, markets, and government costs
How to Assess Operators with Multiple Operations

• If the operator has multiple operations, only account for the income that belongs to the operation identified on the label.

• For operators with multiple operations, keep in mind the acres and livestock are reported in previous sections for the selected operation.

• Income from the other operations are accounted for in section M.
Acronym Pop QUIZ!!!

- As I click, an acronym will pop up: who can tell me what it stands for and what it is?
  - (hint: these are all in the interviewers manual beginning on page 99)
Remember: all boxes should be filled in this section (Acres AND Dollars for some questions)
Question 2c(i)
Market Facilitation Payments

- Foreign tariffs (i.e. China)
- Direct payments from $15-$150/acre
- Capped at $250,000 per category (may have additional payment for hogs or dairy up to $500,000)

- County-level payment rates can be found at https://www.fsa.usda.gov/programs-and-services/market-facilitation-program/index
Question 2c(v): Agricultural Disaster Payments

- All Crop, Dairy, and Livestock Disaster Assistance Programs
- the Crop Disaster Program
- Dairy Disaster Assistance Program (DDAP-III)
- Emergency Assistance Livestock
- Honeybees, and Farm-Raised Fish Program (ELAP)
- Emergency Conservation Program
- Emergency Forestry Conservation Reserve Program (EFCRP)
- Livestock Compensation Program
- Livestock Indemnity Program (LIP)
- Livestock Forage Disaster Program (LFP)
- Noninsured Crop Disaster Assistance Program (NAP)
- Tree Assistance Program (TAP)
Question 3: Other Farm Related Income

<table>
<thead>
<tr>
<th>Other Farm Related Income</th>
<th>None</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. custom work, machine hire, and other agricultural services provided by this operation for farmers and others? (Exclude if this is a separate business.)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>b. grazing of livestock? (Include payments, per-month basis, AUM basis, etc. Exclude if this is a separate business.)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>c. sales of all forest products? (Include firewood, timber, etc. Exclude maple syrup and Christmas trees.)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>d. sales of farm machinery and vehicles? (Include farm share only).</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>e. all insurance indemnity payments? (Include indemnity payments for all Federal and other crop and livestock insurance, casualty insurance, hail insurance, vehicles and equipment and blanket insurance policies. Include indemnity received on the producer’s dwelling, if owned by the operation)</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

- Not Custom Feeding Cattle
- Grazing Corn Stalks
Question 3: Other Farm Related Income

f. cooperative patronage dividends and refunds? .................................................. 0554

  □ $ ........................................... 00

g. income from royalties or leases associated with energy production
   (e.g. natural gas, oil, and wind turbines)? .................................................. 0555

  □ $ ........................................... 00

h. proceeds from sales of farmland and other farm real estate owned by this
   operation only? .................................................. 0558

  □ (i) What was the recognized gain/loss on the (item 3h) sales of farmland and other
       farm real estate? (If a loss was incurred, please indicate with a negative sign). 0559

       □ $ ........................................... 00

  □ (ii) How many acres were sold? .................................................. 0561

       Acres

IM 103-106
Question 3:
Other Farm Related Income

Please circle or underline what’s included here. If large number, please write a note.

IM 103-106
Question 4: Largest Portion of Gross Value of Sales

Ask the respondent to select the category (crop or livestock) which, in the operator’s opinion, represents the largest portion of this operation’s gross value of sales.

• What if the operation had NO SALES?:
  • Select crops if the value of cropland on the operation exceeds the value of any livestock.
  • Otherwise, select livestock.
Sec. G – Gov’t Payment and Other Farm Related Income

You can also ask any questions by clicking here.
Click here to access

**or** type Kahoot.it into your web browser
Section H: Operating & Capital Expenses

Click here to go to Table of Contents
Section H – Purpose

- Used to estimate producers’ cost of production (i.e. doing business)
- Estimates are critical indicators of farm economy
- Data provide basis to track changes in costs over time
  - Provides policy makers best information for understanding issues facing farm community
- Several organizations use this data, both policy making and other
- Only source for farm expenses used in BEA reports for GDP
- Very detailed section
  - Detail needed for accuracy in data
Section H – Highlights

• Do not double count, record only once
• Try not to get bogged down in details
  • Do your best to find a ‘home’ for the item and record it there
• Leave comments when in doubt and for unusual situations
• Only has column for producer’s expenses
• Items 47-52 are for landlord expenses
• Broken out expenses
  • Fuel, Cash Wages, Insurance, Fertilizer/Chemicals expense
  • If actual values unknown or unavailable, probe for estimate or percentage of total expense
    • If percentages are used, check they add to 100
  • Why? It shows where the cost truly are going, agriculture and types of agriculture are not the same. It is different than city life.
    • Are farmers really buying that much chemicals?
    • Who really are the workers?
    • How and what is being insured?
Section H – Wages or Draw?

- Sole proprietorships/individual operations
  - Receive draws, not wages
  - Wages are treated as deductible expense
  - Benefits often associated with wages
- Corporations or other “managed” operations
  - Pay wages to employees
  - Paying sole proprietor wage=taking from one hand and putting in the other
- May need to probe whether a draw or actual wages
Section H – Wages or Draw?
Relationships

• Item 1 Seed expense → Values in Section I (sunk cost)
• Item 4-8 Livestock expenses → Values in Section I, inventory in Section C
• Item 19 Interest expense → Debt in Section J
• Item 35-45 Capital expenses → Values in Section I
• Why? Understanding relationships helps us capture the data correctly
Item 34 – What are Marketing expenses?
- More than just check-off
- Deductions of sales paid by producers
- May be found on settlement sheets
- Drying, commission, storage, transportation

Why?
- True cost of farming is captured
- True price paid is realized
Let’s exercise those brains!
Where would the following expenses be recorded in Section H?

Please specify which question number.
Skill level: Easy

1. **Paid Check-off fees** for crops and livestock sold
1. *Paid check-off fees* for crops and livestock sold

Check-off fees are record in **Question 34**
Skill level: Easy

2. Purchased an ATV
2. **Purchased an ATV**

ATV Purchases are record in Question 45 and noted in the comment box next to it.
3. **Property taxes** of Land Rented (paid by Landlord)
3. **Property taxes** of Land Rented (paid by Landlord)

Landlord Property taxes are recorded in **Question 50** (under Landlord).
Skill level: Moderate

4. *Paid Property tax* on a house not owned by the farm operation
4. **Paid Property tax** on a house not owned by the farm operation

This would **not be recorded in Section H**. Property tax paid on a house not owned by the farm operation should be recorded in Section L.
Skill level: Moderate

5. Purchased a Drying Bin
5. *Purchased a Drying Bin*

A drying bin is a storage facility. This would be recorded in Question 36.
6. *Purchased New Irrigation Pivots*
6. **Purchased New Irrigation Pivots**

New irrigation pivots are non-self-propelled equipment. This is recorded in Question 42. See interviewer’s manual pg. 133.
7. Purchased a computer for the farm business and did not place it on a depreciation schedule
7. Purchased a computer for the farm business and did not place it on a depreciation schedule.

This is recorded under Question 33 and noted in the comment box.
Skill level: Hard (Bonus)

8. Federal Taxes
8. Federal Taxes

This is not included on the questionnaire since ERS can calculate this.
Questions

You can also ask any questions by clicking here.
Sections I & J: Farm Assets and Debt

Click here to go to Table of Contents
• Collect assets and debt to build the farm balance sheet
• Balance sheet shows the amount of “owned” assets the farm used to produce crop and livestock commodities
• How much debt is being used by farms to purchase assets?
• Many of the current financial concerns about agriculture involve assets (land values) and debt repayment
• Farm bankruptcies increasing and farm income uncertain
Farm Bankruptcies Rise Again
Chapter 12 Filings Increase 24% Compared to Year-Ago Levels
Source: https://www.fb.org/market-intel/farm-bankruptcies-rise-again
Outlook Improves for 2019 Farm Economy, but Uncertainty Remains

Net Farm Income Projected at $92.5 Billion

Source: https://www.fb.org/market-intel/outlook-improves-for-2019-farm-economy-but-uncertainty-remains
Multiple Operations

• In Sections I and J, only include assets and debt for the sampled operation (questionnaire label)

• For assets used by multiple operations, determine which operation uses the item the most

• **Sampled Uses the Most:**
  • Record assets in Section I
  • Any debt associated with asset in Section J

• **Not Sampled Uses the Most:**
  • Report assets and debt by other operation in Section M
Operator Dwelling

• Make sure the operator’s dwelling is recorded in only one section!
  
  • **Owned by Sampled Operation:**
    • Record the value of operator dwelling as an asset in Section I
    • Record debt owed on the operator’s dwelling in Section J
  
  • **NOT Owned by Sampled Operation:**
    • Record in Section M
Section I: Farm Assets
Section I - Purpose

• Best estimate of asset Market Value on December 31
  • Market Value: the price which asset (land, buildings, machinery, etc.) could be sold under market conditions at the reference date, December 31

• Assets are used by farmers to secure farm loans
  • Financial statements prepared for loans are a good source for asset values

• Type of assets held also important in calculation of financial position

• Asset data used in calculation of USDA efficiency measures
Section I - Overview

• Item 1f – Value should relate to acres owned in Section A, Item 1
• Item 2a – Record only farm share of trucks and cars owned by the operation
• Item 2c – If there are loans from the Farm Credit System (FCS) in Section J, there should be a stock value listed
• Item 3b-3c – Compare value of livestock on December 31 with corresponding head counts reported in Section C, Item 2a-k
Beginning/End of Year Inventories

- Change in inventory values used to measure net farm income
- Record values for both BOY and EOY
  - Break in to smaller pieces (see Mock Interview)
  - Refer to quantities/values reported in Crop and Livestock sections
- Market values the same?
  - Probe
  - Commodities/Inputs? Quantity? Livestock weights? Market Price?
  - Good notes help
What’s wrong with this picture? What’s the solution?

For each item below, report the MARKET VALUE(S) of the assets owned by the operation on the dates specified.

3. What was the ESTIMATED MARKET VALUE for the farm share of [item] on —
   a. crops owned and stored on or off this operation? (Include crops stored at co-op or gin warehouse, specialty crops, fruit storage, hay, silage, and nursery and greenhouse products not in the ground. Exclude trees and vines and crops under CCC loans.)

<table>
<thead>
<tr>
<th>None</th>
<th>Beginning of Year</th>
<th>End of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JAN. 1, 2019?</td>
<td>DEC. 31, 2019?</td>
</tr>
<tr>
<td></td>
<td>(Dollars)</td>
<td>(Dollars)</td>
</tr>
<tr>
<td>0888</td>
<td>$ 1 000 000.00</td>
<td>$ 1 000 000.00</td>
</tr>
<tr>
<td>0889</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   b. breeding livestock owned by and located on or off this operation? (Include aquaculture, bees, cattle, equine, hogs, mink, poultry, sheep, etc., kept for breeding purposes. Exclude livestock being produced under contract on another operation (reported in Section D).)

<table>
<thead>
<tr>
<th>None</th>
<th>Beginning of Year</th>
<th>End of Year</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td>(Dollars)</td>
<td>(Dollars)</td>
</tr>
<tr>
<td>0863</td>
<td>$ 35 000.00</td>
<td>$ 35 000.00</td>
</tr>
<tr>
<td>0864</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   c. non-breeding livestock owned by and located on or off this operation? (Include aquaculture, bees, cattle, equine, hogs, mink, poultry, sheep, etc., kept for non-breeding purposes. Include livestock products such as honey, mohair, and wool. Exclude livestock being produced under contract on another operation (reported in Section D).)

<table>
<thead>
<tr>
<th>None</th>
<th>Beginning of Year</th>
<th>End of Year</th>
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<tbody>
<tr>
<td></td>
<td>JAN. 1, 2019?</td>
<td>DEC. 31, 2019?</td>
</tr>
<tr>
<td></td>
<td>(Dollars)</td>
<td>(Dollars)</td>
</tr>
<tr>
<td>0876</td>
<td>$ 243 000.00</td>
<td>$ 243 000.00</td>
</tr>
<tr>
<td>0877</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   d. production inputs owned by this operation, such as processed feed, fertilizer, chemicals, fuels, parts, purchased seed and other supplies?

<table>
<thead>
<tr>
<th>None</th>
<th>Beginning of Year</th>
<th>End of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JAN. 1, 2019?</td>
<td>DEC. 31, 2019?</td>
</tr>
<tr>
<td></td>
<td>(Dollars)</td>
<td>(Dollars)</td>
</tr>
<tr>
<td>0878</td>
<td>$ 100 000.00</td>
<td>$ 100 000.00</td>
</tr>
<tr>
<td>0879</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   e. production inputs already used by this operation for cover crops or crops planted but not yet mature for harvest (also known as sunk costs), or the value of inputs used for production contracts that have yet to be delivered?

<table>
<thead>
<tr>
<th>None</th>
<th>Beginning of Year</th>
<th>End of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JAN. 1, 2019?</td>
<td>DEC. 31, 2019?</td>
</tr>
<tr>
<td></td>
<td>(Dollars)</td>
<td>(Dollars)</td>
</tr>
<tr>
<td>0880</td>
<td>$ 210 000.00</td>
<td>$ 210 000.00</td>
</tr>
<tr>
<td>0881</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What’s wrong with this picture? What’s the solution?

Problem:
- BOY and EOY equal

Solution: Ask more detail—
- Percent change?
- Quantity changes?
- Write notes
What’s wrong with this picture?
What’s the solution?

For each item below, report the MARKET VALUE(S) of the assets owned by the operation on the dates specified.

3. What was the ESTIMATED MARKET VALUE for the farm share of [item] on —
   a. crops owned and stored on or off this operation? (Include crops stored at co-op or gin warehouse, specially crops, fruit storage, hay, silage, and nursery and greenhouse products not in the ground. Exclude trees and vines and crops under CCC loans.)
   - Beginning of Year: $120,000
   - End of Year: $0

   b. breeding livestock owned by and located on or off this operation? (Include aquaculture, bees, cattle, equine, hogs, mink, poultry, sheep, etc., kept for breeding purposes. Exclude livestock being produced under contract on another operation (reported in Section D).)
   - Beginning of Year: $0
   - End of Year: $0

   c. non-breeding livestock owned by and located on or off this operation? (Include aquaculture, bees, cattle, equine, hogs, mink, poultry, sheep, etc., kept for non-breeding purposes. Include livestock products such as honey, mohair, and wool. Exclude livestock being produced under contract on another operation (reported in Section D).)
   - Beginning of Year: $0
   - End of Year: $0

   d. production inputs owned by this operation, such as processed feed, fertilizer, chemicals, fuels, parts, purchased seed and other supplies?
   - Beginning of Year: $0
   - End of Year: $0

   e. production inputs already used by this operation for cover crops or crops planted but not yet matured for harvest (also known as sunk costs), or the value of inputs used for production contracts that have yet to be delivered?
   - Beginning of Year: $0
   - End of Year: $0
What’s wrong with this picture? What’s the solution?

Problem:
• No EOY value and no notes

Solution:
• Add notes or ask for more info
• Was everything sold?
What’s right with this picture?

For each item below, report the MARKET VALUE(S) of the assets owned by the operation on the dates specified.

3. What was the ESTIMATED MARKET VALUE for the farm share of [item] on —
   a. crops owned and stored on or off this operation? (Include crops stored at co-op or gin warehouse, specialty crops, fruit storage, hay, silage, and nursery and greenhouse products not in the ground. Exclude trees and vines and crops under CCC loans.)........
      | None | Beginning of Year | End of Year |
      |      | JAN. 1, 2019?     | DEC. 31, 2019?|
      |      | (Dollars)         | (Dollars)   |
      |      | 0888              | 0889        |
      | 90 000 | $           | $           |
   b. breeding livestock owned by and located on or off this operation? (Include aquaculture, bees, cattle, equine, hogs, mink, poultry, sheep, etc., kept for breeding purposes. Exclude livestock being produced under contract on another operation (reported in Section D)).
      | None | Beginning of Year | End of Year |
      |      | JAN. 1, 2019?     | DEC. 31, 2019?|
      |      | (Dollars)         | (Dollars)   |
      |      | 0863              | 0864        |
      | 90 000 | $           | $           |
   c. non-breeding livestock owned by and located on or off this operation? (Include aquaculture, bees, cattle, equine, hogs, mink, poultry, sheep, etc., kept for non-breeding purposes. Include livestock products such as honey, mohair, and wool. Exclude livestock being produced under contract on another operation (reported in Section D)).
      | None | Beginning of Year | End of Year |
      |      | JAN. 1, 2019?     | DEC. 31, 2019?|
      |      | (Dollars)         | (Dollars)   |
      |      | 0876              | 0877        |
      | 90 000 | $           | $           |
   d. production inputs owned by this operation, such as processed feed, fertilizer, chemicals, fuels, parts, purchased seed and other supplies?
      | None | Beginning of Year | End of Year |
      |      | JAN. 1, 2019?     | DEC. 31, 2019?|
      |      | (Dollars)         | (Dollars)   |
      |      | 0878              | 0879        |
      | 90 000 | $           | $           |
   e. production inputs already used by this operation for cover crops or crops planted but not yet mature for harvest (also known as sunk costs), or the value of inputs used for production contracts that have yet to be delivered?
      | None | Beginning of Year | End of Year |
      |      | JAN. 1, 2019?     | DEC. 31, 2019?|
      |      | (Dollars)         | (Dollars)   |
      |      | 0880              | 0881        |
      | 90 000 | $           | $           |
What’s right with this picture?

<table>
<thead>
<tr>
<th>Item Description</th>
<th>BOY Balance</th>
<th>EOY Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. crops owned and stored on or off this operation (include co-op or gin warehouse, specially crops, fruit storage, hay, silage, and nursery and greenhouse)</td>
<td>$90,000</td>
<td>$90,000</td>
</tr>
<tr>
<td>e. production inputs already used by this operation for cover crops or crops planted but not yet mature for harvest (also known as sunk costs)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Problem:**
- BOY and EOY balances equal

**Solution:**
- Enumerator included notes to differentiate old vs. new crop
Section I - Sunk Costs

• Purpose – Account for sunk costs to get a more accurate picture of financial health of the farm

• Be sure to include value of inputs to grow cover crops

• Exclude mature standing crops not harvested by December 31 due to weather or market conditions (instead record in Item 3a)
Item 4 – Other Farm Assets

- Also known as Liquid Assets
- Almost every operator should have a value for Item 4
- Make sure the assets belong to the operation, and not personal assets (personal assets recorded in Section M)
Section J: Farm Debt
• Estimates of debt are used to measure solvency of the farm
  • Solvency – measure of farmer’s ability to repay all loans if assets were sold
• Used to develop estimates of interest and principal payments compared to income earned by the farm
• Debt is used in the calculation of financial position by USDA
• Better understand how well farmers would be able to continue if the operation encountered financial hardship
Financial Ratios Using ARMS Data

- Debt-to-asset (D/A) and debt-to-equity (D/E) are solvency ratios calculated from ARMS.
- Higher ratios indicate higher likelihood of default and decreased ability to overcome adverse financial events.
- For the fourth straight year, D/A and D/E ratios are forecast to rise, but remain low compared to previous levels.
Debt Has Been Rising

- Debt values adjusted for inflation
- Real estate debt surpassed 1980s
- Nonreal estate debt still below peak but has been rising in recent years
Section J - Overview

• Loans and Lines of Credit used by sampled operation should be recorded in Section J
• In the table, start with the largest loan, recording up to five loans
  • Additional farm loans will be recorded in Section J, Item 4
• Only loans with outstanding balance at the end of 2019 should be recorded in the table
• Do not record loans with an EOY zero balance in the table
• Non-Farm or other business debt should be recorded in Section M
Section J – Debt Table

• Changes for 2019: Column 9 (Loan Purpose) removed
• Use codes for Columns 1 and 5
• Column 5 (Loan Type) allows ERS to separate current and longer-term debt and compare it to current and non-current assets.
  • Loan type allows current debt (one year or less) to be compared to current liabilities
• Verify Columns 6 and 7 are consistent and refer to refinance year and term as applicable
• Column 8 is used to exclude non-farm debt from sector balance sheet
Section J – Debt Table

• Don’t forget digits and decimals!
• Record percent to nearest hundredth for Column 4
  • Example: 9% would be recorded as 9.00
• Record year (four digits, e.g. 2004) in Column 6
  • If refinanced, record the year it was refinanced
• Record percent to nearest whole number (no decimal) in Column 8
  • Example: Loan entirely for farm expenses = 100%
  • If 0% of loan for farm expenses, verify if loan actually for farm expenses
Section J - Practice

• How would you record the following debt information in Section J?
  • Use page 13 of your workshop booklet to record data in the debt table
  • Try to solve on your own
  • Or, discuss with someone next to you
  • Be prepared to share your answer(s) with the group
• Bob took out a new loan of $93,000 in April 2019. It was taken out to cover operating expenses and was a 1-year loan. The loan was obtained from the operator’s local bank at an interest rate of 3.85%. All expenses were for the farm operation. The balance at the end of 2019 was $74,250.
Loan 1 - Solution

Answers – this was intentionally left blank
Bob said they took out a loan on some machinery back in 2014 for $328,000. They thought it was a 5-year loan. He couldn’t find a statement for January but the statement ending December 31, 2018 was $126,982. The balance at the end of 2019 was $66,310. The interest rate was 2.75%. The equipment was financed through the implement dealer/equipment manufacturer where it was purchased.
Loan 2 - Solution

Answers – this was intentionally left blank
Bob said they obtained a 30-year loan in 2002 through the FSA for $400,000 to purchase some farm ground. The interest rate was 6.25%. He refinanced the loan at the beginning of 2019 with his local bank. He paid down $23,000 on the principal and unpaid interest during 2019. The amount of interest he paid on this loan was about $3,100 in 2019. He said the balance was around $87,500 when he refinanced. He was glad he did as his interest rate was reduced to 3.5% for fifteen years.
Loan 3 – Solution

Answers – this was intentionally left blank
Questions

You can also ask any questions by clicking here.
Section K: Personal Characteristics and Farm Management
Section K: Personal Characteristics and Farm Management

Personal Characteristics...

• Goals of this section:
  • To gather information on the age, gender, education, ethnicity, race, major occupation, and other characteristics of the people involved in agriculture.
  • Answers this: Who are farmers?

• This is the only source that can tie household demographics with farm economic well-being.
Collect information for up to four people who are involved in decisions for this operation.

For operations with more than four producers, identify the four most senior producers.

Examples:
“My spouse does the books, but I run the farm.” – Include both respondent and spouse
“I consult my vet on some livestock decisions” – Don’t include vets, bankers, accountants etc.
Section K: Personal Characteristics and Farm Management

- Question 3 asks which person is the “Principal Producer”
  - ERS produces estimates of farm household income from the principal operator’s household

3. From the persons listed above, please select the individual who is most responsible for decisions on this operation. This person will now be referred to as the “principal producer” in this and the remaining sections.

Enter the number of the column that contains the “principal producer” you selected . . . . . . . . . 1855

4. Did the principal producer have a spouse at any point in 2019?
   1205
   1  □ Yes - Continue  3  □ No - Go to Question 11

5. Was this spouse listed in the columns above (Question 2)?
   1856
   1  □ Yes  3  □ No - Go to Question 6

Enter the number of the column that contains the principal producer’s spouse and then proceed to question 11 . . . . . . . . . 1857

- If you enter the spouse into a column, you don’t need to do questions 6-10
Section K: Personal Characteristics and Farm Management

...And Farm Management

Goals:
• To gather information on the time and labor used in agriculture, as well as the time spent working off farm by producers.

Why?
• Value of labor is an important element in the cost of agricultural production
• How does on-farm labor compare to off-farm labor financially?
• What kind of labor do different farms depend on?
• Why do farm operators work off farm and where do they work?
Section K: Personal Characteristics and Farm Management

Farms by operating profit margin (OPM) and farm type, 2018

- Red zone: High risk level (OPM<10%)
- Yellow zone: Medium risk level (OPM 10% to 25%)
- Green zone: Low risk level (OPM>25%)
- Ratio not calculated

Percent of farms in group

<table>
<thead>
<tr>
<th>Percent of Farms</th>
<th>Small family farms</th>
<th>Large-scale family farms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>61.7</td>
<td>61.7</td>
</tr>
<tr>
<td>Off-farm occupation</td>
<td>75.0</td>
<td>75.0</td>
</tr>
<tr>
<td>Low-sales</td>
<td>80.7</td>
<td>80.7</td>
</tr>
<tr>
<td>Moderate-sales</td>
<td>57.7</td>
<td>57.7</td>
</tr>
<tr>
<td>Midscale family farms</td>
<td>41.6</td>
<td>41.6</td>
</tr>
<tr>
<td>Large</td>
<td>33.3</td>
<td>33.3</td>
</tr>
<tr>
<td>Very large</td>
<td>25.2</td>
<td>25.2</td>
</tr>
<tr>
<td>Nonfamily farms</td>
<td>26.6</td>
<td>26.6</td>
</tr>
<tr>
<td>All farms</td>
<td>71.0</td>
<td>71.0</td>
</tr>
</tbody>
</table>

More time spent working on the farm leads to less off-farm labor across different commodities

Off-farm hours vs On-farm hours

Note: The dotted line shows the linear relationship between hours worked on-farm and hours worked off-farm across commodities.

OPM = operating profit margin
Notes: Due to rounding, sums may not add to 100 percent. Operating profit margin (OPM)=100 X (net farm income + interest paid - charges for unpaid labor and management)/gross farm income.
• New question last year
  • Why do households work off-farm?

Principal operators that said farming was their primary occupation tended not to cite health-care benefits as a reason for working off-farm.

Spouses of principle operators cited health care benefits as a reason over 50% of the time, regardless of the size of farm.
New questions this year: Farm Planning & Succession
  - 2017 Census: Average age of a primary producer is 59.4 years old.
  - Has been increasing for decades.

We’re hoping to get a better sense of
  - When farmers plan to retire
  - If they have a plan in place
  - What they plan to do with the operation after

Last asked on the 2013 ARMS
  - 21% of operators planned to retire in 5 years, 29% had succession plans
Questions?

You can also ask any questions by clicking here.
Section L: Type of Organization
Survey Changes for 2019 ARMS

• Reordering of household finances and farm structure sections
• Condensed household finances section, continued from 2018
• No research questions in these sections (but pay attention to off-farm income questions from Section K!)
• Use “none” boxes in section M

- all off-farm wages, salaries, and tips before taxes and withholdings?

• “None” boxes in all versions this year
The Family Farm Question

This question determines whether a farm is classified as a family farm

1. In 2019, was more than 50 percent of this operation owned by one of the producers of this operation, their household, or extended family?

Select “yes” if more than 50% of the assets of this operation are owned by any of the producers, members of his/her household, and/or other persons related to him/her by blood, marriage, or adoption, including relatives not residing in your household. Consider only farm or ranch assets owned – not rented or leased – by this operation, and exclude the assets held by non-family landlords and contractors.
Family Farm Question—Considerations

• ASSETS are the key object that can be split up, not equity, debt, income, profits or measures
• Potential owners include friends, associates, partners, corporate shareholders, members of an LLC
  • They do not include landlords, contractors, or banks

• Consider a family-operated crop farm: If Pat owns 49 percent of the farm and their cousin owns 51 percent is it a family operation?

• What if Pat owns 50 percent and their partner—an old friend from high school—owns the other 50 percent?
Ownership

• Question 2: The number of owners
  – Same criteria as the family farm question
  – Based on ASSETS owned by the farm business
  – These cannot be landlords or lenders

• Question 2a: percent of ownership held by principal producer’s household
  – Used to convert farm assets and debt measures to household values
    – Household assets, debt, and net worth
Hutterite Colonies are organized as nonprofit/religious corps for tax purposes
Special Case – Hutterite Colonies

<table>
<thead>
<tr>
<th></th>
<th>In 2019, what was this operation’s legal status for tax purposes (<em>select only one</em>)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Family or individual operation (<em>Exclude partnerships and corporations.</em>)</td>
</tr>
<tr>
<td>2</td>
<td>Legal partnership operation (<em>Include family partnerships.</em>)</td>
</tr>
<tr>
<td></td>
<td>a. Is this partnership registered under State law?</td>
</tr>
<tr>
<td></td>
<td>b. How many partners are there in this operation?</td>
</tr>
<tr>
<td>3</td>
<td>C-Corporation</td>
</tr>
<tr>
<td>4</td>
<td>S-Corporation</td>
</tr>
<tr>
<td>5</td>
<td>Other (<em>Include estates, trusts, cooperatives, grazing associations, etc.</em>)</td>
</tr>
</tbody>
</table>

- Family or individual operation: *Exclude partnerships and corporations.*
- Legal partnership operation: *Include family partnerships.*
- Partnership registration: *Include partnerships registered under State law.*
- Number of partners: *Include number of partners.*
- Other options: *Include other legal entities.*
Section M: Farm Producer Household – Income, Assets, & Debt
Why gather household data?

• It’s important to get the complete picture
• ARMS is the only survey that measures economic well-being for the farm operator population.
• The vast majority of farms are run by households (98% in 2018)
Why gather household data?

- To inform policymakers and to craft appropriate regulation regarding farmers and farm households.
  - Farm household information used to protect EQIP program from changes

- To meet Congressional and executive mandates.

- For academic, public, and private research.
  - Are farm households well-off relative to the general population?
  - How volatile is the household income of farmers?
  - Do government programs make a difference?
Value Codes

- Household section is the only section to use value codes
  - Applied to income, expenses, assets, and debt
- **34 codes**
  - Value code 1 = $0; value code 34 = $10 million or more
  - Indicate negative values with a minus sign (-)
  - Please comment if income is value code 34 (> $10 million)
- **Value code dollar ranges vary; be careful!**
  - Producer wage and salary income of $30K (value code 14) plus spouse wage/salary income of $30K (code 14) equals household wage/salary income of $60K (code 18) NOT 1 to 1.5 million (code 28)
Where does the income go in Sec. M?

1) Cousin lives in the household and worked part of year as a mechanic
2) $ from leasing land (not part of this operation) for hunting
3) $ from loaning money to brother who runs a dairy
4) Gift from rich aunt
5) Pension payments – retired as public school teacher

a) Off-farm wages and salary
b) Operating another farm or ranch
c) Operating another business
d) Renting farmland
e) Interest income
f) Dividend income
g) Capital gains
h) Private pension or private disability
i) Public sources
j) Other off-farm sources
Where does the income go in Sec. M?

1) Cousin lives in the household and worked part of year as a mechanic
   a) Off-farm wages and salary
      b) Operating another farm or ranch
      c) Operating another business

2) $ from leasing land **(not part of this operation)** for hunting
   d) Renting farmland

3) $ from loaning money to brother who runs a dairy
   e) Interest income

4) Gift from rich aunt
   f) Dividend income

5) Pension payments – retired as public school teacher
   g) Capital gains
      h) Private pension or private disability
      i) Public sources
      j) Other off-farm sources
Where does the income go in Sec. M? (cont.)

6) $ from custom work, not part of this operation
7) $ from driving grain truck for another farmer, paid based on time
8) $ from a cheese-making business that uses the milk from the producer’s goats
9) $ income from spouse running a day care in the home
10) $ from sale of IBM stock

a) Off-farm wages and salary
b) Operating another farm or ranch
c) Operating another business
d) Renting farmland
e) Interest income
f) Dividend income
g) Capital gains
h) Private pension or private disability
i) Public sources
j) Other off-farm sources
<table>
<thead>
<tr>
<th>Number</th>
<th>Income Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6)</td>
<td>$ from custom work, not part of this operation</td>
</tr>
<tr>
<td>7)</td>
<td>$ from driving grain truck for another farmer, paid based on time</td>
</tr>
<tr>
<td>8)</td>
<td>$ from a cheese-making business that uses the milk from the producer’s goats</td>
</tr>
<tr>
<td>9)</td>
<td>$ income from spouse running a day care in the home * (under spouse)</td>
</tr>
<tr>
<td>10)</td>
<td>$ from sale of IBM stock</td>
</tr>
<tr>
<td></td>
<td>a) Off-farm wages and salary</td>
</tr>
<tr>
<td></td>
<td>b) Operating another farm or ranch</td>
</tr>
<tr>
<td></td>
<td>c) Operating another business</td>
</tr>
<tr>
<td></td>
<td>d) Renting farmland</td>
</tr>
<tr>
<td></td>
<td>e) Interest income</td>
</tr>
<tr>
<td></td>
<td>f) Dividend income</td>
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<td>g) Capital gains</td>
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<td></td>
<td>h) Private pension or private disability</td>
</tr>
<tr>
<td></td>
<td>i) Public sources</td>
</tr>
<tr>
<td></td>
<td>j) Other off-farm sources</td>
</tr>
</tbody>
</table>
Section N: Conclusion
Reminders

• Item 1
  • Survey results item only available by email
• Times are now in minutes (not tenths of hour)
  • Option to report beginning/ending times OR total interview time
  • Please refer to presentation slide 32
• Please include enumerator ID
Questions

You can also ask any questions by clicking here.
Sorghum and Barley Version Differences

2019 ARMS PHASE III

Click here to go to Table of Contents
Sorghum or Barley Versions

• Even if the respondent does not have Sorghum or Barley, you still have to fill out the entire Questionnaire, including Section N.
Sorghum or Barley Versions

• Sorghum Version States
  • Kansas
  • Nebraska
  • South Dakota

• Barley Version States
  • North Dakota
  • South Dakota
Pages Not in the Sorghum or Barley Versions

• Page 3 of CRR Version 1
  • Irrigated Acres
  • Conservation Practices
  • Conservation Payments
• Page 4 of CRR Version 1
  • Environmental Areas
  • Technology and Internet Use
• Page 6 of CRR Version 1
  • Unsold and Stored Grain
  • Insurance & Base Acres
Pages Not in the Sorghum or Barley Versions

• Page 19 of CRR Version 1
  • Working Off Farm
  • Hours worked Off Farm

• Page 20 of CRR Version 1
  • Reasons why worked Off Farm
  • Farm Planning & Succession
Items In the Sorghum or Barley Versions

- Line Item Expenses specifically for Sorghum or Barley
  - Seed
  - Fertilizer
  - Chemicals
  - Fuel
  - Electricity
  - Purchased Water for Irrigation
  - Repairs on Machinery and Buildings
  - Crop Insurance
  - Wages
  - Taxes & Benefits
  - Contract Labor
  - Landlord Expenses
Section N - Sorghum or Barley Drying

Did you **HARVEST**
Not did you Dry

Dried by someone else
Section N - Sorghum or Barley Drying

6. On average, what was the moisture percentage of the 2019 sorghum crop at harvest?  2213 18.00%

7. How many hours of each type of labor were used to dry the 2019 sorghum crop? (Include hours to unload, fill and empty dryers, and to oversee drying.)
   a. Paid and unpaid producers, partners, and family members, and other unpaid workers? .................. 1896
   b. Full-time hired workers? (Exclude custom and contract labor.) .................................................. 1897
   c. Part-time or seasonal hired workers? (Exclude custom and contract labor.) .............................. 1898

8. What type of facility was used to dry the majority of the 2019 sorghum crop? ................. 1837
   a. Of the (Item 8) type of facility, how many were used to dry the 2019 sorghum crop? ........... 1838
   b. What was the TOTAL holding capacity of the type of facilities reported in 8? (For continuous flow or batch dryers, report the bushels per hour) .................. 1839
Questions

You can also ask any questions by clicking here.
## Special Topic Sessions

Choose from below (as instructed) and follow the instructions on page 4 of your workshop booklet.

<table>
<thead>
<tr>
<th>State</th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dakota</td>
<td>Day 1</td>
<td>Day 2</td>
</tr>
<tr>
<td>South Dakota</td>
<td>Day 1</td>
<td>Day 2</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Day 1</td>
<td>Day 2</td>
</tr>
<tr>
<td>Kansas</td>
<td>Day 1</td>
<td>Day 2</td>
</tr>
</tbody>
</table>
Special Topic Sessions

• Now it’s time for a spokesperson from each group to share a couple of highlights that others might find beneficial...
2019 ARMS Phase III Data Collection & Shipping Procedure
Data Collection

• ARMS III questionnaires mailings from NPC
  • First Mailing (all versions) – Dec. 26
  • Second Mailing (all versions) – Jan. 22

• Mail returns were pulled prior to the workshop (if applicable)
Which were mailed?

ID: 20300000000
POID: 01 01 3 182 0 00
Op County: 50 091 00 00
OpDom Status: 913-555-9999 1 012 066 091
Phone: 260
Supervisor ID: 0657
Farm County: 238

SEQ001-00218

Overland Pork
Harry Hogg
601 Bacon Way
Overland Park, KS 66029-2544
• Can we leave our questionnaire with the respondent so they can complete it?

  Do not leave labeled questionnaires!
  Many respondents were mailed a questionnaire before your visit.
  Blank questionnaires are available.
  If the respondent wants to complete it online, please copy survey code onto blank questionnaire.
Completing it Online

• We want you to be a resource to the respondent!

Step 1: Go to www.nass.usda.gov
Completing it Online

Step 2: Click on “Online Response”
Completing it Online

Step 3: Enter Survey Code
(found on the Questionnaire)

Enter your unique Survey Code then click continue.

Step 4: click “Continue”
• Check your iPad, before beginning each morning for
  • any mail returns
    • CAPI Listing will have status “complete”

• comments
  • No comment sheets were included in questionnaires. Please review CAPI comments before making contact. It is possible that the office staff have added new comments since the previous attempted contact, please check comments before trying to reach out to the respondent again.
Survey Outcome for February - April 12

- **Complete**
- **Out-of-Business**
- **Inaccessible**
  - I know you’re there!
- **Refusal**
  - I cannot find - Help!
- **Inaccessible**
  - I cannot find - Help!
- **Appears “Completed” on CAPI**
- **Said they mailed it in**
  - (online/mail-in)
- **Fill out “Will do it” document**
- **Said they will do**
- **Complete on CAPI?**
  - Yes
  - No
- **Hold questionnaires!**
  - Destroy after May 20
  - or give to Lincoln staff at June Area training
- **Periodically follow-up with respondent to offer help**

- **Ship to your Supervisor (or Lincoln)**
- **Screening Supplement only**
- **Complete Screening Supplement**
- **Include CAPI comment**
- **Submit on CAPI. Any other Operation changes?**
  - Yes
  - No

- **Keep trying!**
  - Try different times (visits/phonning)

- **Call NASDA Coordinator or Lincoln for new contact info**
- **Said they mailed it in**
- **Said they will do**
- **Complete on CAPI?**
  - Yes
  - No
Survey Outcome for April 13 – April 20 (and appointments through April 24)

- Complete
- Out-of-Business
- Inaccessible - I know you’re there!
- Refusal - I cannot find - Help!
- Inaccessible - I cannot find - Help!
- Appears “Completed” on CAPI
- Said they mailed it in
- Said they will do (online/mail-in)

Ship to Lincoln

Complete Screening Supplement

Include CAPI comment

Submit on CAPI. Any other Operation changes?

Yes

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

No

Screening Supplement only

Include "Will do it" document only with last shipment

Include "Will do it" document only with last shipment

Appears "Completed" on CAPI

Said they mailed it in

Said they mailed it in

Said they will do (online/mail-in)

Fill out "Will do it" document
• After you have completed your first 1 or 2 interviews, schedule a time to get together with your Supervisor and go over those questionnaires.
• Please ship completes to your Supervisor until your Supervisor tells you to ship directly to Lincoln, NE.
Out-of-Business

- Upon realizing that an operation is Out-of-Business, complete the Screening Supplement. If Questions 1-4 are No, then this is Out-of-Business.
- Send the Screening Supplement to your Supervisor (or Lincoln).
- Submit this as Out-of-Business on CAPI with a comment.
- Hold the questionnaire.

Ship to your Supervisor (or Lincoln) → Complete Screening Supplement → Submit on CAPI. Any other Operation changes? (No) → Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
Inaccessible – I know you’re there

- The respondent is elusive!
- Try contacting them at different times of the day using personal visits and phoning.

Inaccessible
- I know you’re there!

Keep trying!
Try different times (visits/phoning)
Refusal

• After receiving a refusal, enter information into CAPI.

• If there are any Operation changes (address, phone, etc.) please ship that information to your supervisor (or Lincoln).

• Hold onto questionnaire.
Inaccessible – I cannot find – Help!

- The respondent is nowhere to be found!
- Please reach out to your NASDA Coordinator or the Lincoln office so we can do a little research to help.

Call NASDA Coordinator or Lincoln for new contact info

February – April 12

Inaccessible - I cannot find - Help!
Appears “Completed” on CAPI

• This was completed by respondent, hold the questionnaire.

Exception:
• If it was a partially completed questionnaire sent back from Lincoln, NE, then please attempt to collect specified missing data.

Hold questionnaires!
Destroy after May 20
or give to Lincoln staff at June Area training
“Will do it” handout

- In Lincoln we have run into issues where we get questionnaires “did it” or “will do it”. Questionnaires get checked-in when they get to the office which essentially shuts off online reporting which is a PROBLEM!
- The “Will do it” handout is how you’ll communicate those remaining.

| POID | Name | Date of First Contact | Notes (Status, follow-up contact dates, etc.) | Complete on CAPI?
|------|------|-----------------------|---------------------------------------------|-----------------
|      |      |                       |                                             | Yes             |
|      |      |                       |                                             | Yes             |
|      |      |                       |                                             | Yes             |
“Will do it” handout

ARMS 3 Respondents who said they did or will do it by mail or online

<table>
<thead>
<tr>
<th>Enumerator ID:</th>
<th>Enumerator Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POID</th>
<th>Name</th>
<th>Date of First Contact</th>
<th>Notes (Status, follow-up contact dates, etc.)</th>
<th>Complete on CAPI?</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
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</table>

A copy of this has been included in your Workshop Folder and in your Extra Supplies
Said they mailed it in

• If the respondent said they mailed it in, please add to the “Will do it” document.

• Hold the questionnaire.

• The “Will do it” will eventually be shipped to Lincoln, NE (with very last shipment).

Fill out “Will do it” document

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
Said they will do (online/mail-in)

- If the respondent said they will do it (online or mail-in), please add to the “Will do it” document.
- Hold the questionnaire.
- Continue checking CAPI.
- Until it shows completed, enumerators can periodically check with respondents to see if they need assistance.

Complete on CAPI?
- Yes
  - Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
- No
  - Periodically follow-up with respondent to offer help

Fill out “Will do it” document

February – April 12
Differences between Feb-April 12 and April 13-20 (-24th for appt)
Survey Outcome for April 13 – April 20 (and appointments through April 24)

- Complete
- Out-of-Business
- Inaccessible - I know you’re there!
- Refusal - I cannot find - Help!
- Inaccessible
- Appears “Completed” on CAPI
- Said they mailed it in

Ship to Lincoln

Complete Screening Supplement

- Screening Supplement only
- Include CAPI comment
- Submit on CAPI. Any other Operation changes?
- Yes
- No

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

Include Will do it document only with last shipment

Fill out “Will do it” document

Said they will do (online/mail-in)
How do things change on April 13?

- Complete
- Ship to Lincoln

Inaccessible
- I know you’re there!

Inaccessible
- I cannot find - Help!

Submit on CAPI. Any other Operation changes?

Yes

Fill out “Will do it” document

Include Will do it document only with last shipment
• Please ship completes to your Supervisor until your Supervisor tells you to ship directly to Lincoln, NE.

Complete

Ship to Lincoln

April 13 – April 20
Out-of-Business

- Upon realizing that an operation is Out-of-Business, complete the Screening Supplement. If Questions 1-4 are No, then this Out-of-Business.
- Send the Screening Supplement to Lincoln.
- Submit this as Out-of-Business on CAPI with a comment.
- Hold the questionnaire.

Ship to Lincoln

Out-of-Business

Complete Screening Supplement

Include CAPI comment

Submit on CAPI. Any other Operation changes?

No

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
Inaccessibles

- They eluded us this time!
- Enter this into CAPI.
- If there are any Operation changes (address, phone, etc.) please ship that information to Lincoln.
- Hold onto questionnaire.

Ship to Lincoln

Inaccessible - I know you’re there!

Inaccessible - I cannot find - Help!

Submit on CAPI. Any other Operation changes?

Yes

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

No

April 13 – April 20
Refusal

- After receiving a refusal, enter information into CAPI.
- If there are any Operation changes (address, phone, etc.) please ship that information to Lincoln.
- Hold onto questionnaire.

Ship to Lincoln

Submit on CAPI. Any other Operation changes?

Yes

No

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
Said they mailed it in or will do

- Either the completed questionnaire didn’t make it to the right place or the respondent didn’t get around to completing it.
- Hold the Questionnaire(s).
- Please ship the “Will do it” document in your last shipment so we know about remaining records.

• Hold questionnaires!
  Destroy after May 20
  or give to Lincoln staff at June Area training

Include Will do it document only with last shipment

Ship to Lincoln
April 21-24 reminder

• This is reserved only for those you set an appointment before April 21, otherwise all must be submitted or shipped April 20 (depending upon the outcome).
Data Collection

• So how do we keep all of this straight?
  o Follow flow charts in workshop booklet
    OR
  o Go to the [NASDA website](https://www.fas.usda.gov) and click on *Data Collection and Shipping Procedures* (provide brief demonstration now if able).

This is a Click-and-Jump document that will show you what to do in each situation.
Workshop comment

• When you receive your assignment and questionnaires, if see one complete on CAPI please follow procedures and hold it...on the off chance we send a partially completed questionnaire to you
Important Dates

(All on Mondays)

• February 17 (NE & KS only) – 1 report received by your Supervisor
• February 24 (SD only) – 1 report received by your Supervisor
• March 2 (ND only) – 1 report received by your Supervisor
• March 16 – 25% received in Lincoln
• March 30 – 50% received in Lincoln
• April 13 – 75% received in Lincoln
• April 20 - Last day to ship or submit via CAPI
  (unless appointment was schedule before April 20 for April 20-24)
UPS Home pickup

• See “UPS Home Pickup” instructions on NASDA website

When I should use UPS Home Pickup? If the nearest official UPS drop off is more than 15 miles (one way) out of the way, you can request a home pickup.

Steps Required for Home Pickup
Using UPS Labels

- All ARMS III to be done through ups
- All labels are for UPS ground (speed)
  - White labels are for shipping to Lincoln
  - Yellow labels are for shipping to your Supervisor
- Double wrap: Use large (10 x 15) and inside envelopes (9 x 12) to follow PII
Shipping Procedures

• Ship questionnaires on a regular basis
  • Don’t hold large numbers to send
  • Supervisors need time to review
  • Office needs time to process and review
When you have questions
- Call your Supervisor first
- Next stop is your NASDA coordinator
- With 4 states in the Northern Plains Region and other versions, we need most questions to go through the Supervisors; then NASDA coordinators
Questions?
Special Topic Sessions

Choose from below (as instructed) and follow the instructions on page 4 of your workshop booklet.

<table>
<thead>
<tr>
<th>State</th>
<th>Day 1</th>
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</tr>
<tr>
<td>Kansas</td>
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</tr>
</tbody>
</table>

Click here to go to Table of Contents
Special Topic Sessions

• Now it’s time for a spokesperson from each group to share a couple of highlights that others might find beneficial...
Click here to access

or type Kahoot.it into your web browser
Management Comments
Final Evaluation

Before leaving, please complete the workshop *Final Evaluation*