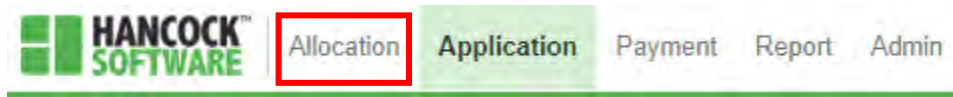


Understanding Quarterly Allocations in Hancock

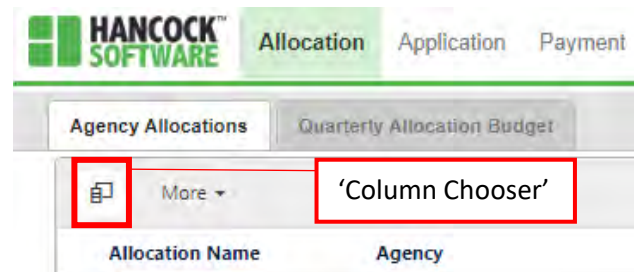
These instructions are for Program Liaison Admin Access to Hancock and for General User access to Hancock.

1. Log into Hancock and select the 'Allocation' tab.

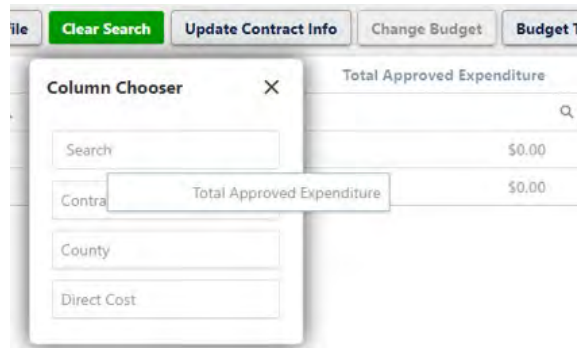


2. Once in the 'Allocation' tab, customize the information displayed in your Allocation tab via the 'Column Chooser' box, only using the following selections:

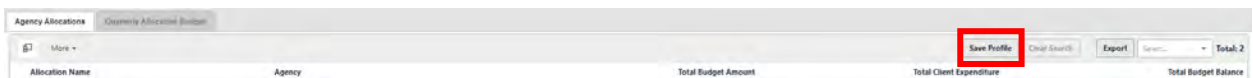
- a. Allocation Name
- b. Agency
- c. Total Budget Amount
- d. Total Client Expenditure
- e. Total Budget Balance



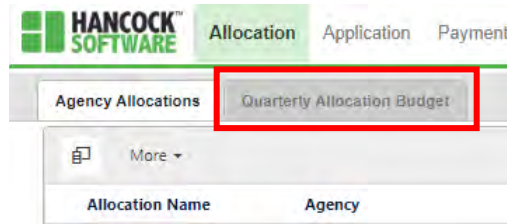
3. To remove excess information fields from your 'Allocation' page, drag the title of the information field you do not need, into the 'Column Chooser' box.



4. Next, click 'Save Profile' to make these options save, which will keep these column options in place, even after you log out of Hancock.



5. Next, go to the 'Quarterly Allocation Budget' tab.



The 'Quarterly Allocation Budget' tab is where you can learn what your current grant balance is, by quarter.

Quarterly allocations by percent reflect percentage amounts as identified in your 22-23 funding request packet. This could be 40% for Q1 and 20% for Q2, Q3, and Q4, etc.!

'Allowed Percent' is whatever quarterly percentages are, as identified in your 22-23 funding request packet!

<input type="checkbox"/>	Allocation	Agency	Allowed Percent	By Date	Allocated Amount
	(All)	▼ Your agency name		Q	
<input type="checkbox"/>	2023 Bill Pay	Your agency name	25.00	12/31/2022	3750.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	50.00	03/31/2023	7500.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	75.00	06/30/2023	11250.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	100.00	09/30/2023	15000.00

Hancock lists the dates that quarterly funds are available **through**, not the date they become available.

<input type="checkbox"/>	Allocation	Agency	Allowed Percent	By Date	Allocated Amount
	(All)	▼ Your agency name		Q	
<input type="checkbox"/>	2023 Bill Pay	Your agency name	25.00	12/31/2022	3750.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	50.00	03/31/2023	7500.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	75.00	06/30/2023	11250.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	100.00	09/30/2023	15000.00

Think of quarterly percentage amounts and their corresponding dates like the following:

<input type="checkbox"/>	Allocation	Agency	Allowed Percent	By Date	Allocated Amount
	(All)	▼ Your agency name		🔍	
<input type="checkbox"/>	2023 Bill Pay	Your agency name	10/01/2022 -	12/31/2022	3750.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	01/01/2023 -	03/31/2023	7500.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	04/01/2023 -	06/30/2023	11250.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	07/01/2023 -	09/30/2023	15000.00

6. With this knowledge, determine how much funding has already been released to your agency, based on today's date. If it is 11/5/22 (after 10/1/22 but before 12/31/22) we are in Q1, meaning that \$3750 of EOC funds has already been released to your agency: 25% of your 22-23 award amount, for example.

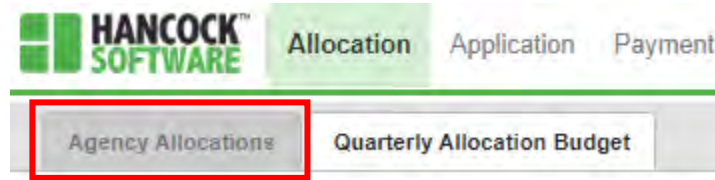
<input type="checkbox"/>	Allocation	Agency	Allowed Percent	By Date	Allocated Amount
	(All)	▼ Your agency name		🔍	
<input type="checkbox"/>	2023 Bill Pay	Your agency name	10/01/2022 -	12/31/2022	3750.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	01/01/2023 -	03/31/2023	7500.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	04/01/2023 -	06/30/2023	11250.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	07/01/2023 -	09/30/2023	15000.00

Note that any funds unspent in Q1, Q2, and Q3, will roll over to the next quarter. If there are any unspent funds in Q4, those funds do not roll over to the next EOC program year, which begins 10/1 of every year. Rather, any unspent funds remaining after 9/30, are gone.

If it is 5/23/23 (after 4/1/23 but before 6/30/23) we are in Q3, meaning that \$11250 of EOC funds have already been released to your agency: 75% of your 22-23 award amount, for example.

<input type="checkbox"/>	Allocation	Agency	Allowed Percent	By Date	Allocated Amount
	(All)	▼ Your agency name		🔍	
<input type="checkbox"/>	2023 Bill Pay	Your agency name	10/01/2022 -	12/31/2022	3750.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	01/01/2023 -	03/31/2023	7500.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	04/01/2023 -	06/30/2023	11250.00
<input type="checkbox"/>	2023 Bill Pay	Your agency name	07/01/2023 -	09/30/2023	15000.00

7. Once you have determined how much quarterly funds you have based on today's date, write this number down, and head back to the 'Agency Allocations' tab.



8. From the 'Agency Allocations' tab, identify the amount of EOC funds certified, per the 'Total Client Expenditures' amount. 'Total Client Expenditures' are the total amount of certified assistances provided in Hancock, which updates in real time.
9. Take the quarterly amount already released to your agency (11250) and subtract the 'Total Client Expenditure' amount (9345.62) to determine your current quarterly allocation budget (1,904.38)!

Note that in Q4 (7/1-9/30) your 'Total Budget Balance' in the 'Agency Allocations' tab, reflects your remaining grant balance for the remainder of the 22-23 EOC grant year and no calculations using the 'Quarterly Allocations Budget' tab need to occur in Q4!