



Guidelines for External Agencies

- Costs are reimbursable/allowable per [DCF's Allowable Cost Manual](#) **and** the scope and budget of the Agency's DCF contract, **and** any related federal grant guidelines.
- DCF funding cannot be used to fund non-DCF contracted activities.
- Agency salary/staffing costs are allowable when Agency staff can effectively work remotely, or in-person, or on-site. Reasonable "hazard pay" or overtime is allowable per Agency personnel policies. All Agency work effort must be recorded and properly approved in conformance with the Agency's own policies and properly applied and allocated to DCF programs per contract scope and budget.
- For contracts that include personnel cost reimbursement, Agency paid sick and leave time costs are allowable as long as they conform with the Agency's own leave policies and the paid leave is consistently applied and allocated across all Agency programs for all Agency staff on a reasonable basis. All Agency staff must be treated the same regardless if funded by a DCF contract or not funded by a DCF contract.
- For contracts that include Agency rent, utilities, and overhead reimbursements, those costs are reimbursable per the contract scope and budget even while the Agency needs to temporarily reduce or suspend services.
- Agencies can submit alternative match sources if volunteer worker time has been suspended (for Agencies that use volunteer worker hours as match). Please work with your DCF Contract Administrator to determine other allowable match sources.
- Agencies should work with vendors to receive refunds or credits for cancelled training registration fees, lodging, travel costs.
- Agencies should retain and organize all submitted expense documentation.
- Agencies should work with their DCF Contract Administrator for any questions or concerns regarding their capacity levels, inability to report expenses, new potential costs to administer the services, or potential contract amendments for scope or budget changes.
- Agencies must notify the DCF Contract Administrator if services are temporarily reduced or suspended.

SPARC Processing

- DCF Finance will continue to pay properly submitted SPARC invoices in accordance with DCF's published payment [schedule](#). Any delays will be posted on the SPARC webpage banner.
- In the event the assigned Agency staff is not able to complete their duties, Agencies should set-up alternative staff via: <https://dcfspark.wisconsin.gov/accessing>

- SPARC accountants can assist Agencies with portal data entry, if necessary. Send requests to: DCFFinanceGrants@wisconsin.gov
- For SPARC contracts that ended December 31, 2019, the deadline to report contract expenses in SPARC is March 31, 2020. Agencies may request extensions on a case-by-case basis. Requests should be directed to your DCF Contract Administrator.
- Other extensions or delays will be approved on a case-by-case basis. Again, please forward requests to your DCF Contract Administrator.