

SUB-GRANTEE AUTHORIZED POSITIONS UTILITY

OVERVIEW

As is true every year, grantees must use the Authorized Positions utility in SPARQ to allocate their authorized positions to their sub-grantees in order for the sub-grantees to have accurate QPRs. Grantees must use the utility to allocate authorized positions to sub-grantees and associate specific counties with each sub-grantee. The association by county will enable SPARQ to produce customized modified positions for each sub-grantee based on the minimum wages that a sub-grantee is required to pay in each county in which it operates. The modified positions are used in the calculation of the service level and community service measures.

Before beginning the allocation, grantees must ensure that SPARQ is properly listing its current grantees. If a change is required, you must contact SCSEP Help at (<https://scsephelp.zendesk.com>) before you begin the allocation process. Only sub-grantees active in the SPARQ Master Entity Table (MET) will be accessible in the position allocation utility.

Grantee administrators can access the utility through Authorized Positions under System Tools from the menu on the left side of the SPARQ home page to make the allocation to the sub-grantees at the county level.

Once you have selected the state, you will see a list of each county in that state in which you operate, along with the number of authorized positions that you have in each county. In the column for sub-grantee, use the dropdown to select a sub-grantee from the list of your sub-grantees in the MET. If needed in rare cases, you can have more than one grantee operating in a county. You must associate a county with a sub-grantee before you can allocate any positions to that county or sub-grantee. In the last column, indicate the number of authorized positions in the county that you are allocating to the selected sub-grantee. The number of allocated positions should equal the number of your authorized positions for the county.

Summary information at the top right of the Sub-Grantee Authorized Positions page displays the total number of grantee authorized positions in the state, the number of authorized positions allocated to sub-grantees, and the remaining authorized positions still to be allocated. In red font, just above the table of counties in the state, a message displays the total authorized positions in the state and the number of positions under or over that total based on the current allocations. The message will change to alert you if you allocate more positions to the sub-grantee than you have available in a county. When you have successfully allocated all available positions, only this message will display: **“The slots information has been updated with the submitted allocations.”**

Once you have finished the allocation process for a state, the QPR for each sub-grantee in that state will list the number of authorized positions in field A4 and the number of modified positions in field A5. You will need to update the allocation process whenever the grantee allocations change, e.g., at the start of the program year, or whenever you change the service area or total number of authorized positions for a sub-grantee.

The next section outlines the steps to enter the authorized positions at the sub-grantee level.

ENTER / EDIT SUB-GRANTEE AUTHORIZED POSITIONS IN SPARQ

This section outlines the steps for entering / editing the authorized positions for the sub-grantees.

I. Navigate to the Sub-Grantee Authorized Positions page

1a) All grantees should access the **Grantee Summary** page by clicking on the **Authorized Positions** link under **System Tools** on the **SPARQ Home** page. The system will display the Grantee Summary page.

Grantee Summary				
Program Year: 2019 ▼				
Grantee Name	Grantee Authorized Positions	Grantee Modified Authorized Positions	Sub-Grantee Authorized Positions	State Authorized Positions
Sample Grantee	1166		0	State(s)

Grantee Summary page

1b) **National grantees** must then select a state in which they want to allocate positions by clicking on the link [State\(s\)](#) in the last column. The system displays the **State(s) Summary** page with the authorized position for the state(s), the modified authorized positions for the state(s) and the assigned positions for the state(s). The number(s) displayed in the “Assigned Positions” column represents the information entered by the Grantee Administrator.

State(s) Summary				
Program Year: 2019 ▼				
Grantee Name	State	Authorized Positions	Modified Authorized Positions	Assigned Positions
Sample Grantee	CT	352	0	0
Sample Grantee	NY	295	0	0
Sample Grantee	PA	349	0	0
Sample Grantee	RI	170	0	0
	Total	1166		0

State(s) Summary page

2) All grantees can access the **Sub-Grantee Authorized Positions** page by clicking on the numeric link under the column **Sub-Grantee Authorized Positions** on the **Grantee Summary** page. The system then displays the **Sub-Grantee Authorized Positions** page.

II. Allocate Authorized Positions from the Sub-Grantee Authorized Positions page

Grantee administrators can make the allocation for the sub-grantee from the **Sub-Grantee Authorized Positions** page.

[Grantee Summary](#) > Sub-Grantee Authorized Positions

Sub-Grantee Authorized Positions

Warning: Do not make changes to any information associated with prior program years.

Program Year: Total No. of Grantee Authorized Positions: 352
 Grantee: Total No. of Authorized Positions Allocated to Subs: 0
 State(s): Total No. of Authorized Positions Remaining to be Allocated: 352

Note: Updating the above fields before saving below will result in changes being lost.

The total Authorized Positions (APs) for this Grantee/State combination is 352, and the current total of sub-grantee APs is under by 352.

[F](#) [H](#) [L](#) [M](#) [N](#) [T](#) [W](#)

County Name	No. of Authorized Positions for County	Sub-Grantees	No. of Allocated Positions
Fairfield County - Connecticut	66	<input type="text" value="-- Select Sub-Grantee --"/>	<input type="text"/>
Hartford County - Connecticut	126	<input type="text" value="-- Select Sub-Grantee --"/>	<input type="text"/>

Sub-Grantee Authorized Positions page

1. Select the correct program year.
2. Select the applicable Grantee.

3. Select the state from the drop-down list. The system displays the counties for the state in which the grantee operates, along with the number of authorized position for the county.
4. Select the sub-grantee from the drop-down list in the **Sub-Grantees** column. If needed in rare cases, you can have more than one grantee operating in a county. You must associate a county with a sub-grantee before you can allocate any positions to that county or sub-grantee.
5. Enter the number of position(s) to be allocated in the field labeled “**No. of Allocated Positions**”. The number of allocated positions should equal the number of your authorized positions for the county.
6. Click  The system calculates the number of positions remaining to be allocated. After saving the entry, **one or a combination** of the below message(s) will display:

- **The total Authorized Position allocation for this grantee is [X], and the current total of sub-grantee Authorized Positions is under by [Y].**
- **The slots information has been updated with the submitted allocations.**
- **The number of allocated positions entered exceeds the number of positions available for [County Name]**
- **The total Authorized Position allocation for this state is [X], and the current total of sub-grantee Authorized Positions is over by [Y]**

In addition, a second row from which sub-grantees can be selected will be returned. For grantees with multiple sub-grantees operating within a county, this row must be used to make the allocation for each sub-grantee. For grantees who do not have multiple sub-grantees operating within a county, no action needs to be taken on this row.

Once the allocated positions are saved at the county level, the grantee administrator can view the change(s) of the allocated positions on the:

- 1) **Sub-Grantee Authorized Positions** page – summary at upper right: “Total No. of Auth Positions Allocated to Subs:” and “Total No. of Auth Positions Remaining to be Allocated;” and
- 2) **Grantee Summary** page – column: “Sub-Grantee Authorized Positions”

When you have successfully allocated all available positions, only this message will display: **“The slots information has been updated with the submitted allocations.”** In addition, the QPR for each sub-grantee in that state will list the number of authorized positions in field A4 and the number of modified positions in field A5 after additional processes are completed by the program administrators. You will need to update the allocation process whenever the grantee allocations change, e.g., at the start of the program year, or whenever you change the service area or total number of authorized positions for a sub-grantee.

VIEW AUTHORIZED POSITIONS

This section outlines how to view the grantee authorized position, grantee modified positions, and sub-grantee authorized positions:

All grantees can view the grantee authorized position, grantee modified positions and sub-grantee authorized positions from the **Grantee Summary** page.

National grantees can view the state(s), authorized positions, modified positions and assigned positions from the **State(s) Summary** page.