



# **System for Payments and Reports of Contracts (SPARC)**

## **Document Upload Process For Local Agencies**

**Version 1  
Last Updated: December 18, 2018**

## 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.

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>

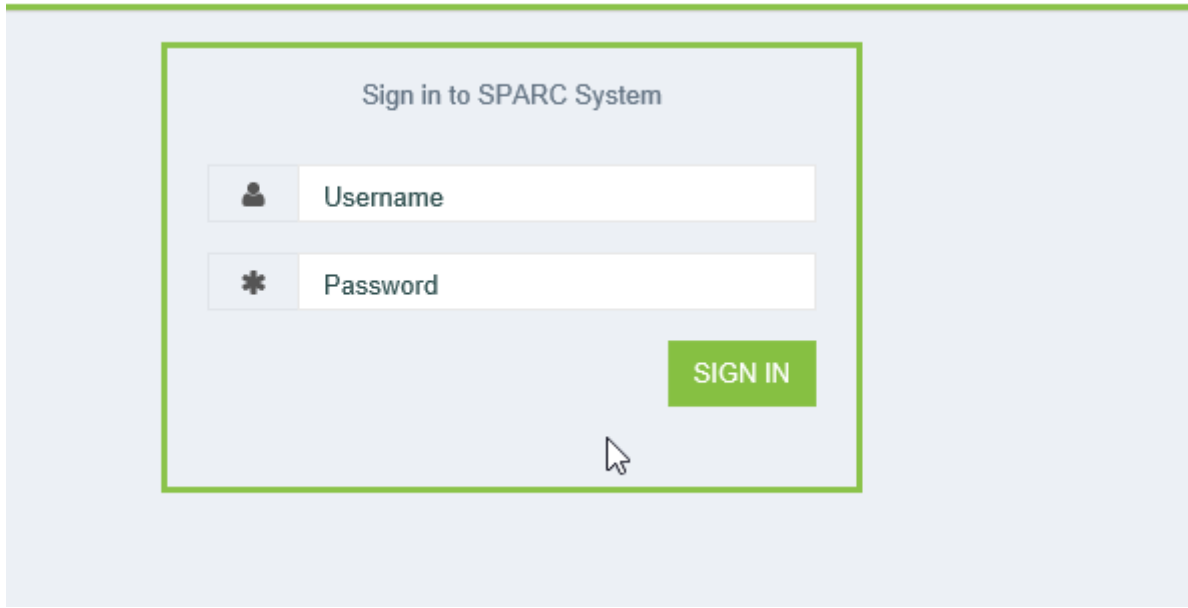


Figure 1.2. Login Page

As user enters username – WIEXT, password and commit to sign-in, the system authenticates the user if the user has entered valid username and password and is part of a SPARC AD group.

## 1.3. Navigate to Upload a Document

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

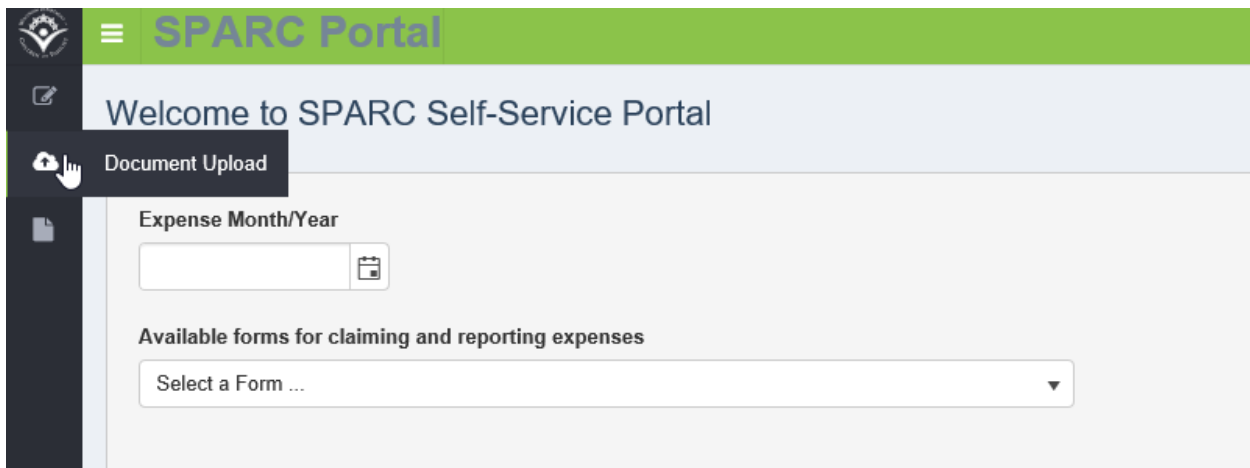


Figure 1.3 Document Upload Navigation

## 1.4. Document Upload Screen

The screenshot shows the 'Document Upload' interface in the SPARC Portal. It includes a sidebar with navigation icons, a main header, and a form with the following sections:

- Document Reporting Period:** A box containing the instruction 'Enter the effective date range of the document being uploaded'. It has two date pickers: 'Begin Date' and 'End Date', both currently showing '1/2018'.
- Document Type:** A dropdown menu with the text 'Select Document Type..'
- File to Upload:** A button labeled 'Select file...'
- Contract:** Two radio buttons: 'Applies to All Contracts' (unselected) and 'Applies to Specific Contract:' (selected). Below them is a dropdown menu labeled 'Select Contract..'

Figure 1.4 Document Upload Screen

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:

This close-up shows the date selection interface. The 'Begin Date' and 'End Date' fields are both set to '1/2018'. Each field has a calendar icon to its right, and the 'End Date' field has a small 'x' icon to its left, indicating it can be cleared.

Figure 1.4.1 Claim Submission Date Example

- ✓ 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](#)

**Figure 1.4.2 Contract Selection**

- **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](mailto:DCFFinanceGrants@wisconsin.gov))*

**Figure 1.4.3 Alternative Contact Information**

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

Submit Cancel

**Figure 1.4.4 Submit Button**

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

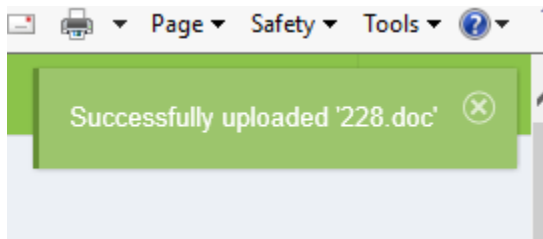


Figure 1.4.5 Successful Upload Message

### 1.5. Navigate to Review Agency's Upload History

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

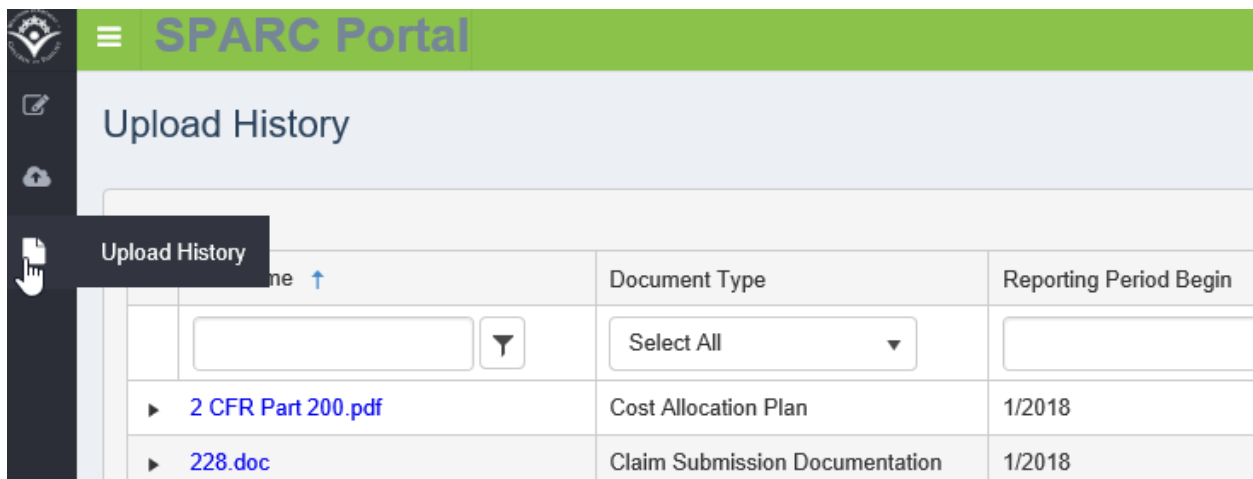


Figure 1.5 Upload History Navigation

### 1.6. 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.

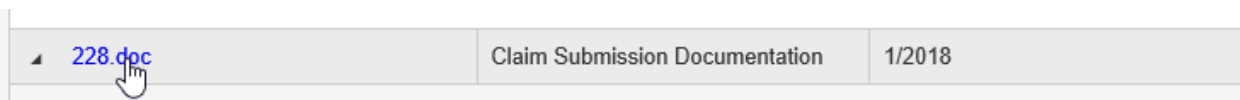
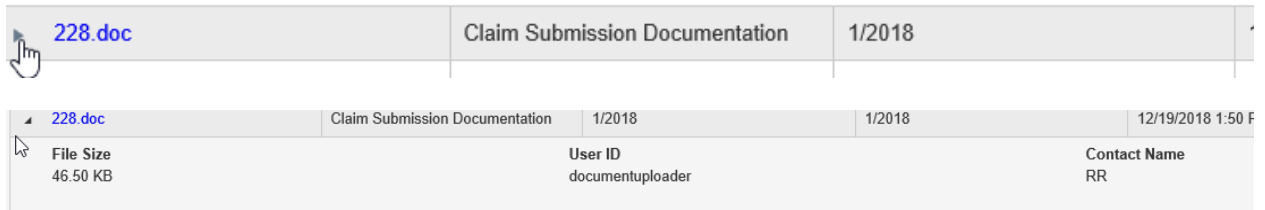


Figure 1.6 Document Link

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



The image shows a table with document details. The top row is a header with columns for filename, title, and date. Below it, a row for '228.doc' is expanded to show additional details like file size, user ID, and contact name.

228.doc	Claim Submission Documentation	1/2018		
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

**Figure 1.6.1 Document Details**

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