Iowa's Financial and Reports Management System (FARMS)

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IOWA DEPARTMENT OF
AGRICULTURE &
LAND STEWARDSHIP

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History

1973 – Iowa began cost share program (50th anniversary!)

- LOTS of paper and snail mail (eventually email)
- Inability to track programs and dollars spent
- Difficult for Districts to track dollars spent by Program

2008 - **F**inancial **A**nd **R**eports **M**anagement **S**ystem (FARMS) released

Many Improvements:

- Singular spot for tracking from application to completion
- Reporting options
- Searchable

History, continued

Original FARMS was an improvement, but far from perfect

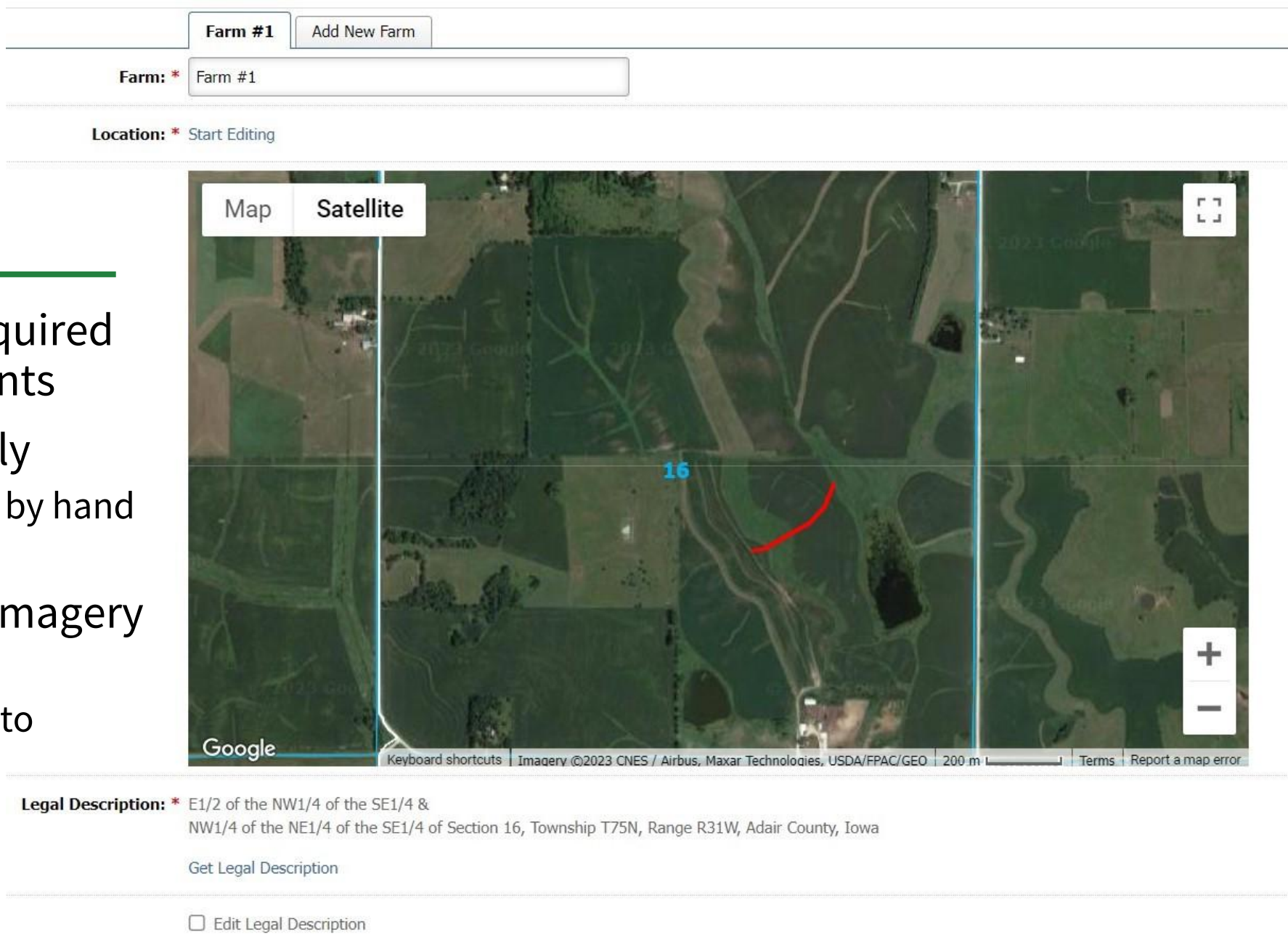
- Technology changes
- Document storage limitations
- Unable to communicate with State's accounting system
- More funding options added complexity

Original FARMS could no longer functionally be updated!

“New” FARMS

Mapping Function

- Legal Land Description required for maintenance agreements
- Previously – Done manually
  - Very time consuming to do by hand for EVERY PRACTICE
- Now – Uses Google Earth imagery and drawing tool
  - Automatically populates into maintenance agreement



Electronically Sign Documents

- Applicants/landowners as well as Technicians can use E-sign
- FARMS sends email notifications to Users
- Daily email to staff indicating what was signed in previous day

IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP

SOIL CONSERVATION AND WATER QUALITY
COST SHARE ASSISTANCE

IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP

FINANCIAL AND REPORTS MANAGEMENT SYSTEM (FARMS)

APPLY FOR STATE COST SHARE

Your local Soil and Water Conservation District administers numerous programs supported by the Iowa Department of Agriculture and Land Stewardship which can provide financial cost share assistance to help address farmers' and landowners' soil conservation and water quality concerns.

During the application process you will have the opportunity to establish a User Account which will allow you to log in and sign required documents electronically and track your application from the beginning to your cost share payment.

Advantages to creating a FARMS User Account

ELECTRONICALLY SIGN COST SHARE APPLICATION DOCUMENTS

VIEW YOUR COST SHARE APPLICATIONS AS THEY ARE PROCESSED

Apply for State Cost Share

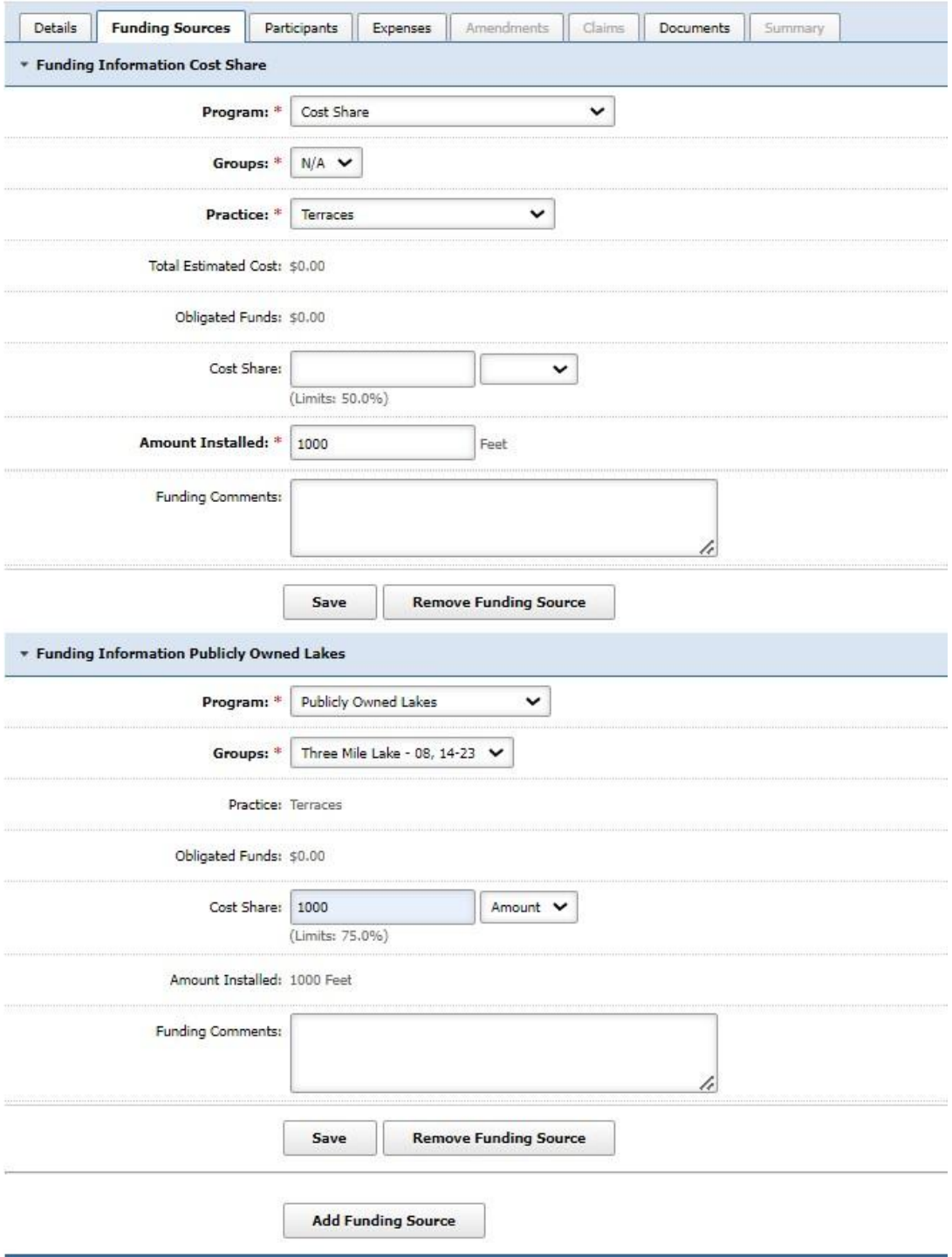
- Visit costshare.iowaagriculture.gov or use the QR code at the bottom of this page.
- Select APPLY FOR COST SHARE
- Follow step-by-step instructions to fill out your application.
- When you are finished with your application, you have the option to create a User Account, which will allow you to electronically sign cost share application documents and view your applications as they are processed.
- Then check for emails sent by FARMS with additional information regarding your account and notifications when documents are ready to be electronically signed. (Be sure to check your spam or junk email folders.)

Create a FARMS User Account

- Visit costshare.iowaagriculture.gov or use the QR code at the bottom of this page.
- Select MY ACCOUNT
- Select REGISTER
- Fill out your information in the required fields. (Under "County", select the county where the majority of your land is located or the county you primarily work with for soil conservation assistance.
- Click REGISTER
- Then check for emails sent by FARMS with additional information regarding your account and notifications when documents are ready to be electronically signed. (Be sure to check your spam or junk email folders.)

QR Code Instructions

1. Open the Camera app on your phone.
2. Hold your phone so that the QR code appears in view.
3. Tap on the notification to open the link which will take you directly to the FARMS homepage.



Multiple State Funding Programs on Single Application

- Previously - each funding source required a separate application
- Now - one application and single set of documents to sign
- Saves time for staff and customers
- Less items/documents to store on the server

Document Storage

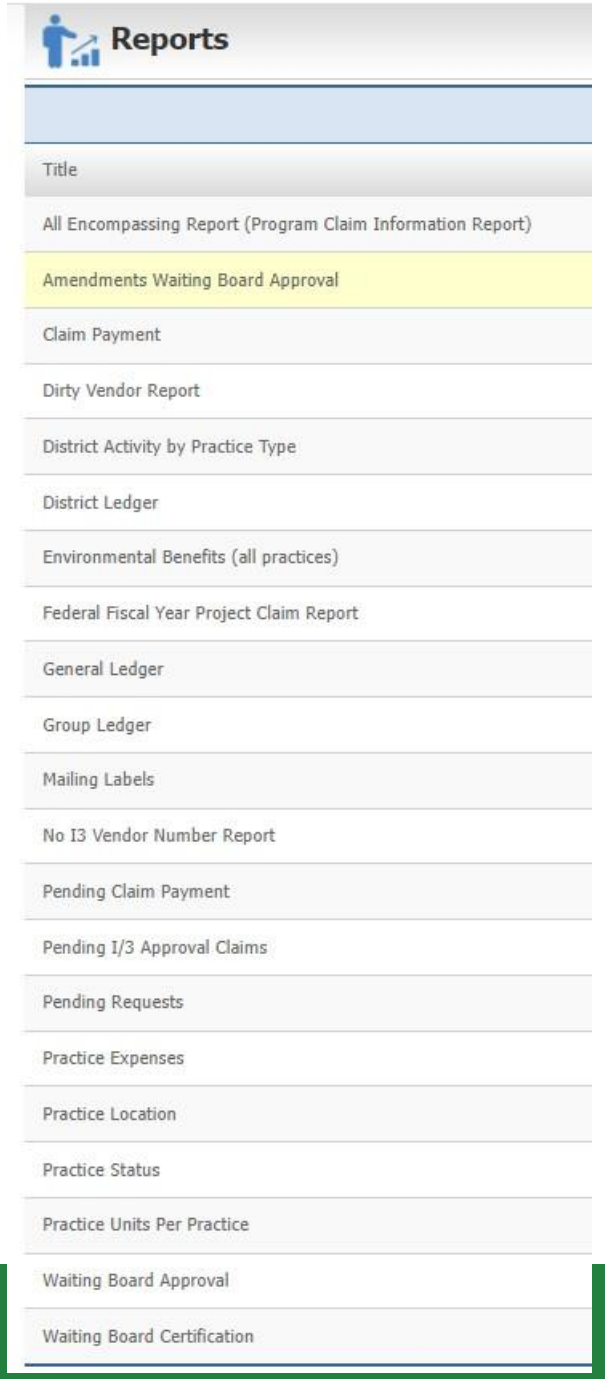
- Copies required for records retention
- Required significant physical space and staff time to file
  - Due to staff turnover and other priorities, many offices had mini storage rooms of old documents!
- Upgrade provides for storage of signed and supporting documents (invoices, estimates, etc.)
- Allows IDALS Accounting staff to pull documents electronically for audit vs. removing physical file from offices

Electronic Processing of Claim Payments

- Previously – Claim document emailed to IDALS Accounting
  - Was then printed and shared between staff for review/confirmation
  - Claim info hand-entered into State's financial database to issue warrant
- Now – Claim document uploaded into FARMS
  - Claim shows up in report accessed by IDALS Account staff
  - Reviewed electronically and staff add "approval"
  - Automatically uploaded into State database for processing and issue warrant
- Significant time and resource savings!

Reports

- Pre-developed reports
- Statewide or District-specific (depending on user's access capability)
- Can be pulled by Fiscal Years, Programs, Districts, Project Status, and Statewide
- Display items like project/program, cost share, costs, quantities, landowner info, environmental benefits, milestone dates



Training

- ***Test sites***
  - *Exact copies of real sites, but allows staff to get comfortable with FARMS*
- ***Live training (in-person or virtual)***
- ***FARMS Handbook***
  - *Developed by a team of users and program administrators*
  - *How-to's, tips, step-by-step processes*

QUESTIONS??

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