

- This will bring up a screen where the Fiscal Agent can identify users to be allowed access and whether they will be allowed to enter/edit RFEs. After information is entered, the Fiscal Agent will click Save.

- If it is determined by the Fiscal Agent that access should no longer be allowed, the read-only access may be turned off at any time. This is accomplished by choosing Remove from the budget Summary View as shown below.

contact **Laurie Wilson** (lwilson@tippecanoe.in.gov)
 Tippecanoe County
 Grant Administrator
 20 N 3rd St
 Lafayette, IN 47901 (TIPPECANOE)
 phone: 765-423-9215
 fax: 765-423-9196

read only **Fred Davis** with RFE EDIT (eoccd@tctc.com) remove

Non-Fiscal Agent View

If you have been granted read-only privileges, you will access these budgets by checking the read-only box from the complete budget list screen.



id	fund	sub-recipient	award	budget amount	encumbered	balance	rating	disbursed	status
3340	.District Allocations () 2010 > State Homeland Security Grant > LOCAL	Laurie Wilson (lwilson@tippecanoe.in.gov) Tippecanoe County	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	.00%	\$0.00	APPROVED

Non-Fiscal Agent RFE Creation/Edit

If you have been granted the ability to create and/or edit RFEs, you can access those through the RFE module. They creator will choose create a new request,

Request for Expenditures

[+_create a new request](#)

filter options

read-Only: rfe #: tracking #: po #: project id #:

status:

[get request for expenditures list](#)

This will bring up a new screen showing all budgets. The budgets that do not belong to the requestor, will show at the end of the list.

Request for Expenditures

[+_create a new request](#) cancel

description

fund

- [2010 Emergency Management Performance Grant > LOCAL > Local EMA Salary Reimbursement > Fred Davis](#)
- [2009 EMPG > LOCAL > 2009 EMPG Salary Reimbursement > Fred Davis](#)
This budget is past the performance period.
- [2008 Emergency Management Performance Grant > LOCAL > 2008 EMPG Local Allocations > Fred Davis](#)
The grant is past the performance period.
- [2007 Law Enforcement Terrorism Prevention Program > LOCAL > Geographic Information Systems Enhancements > Fred Davis](#)
This budget is past the performance period.
- [2007 Public Safety Interoperable Communications Program > LOCAL > Equipment/Training > Fred Davis](#)
This budget is past the performance period.
- [2006 SHSP > LOCAL > GIS > Fred Davis](#)
The grant is past the performance period.
- [2010 State Homeland Security Grant > LOCAL > .District Allocations > Laurie Wilson](#)

[save](#)

Once the appropriate budget has been selected, the requestor will complete the RFE as if the funds had been awarded to them.

NOTE: Once the RFE has been completed, the requestor must indicate that the RFE is ready for Audit.

RFE Summary

[edit](#) [delete](#) [submit](#) [pdf](#)

Is this RFE ready for audit? NO [\(change\)](#)

This will notify the fiscal agent that the RFE is ready for audit and submission.

RFE Audit Responsibilities

The fiscal agent is responsible for assigning the RFE to the appropriate budget category by auditing the RFE and submitting the RFE. This will ensure that the fiscal agent retains accountability for the overall grant award, and have approved the expenditure.

Fiscal agents will have a notification on their dashboard in iGMS and will receive an automated e-mail indicating they have an RFE(s) to be audited/submitted.

Questions

Any additional questions pertaining to the fiscal agent responsibilities may be submitted to the IDHS Grants Management Section, grants@dhs.in.gov, 317-234-5917.