Date: May 26, 2011

To: All IDHS Program Managers
All IDHS Division Directors
All iGMS Users

From: Jason D. Hutchens
Planning Division Director
Indiana Department of Homeland Security

Subject: Read-Only Access to the Indiana Grants Management System (iGMS)

Purpose
The purpose of this Information Bulletin is to provide guidance and instructions to Fiscal Agents and other iGMS users with regard to using the Read-only Access feature recently added to iGMS.

General
Sub-recipients functioning in the role of Fiscal Agent will be able to provide read-only access to others who may have a vested interest in grant activities. This access may also include the ability to enter/edit a Request for Expenditure (RFE). It is at the sole discretion of the Fiscal Agent to decide who may have this access.

Instructions for Establishing Read-only Access

Fiscal Agents are able to set-up individuals with read-only access by:

- Choosing the specific budget from the complete budget list;
- Click on the read only access button

Budget #3340

<table>
<thead>
<tr>
<th>activity logs</th>
<th>read only access</th>
<th>to pdf</th>
</tr>
</thead>
</table>

contact

- fund 2010 → State Homeland Security Grant → LOCAL → District Allocations → 12152
- project manager Donald Lee Watson (donlawson@idhs.in.gov)
- proposal 2010 SHSP Interoperable Communications
- status APPROVED
- fully executed agreement

- encompass project id 385105HSALLOC00
- approved budget $350,000.00
- obligation rating 0%
- encumbered $0.00
disbursed $0.00
- balance $350,000.00
• 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.

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.

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,
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.

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 requester must indicate that the RFE is ready for Audit.

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.