



System for Payments and Reports of Contracts (SPARC)

Document Upload Process For Local Agencies

**Version 1.1
Last Updated: November 13, 2019**

1. Overview

1.1. About SPARC Document Upload Feature

SPARC – System for Payments and Reports of Contracts is a web-based application used by DCF’s Bureau of Finance for monitoring and paying grant contracts to DCF sub-recipients. The upload feature was an enhancement designed to make the retrieval of certain agency information more efficient and centralized. The document types available for upload in the SPARC portal screen include:

Agency Claim Submission Documentation

On January 1, 2018, DCF started sampling agency’s SPARC expense claim submissions. Agencies are expected to send documentation in support of their claimed expenses when requested by DCF. Examples of reasonable documentation include copies of invoices, payroll registers, general ledger queries, etc. This new electronic upload feature allows agency users to submit documentation directly into the SPARC portal rather than emailing information back to DCF.

Agency Cost Allocation Plan

Most agencies allocate costs to DCF funded programs/projects. When allocated expenses draw against state and federal funding sources, the agency must have a written plan that accurately describes their allocation methods, the pool and basis of each allocation, the specific calculations used, etc. The plan must be written in accordance with the applicable Federal cost and administrative policies under 2 CFR 200 and 45 CFR 75. Agencies shall submit current and ongoing versions of their agency’s costs allocation plans in the SPARC portal.

Agency Indirect Cost Rate Agreement

As a pass-through entity of federal funds, DCF generally allows the reimbursement of agency indirect costs supported by an approved indirect cost rate agreement (or the 10% De Minimis Indirect Cost Rate allowable under 2 CFR 200). If an agency has an approved indirect rate, in accordance with 2 CFR 200 and 45 CFR 75, the agency shall submit the current agreement and future agreements in the SPARC portal. When the 10% De Minimis rate is utilized, a statement of such should be uploaded into the SPARC portal. If your agency does not charge any indirect costs to DCF, an annual statement of such should be uploaded into the SPARC portal.

Agency Performance Report

As of July 1, 2019, agencies shall electronically submit any reports required to show their program performance monitoring. Examples of performance reports may be what is attached to the scope of services in the contract for completion. This new electronic upload feature allows agency users to submit documentation directly into the SPARC portal rather than emailing information back to DCF.

Agencies are expected to monitor their submissions to ensure uploads are made in accordance with their DCF contract and the above expectations.

1.2. Login Page

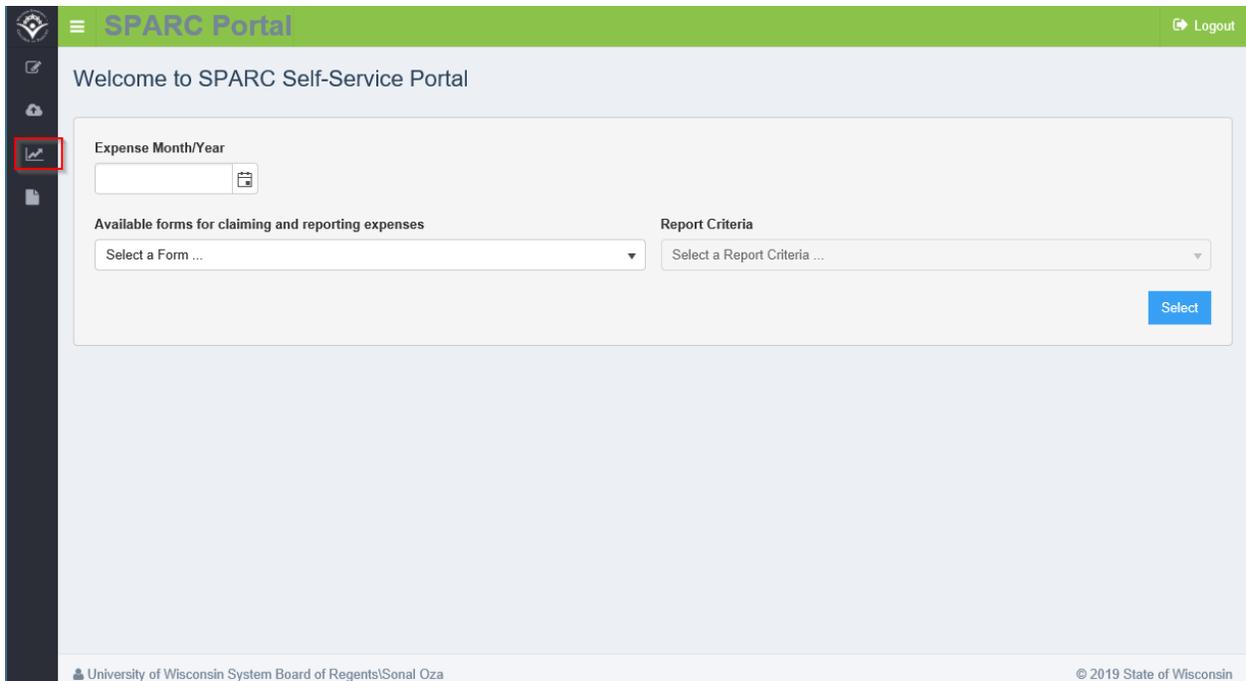
User can arrive at the SPARC login page by using URL <https://sparc.wisconsin.gov>



The image shows a login form titled "Sign in to SPARC System". It contains three input fields and a button. The first field is for the username, with a person icon on the left and the text "wiextID" entered. The second field is for the password, with an asterisk icon on the left and masked characters "....." entered. The third field is a CAPTCHA field with a vertical bar "|" entered. To the right of the CAPTCHA field is a green button with the text "SIGN IN".

User enters username – WIEXT and password. The system authenticates the user if the user has entered valid username and password and is part of a SPARC AD group chosen.

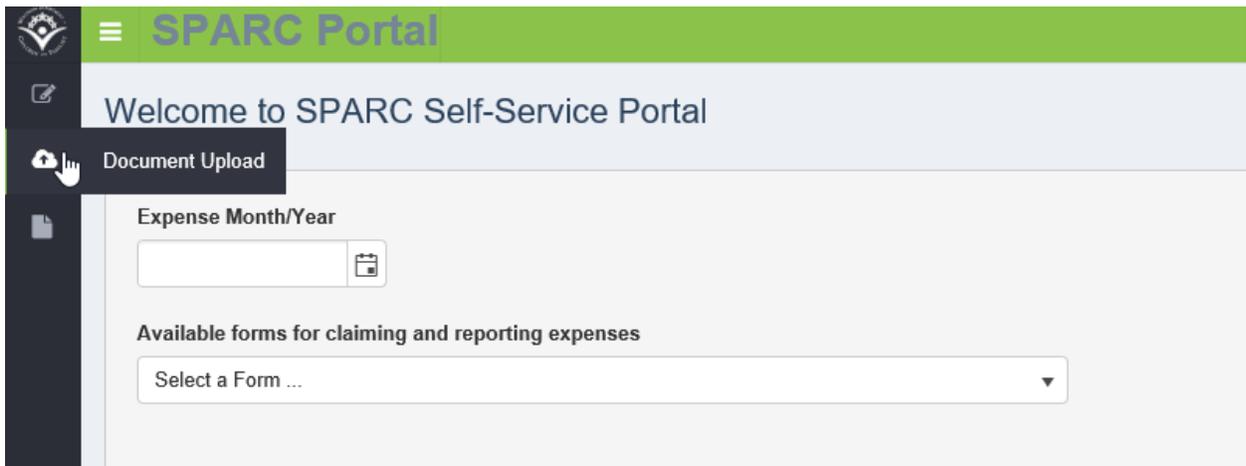
If a user has access for BOTH Financial and Performance Report uploads the view upon login will default to the Finance Portal Screen (shown below). The user can maneuver to the Performance Report Portal Screen by choosing the Performance Report icon in the left navigation menu (as circled in the picture below.) For more information on each type of upload, see the sections below.



2. SPARC Finance Portal Screens and Functions

2.1 Navigate to Upload a Document

User can select the "Document Upload" icon on the left-side menu.



2.2 Document Upload Screen

The screenshot shows the SPARC Portal Document Upload interface. It includes a sidebar with navigation icons, a main header with the SPARC Portal logo, and a central content area titled 'Document Upload'. The content area is divided into several sections: 'Document Reporting Period' with 'Begin Date' and 'End Date' fields; 'Document Type' with a dropdown menu; 'File to Upload' with a 'Select file...' button; and 'Contract' with radio buttons for 'Applies to All Contracts' and 'Applies to Specific Contract', and a 'Select Contract...' dropdown.

User completes the required fields:

- **Document Reporting Period** – select the appropriate date range of the document
 - ✓ Claim Submission Documents – select the same period as the sampled expense period. Example: DCF sampled your agency’s January 2018 Child Care expenses, the uploaded documentation should show:

The close-up shows the 'Document Reporting Period' section. The 'Begin Date' field is set to '1/2018' and the 'End Date' field is also set to '1/2018'. Both fields have calendar icons and a clear button (X).

- ✓ Cost Allocation Plans – select the most appropriate period. If there is not a definite End Date, select your agency’s fiscal year and re-upload the same document at the start of your next fiscal year with the new date range. When updates or changes are made to the plan, upload the new version into SPARC on a timely-basis.
- ✓ Indirect Cost Rate Agreement – select the period stated in the agreement.
- **Document Type** – select the appropriate type of document from the drop-down list
 - Claim Submission Document (when sampled and requested by DCF)
 - Cost Allocation Plan (current and future versions)
 - Indirect Cost Rate Agreement (current and future agreements)
- **Contract** – select which contract the document supports from the drop-down list **or** select “Applies to All Contracts”

Contract

Applies to All Contracts
 Applies to Specific Contract:

Select Contract..

|

Select Contract..

CY18 Children First - 437004-G18-0001159-000-09

CY18 State County Child Care Contracts - 437002-I18-0001104-000-64

CY18 State County Child Support - 437004-I18-0001103-000-64

CY18 State County Child Welfare Contracts - 437003-I18-0001105-000-65

In-Home Safety Services (IHSS) - 437003-I18-0001171-000-35

Post Reunification Support - 437003-I18-0001169-000-31

n.gov

- **File to Upload** – user selects electronic file to upload from their computer’s folders
 - File size limited to 4MB or 4000KB
 - Supports Microsoft Word (.doc), Excel (.xls) and Adobe PDF (.pdf)
- **Contact Information** – system will automatically pull-in user’s information, user can select checkbox to manually enter a different contact

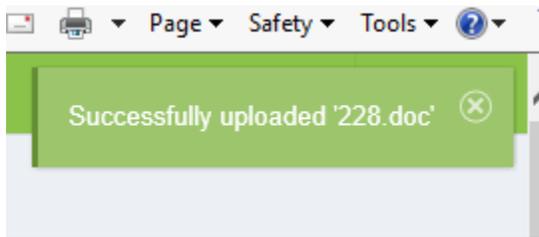
Select this option to provide alternate contact information if you are not the primary contact for the document being uploaded

(NOTE: If you are the correct contact, but your contact information below needs to be updated, please contact DCFFinanceGrants@wisconsin.gov)

Once all required information is selected in the “Document Upload” screen, select “Submit” in the lower, right-hand corner.

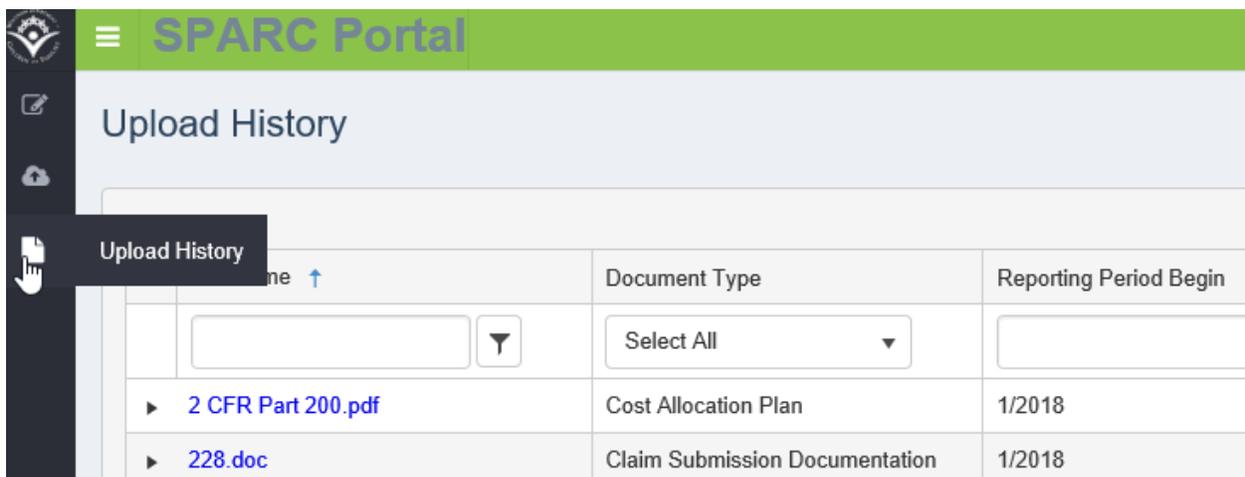
Submit Cancel

Upon a successful upload, the following message will appear in the upper, right-hand corner:



2.3 Navigate to Review Agency's Upload History

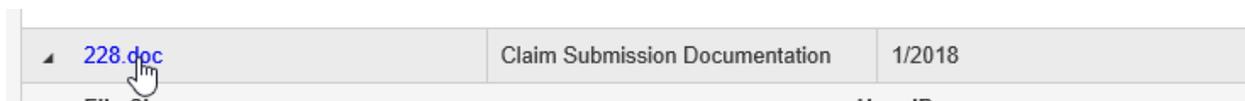
User can select the "Upload History" icon on the left-side menu.



Review Agency's Upload History

Once in the Upload History Screen, the user will see a list of documents uploaded for their Agency. Users can use this screen to monitor their agency's document uploads.

Click on the filename link to view the uploaded document.



Click on the arrow icon to the left of the filename to see the contact information and file size.



| | | | | |
|-----------------------|--------------------------------|-----------------------------|--------|--------------------|
| 228.doc | Claim Submission Documentation | 1/2018 | 1/2018 | 12/19/2018 1:50 F |
| File Size 46.50 KB | | User ID documentuploader | | Contact Name RR |

Please note the helpful filters and drop down options on this screen.

3. SPARC Performance Report Portal Screens and Functions

3.1 Main Display and Upload

User completes the required fields:

- Contract** – Using the dropdown, select which contract to upload a performance report for. If there are multiple contracts associated with a Provider, they will all be listed in the dropdown.

- **Performance Reporting Period** – Select the appropriate reporting period for the report due. The reporting period is based on specific contract language. If the reporting periods do not seem correct, contact performadmin@wisconsin.gov.

Performance Reporting Period

Select a Reporting Period..

Select a Reporting Period..

Jul 2018 - Jun 2019

- **File to Upload** – user selects electronic file to upload.
 - File size limited to 4 MB
 - Supports Microsoft Word (.doc, .docx), Excel (.xls, .xlsx), and Adobe PDF (.pdf)
- **Description** – Freeform text field to enter a description of the uploaded file’s contents. A user may enter up to 140 characters in this field.

File to upload

| File | Description |
|--|----------------------|
| <input type="button" value="Select file.."/> | <input type="text"/> |

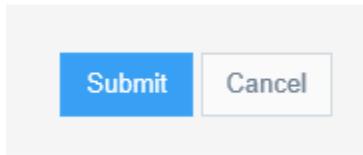
A user can add as many files as necessary for each reporting period by selecting the ‘**Add New File**’ button (picture below). Once all files are attached and the user submits the results, the reporting period will disappear from SPARC. This means that if there are missing files, or incorrect files uploaded, the user will have to email performadmin@wisconsin.gov to have any files deleted before correct files (or more files) can be uploaded.

- **Contact Information** – system will automatically pull-in user’s information. User can select checkbox to manually enter a different contact.

Select this option to provide alternate contact information if you are not the primary contact for the document being uploaded

(NOTE: If you are the correct contact, but your contact information below needs to be updated, please contact DCFFinanceGrants@wisconsin.gov)

Once all required information is selected in the “Document Upload” screen, select “Submit” in the lower right-hand corner.



Upon a successful upload, the following message will appear in the upper, right-hand corner:

Successfully uploaded 'Final Report - Domestic Abuse Services & Outreach Program - 1121.pdf'

Once all files are attached and the user submits the results, the reporting period will disappear from SPARC. This means that if there are missing files, or incorrect files uploaded, the user will have to email performadmin@wisconsin.gov to have any files deleted before correct files (or more files) can be uploaded.