Portal Guide – For Sponsors

https://portal.sfcta.org

Guide Table of Contents

Portal Guide – For Sponsors

https://portal.sfcta.org

General Information

Logging in

- Use your full e-mail address to sign in.
- Click "**Reset Password?**" to set your password for the first time or reset it if you have forgotten it. You will get an e-mail with instructions.
- Using the "**Remember Me**" check box may prompt your browser to ask permission to save the password. Say yes to make sure this works.
- Once logged in, click on "**Profile**" at the top to change your password or contact info.

Standard Grant Agreements—'SGAs'—and Projects

- Most records in the database are SGAs, and each SGA is treated as a standalone project by default.
- However, if an SGA is one component of a larger project, it will be assigned to a "Project". The Project link is shown just below the SGA title.
- Projects will have Record Type = Project. Standalone SGAs and SGAs that are grouped under a parent ("children") will have Record Type = Grant.
- Projects may be divided into SGAs by funding source, project phase, or scope elements.
- See the last page of this guide for an explanation of SGA numbers.

User Classes, Assigned Roles, and Subscriptions

- There are two **classes** of sponsors users in the Portal
  - Sponsor Agency Users – This is the default user class. Users can view all their agency's records.
    - Grant Manager Users – Some Sponsor Agency Users are grant managers, who can add other users as subscribers to a grant.
  - SFCTA users – Transportation Authority Staff members can view all SGAs and to make updates to the contact info for other users.
    - Portal administrators – Certain overrides and correction of errors on locked forms must be performed by Portal administrators.
    - Deputy – SFCTA Deputies in the Policy and Programming, Capital Projects, Planning, Technology, Data, and Analysis divisions.
    - Executive – SFCTA Executive Director, Chief Deputy Director, Finance and Administration Deputy, and Communications Officer.
- Within the Portal, users may be assigned to **roles** on a particular SGA. Once assigned, the SGA appears on the user's dashboard, with alerts. All SGA e-mails are copied to assigned staff.
  - Project Manager – This is the person responsible for the scope of the grant and is assigned in the grant agreement. Any user may be assigned this role.

   - Grants Section Contact – This is the person responsible for working with SFCTA to administer the grant and is assigned in the grant agreement. Only Grant Manager-class users may be assigned this role.
   - TA Contact – This is the primary SFCTA point of contact for the grant. Only SFCTA-class users may be assigned this role.
   - TA Backup Contact – In some cases, a backup SFCTA staff member may be assigned. Only SFCTA-class users may be assigned this role.
- Users may also become **subscribers** to a particular SGA. Once subscribed, the SGA appears on the user's dashboard, but without alerts. All SGA e-mails are copied to subscribed staff.
   - Grant Manager users may subscribe other staff in their agency to an SGA.
   - SFCTA users may subscribe other staff from any agency to an SGA, which will grant permission for a user to see the SGA even if it is outside their home agency.

Use of Electronic Signatures

- E-Signatures allow electronic recording of approvals on a form.
    - E-Signatures are currently available for Sponsor submission of Requests, and within the "For SFCTA Use Only" box of Requests.
    - Click the "Initial" or "Sign" button, enter your password and initials or full name, and click "OK" to generate an initial or signature and date on the line selected.
    - E-Signatures record the date, time, user-written text, logged-in user ID on the form, as well as the user IP address in the database.
    - If you choose to sign for someone else, write "for [name of person]" or "See attached scan" in place of the signature. **Do not use someone else's log-in.**
- E-Signatures can only be reset by a Portal administrator.
    - E-signatures should be considered similar to signing paper; **you cannot "unsign."** Completing a section of signatures automatically updates the status of a request.
    - In the event of an error, you must contact an administrator to clear a signature and reset the status of the request.
- In some forms, E-Signatures may be requested from another user.
    - Currently available for Sponsor submission of Requests.
    - When the request is ready to be approved, click the "Request a Signature" button, select a recipient, and add a message if needed. An e-mail will be sent to the recipient and copied to the requestor.
        - The recipient is instructed to e-sign where indicated, or to contact the original requestor if there are any problems.
    - A named signature line will replace the generic line, with the date of the request. (Reload the page if this does not appear.)
        - Note that this does not restrict who may e-sign; it merely shows who has been requested to e-sign.
    - The signature request may be reset to blank by the original requestor or a Portal administrator. The recipient and requestor will be notified by e-mail of the cancellation.

Help in the Portal

- The "Help" link in the upper right will be updated with the latest edition of this guide.
- Blue buttons with question mark symbols indicate helpful text when completing forms. Click the button to expand the text. The text will not appear in printed versions of the forms.
- For questions related to a particular SGA, e-mail the appropriate TA Contact and/or TA Backup Contact.
- For technical questions, please e-mail eric.reeves@sfcta.org.

Dashboard View: Alerts, Records assigned to you, and your Subscriptions

- Dashboard is the default page when you sign in. It shows SGAs for which you have been assigned a role – Project Manager, Grants Section Contact, or TA Contact.
- "**Progress Reports Needing Revisions**" Section – Alerts you to Progress Reports that have been marked REVISE AND RESUBMIT, for which you are the project manager.
- "In Review" Section – Alerts you to Progress Reports that have been SUBMITTED or marked REVISE AND RESUBMIT, for which you are the reporter. If none, this section does not appear.
- "**Projects With Reports Due**" Section – Shows SGAs for which a Progress Report is due but not submitted. Projects turn yellow when considered late. If none, this section does not appear.
- "**My Projects**" Section – Shows all SGAs for which you have been assigned a role.
- "**My Subscriptions**" Section – Shows all Records to which you have subscribed.
    - You can subscribe to a Record from its Record Detail View page. Records that also appear in "My Projects" are listed in grey. To unsubscribe from a record, click the Unsubscribe button on the record page. If you are assigned to a record, you will continue to receive notifications regardless of subscription status.
- **Search Box** in the upper right corner – takes you to the search results page, where users can see grants/projects, allocation requests, and grant and project managers associated with the search text.
    - A search will return all Records within your agency permissions.
    - **Search Tips:**
- You can also search for the **names** of Project Managers or SFCTA Contacts (not Grant Contacts or Backups).
- When searching by **keyword**:
    - Search checks the sponsor grants/projects, allocation requests, and grant and project managers associated with the search text.
    - Find Prop K Expenditure Plan (EP) numbers by searching for the three digit fund source followed by a dash, e.g. "102-" (See the last page of these instructions for an explanation of these numbers.)
    - You can search on partial words. For example, searching for "sign" will return results that have any of the words "sign," "signs," "signal," "signals," "design," or "designs".

Record Detail View: Vital statistics of any Project or Grant

- View-only **snapshot** of the SFCTA's database.
  - Grant Information, including resolution and expiration dates; reporting frequency; up-to-date allocated, reimbursed, and remaining balance amounts; and SGA scope.
  - Additional fields include:
    - Fund Share Approved (Match Percentage): Share of associated scope that is funded by the grant.
    - Funded Phases: The phases that are funded by this grant.
    - Districts: The districts that are involved by the grant/project.
    - Sponsor Project Number: A project number specific to the project sponsor.
    - Total Project Cost Estimate: The total cost of the project including all funding sources
- **Tabs**: See the next page for an explanation of the various tabs below the headline information.
- Current **Contact Information** is on the right-hand side: Project Manager, Grant Section Contact, and SFCTA Contact and Backup Contact.
- The "**Change Sponsor Project Number**" button allows you to edit the sponsor project number for the record.
- The **"New Progress Report**" button in the upper right allows you to draft/submit a Progress Report. After clicking, you will be taken to the Progress Report Edit Form.
- The "**New Annual Report"** button allows you to submit an Annual Report. After clicking, you will be taken to the Annual Report Form.
- The "**New Request**" button allows you to draft/submit a request for close-out, de-obligation, or grant amendment.
- The "**Project Snapshot**" provides a printable report, including
  - Project/Grant Information
  - Staff
  - Text and data from the last Progress Report
  - A graph of Progress Report trends.
  - Special Conditions, Deliverables, and their statuses
  - Comments and files
- The **"Subscribed"** box allows you to subscribe to an SGA and receive notifications. All your Subscriptions will be listed on the Dashboard.

Record Detail View: Tabs

The SGA Tabs provide relevant information or files. The numeric badge on each tab signifies the number of viewable items.

Reports	● See draft and submitted Progress Reports. ● See draft and submitted Annual Reports. ● Click the name to view or click the links to Edit or Delete (if available).
Comments	● See all comments related to this SGA. ● You can add comments to the SGA itself from here but go to the individual Progress Report or Request to add comments for a specific report. ● Automated (System-generated) comments appear in color and can be hidden by clicking the button. ● **SFCTA users** have the option of leaving a private comment visible only to other SFCTA users.
Files	● See all files uploaded for this SGA, grouped by Report or Request. ● You can upload files to the SGA itself from here but go to the individual Progress Report or Request to attach files for a specific report. ● **Portal administrators** can pull files from other SGAs into the appropriate SGA. Click the “Move an existing file to this project” button and enter the file name. Use caution as many files have similar names.
Special Conditions & Deliverables	● See the items listed in the SGA with current statuses from the SFCTA database. o Note that “Active” and “Accepted” refer to one-time items, while “Ongoing” and “Completed” refer to continuous or recurring items. o SFCTA Users may select “In Review” if review may take some time. o When the status is “Active” or “Ongoing,” the As-of date reflects either the issuance of the grant, or the expected date of submittal. ● Notify the TA Contact if a status appears incorrect. ● **SFCTA Users** can change the status by clicking the pencil icon, selecting from the drop-down, and updating the As-of date. ● **SFCTA Users** can link an item to a file (that has been previously uploaded to the SGA). Click the chain link icon that appears in the upper right and type the name of the file. Repeat to add more files. ● Only **Portal administrators** can add, delete, or edit the text of a Special Condition or Deliverable. ● This tab is not visible if the record is a Project.
Requests	● See all Close-out, Partial De-obligation, and Grant Amendment Requests for an SGA. ● Click the name to view the request and edit (if available).
Reminders	● Reminders are used by the TA Contact for important deadlines. Deadlines associated with outside funding are most likely to use this feature.

	• E-mail reminders will be sent to all assigned staff and subscribers at 90 days, 60 days, 30 days, and with increasing frequency as the date approaches. • See also the table on the next page related to types of date data in the Portal. • **SFCTA Users** can manage reminders. To create one, add a description of the reminder, enter a due date, and click Create Reminder. The reminder may be marked complete using the check box or edited or deleted using the appropriate links.
Staff	• See current and past staff assignments including the Grant Section Contact, Project Manager, TA Contact, and TA Backup Contact. • Sponsors may notify the Transportation Authority of staff changes by noting the change and effective date in the comments. The TA Contact will receive a notification e-mail and should make the change. • **SFCTA Users** can change the staff assignments using the drop-down menus on the right side of the page. The new staff assignment will show up in Current Assignments and the former staff assignment will move to Past Assignments with an automatically filled end-date of the date the change was made. • **SFCTA Users** may change start and end dates for current or former staff by clicking the pencil icon located to right of the person's name. o Deleting invalid records must be done by a Portal administrator. • Below the assignments, view a list of subscribers to the grant. SFCTA users and Sponsor Grant Managers may add or remove subscribers by selecting a user from the "Add subscription" dropdown menu. Email notifications are sent when staff subscriptions occur. Note that subscribing a user to a record outside a user's sponsor agency will grant them sponsor-level access to the subscribed record.
Cash Flow	• See the SGA cash flow by fiscal year. All fiscal years prior to FY13/14 are combined in "FY2013 and prior". Available information includes Fiscal Year, Cash Flow Amount, Invoiced Amount, Balance, and Released Available Amount. • This information is updated daily directly from Microsoft Dynamics, and currently only includes posted transactions.
Project Location	• Stores information for MyStreetSF mapping • A "1" on the tab will indicate that the record is being mapped.

Record Detail View: Types of Date Data in the Portal

Types of Date Data in the Portal	Intended Use	Changes Possible?	Examples
Expiration Date	SFCTA's constraint on sponsor work; set in Grant Agreement	Sponsor requests & SFCTA approves changes through Extension/Amendment process	Prop K Expiration Date
Reminder Date (Deadline Date)	Outside or critical constraints which neither SFCTA nor sponsor can change unilaterally; set in outside agreements	TA Contact chooses which deadlines are appropriate to track; marks complete when deadline is satisfied; updates Portal if changes are approved through appropriate channels	Timely Use of Funds for non-Authority sources; Other critical deadlines Authority and Sponsor must ensure are met
Deliverable "Active as Of" dates	Target dates for items the SFCTA expects to receive from sponsor	TA Contact may edit in Portal and/or mark complete.	SGA Deliverables with target dates
Milestone Dates (Scheduled Completion Date, Open for Use Date, Custom Date Fields)	Milestone dates to be reported regularly (see definitions in "Progress Report Edit Form: Creating or Editing a Progress Report" section)	Sponsor updates with each Progress Report. TA Contact reviews Progress Report and may request additional information.	Scheduled Completion Date, Open for Use Date, Custom Date fields

Progress Report Edit Form: Creating or Editing a Progress Report

- "**Reporting period**" defaults to most recently ended period (quarter, month, etc).
- "**Percent complete**" between 0 & 100 is required. If available, the previous reported entry is shown.
- "**Scheduled completion date**" is required. Click the "?" button for further instructions.
  - This is the current expected completion date of the work included in this grant/project.
- **"Open for Use Date"** is required. Click the "?" button for further instructions.
  - This is the date when the transportation improvement or new equipment is available for use by the public, even if final completion of the project will follow at a later date.
- "**Project status**" is required. Click the "?" button for further instructions.
- "**Project activities**" is not required, but may be important for your SGA. Click the "?" button for further instructions.
- **Custom fields** may also appear on the report. These fields should correspond to recurring Deliverables in your grant agreement. These are not required to be filled in when saving QPR as draft, but will be required prior to submitting the Report. Notify your TA Contact if you have questions about these fields.
- It is a good idea to review the Special Conditions and Deliverables for the SGA to make sure you are including all the required information.
- "**Attach a file**" box allows you to attach a file.
  - Files may also be added after the report is saved or submitted.

Options after creating or editing a Progress Report		
"**Save as Draft**" Button	"**Save and Submit**" Button	"**Back to Project**" Link
● Preserves the Report for future edits or deletion. ● Custom Fields not required to be filled in. ● Drafts are visible to members of your agency and SFCTA, but no alerts are generated. ● Clicking this button takes you to the Progress Report View page, where you may add more files or add a comment.	● Locks the Report and alerts the TA contact. ● Custom Fields required to be filled in. ● The report will remain visible, and files and comments may still be attached. ● Clicking this button takes you to the SGA Detail View Page. The Report will be listed under the "Progress Reports" tab.	● Cancels your edits without saving. ● If the report is new, it is not saved at all. ● Clicking this link takes you back to the SGA Detail View Page.

Progress Report View: Reviewing an Existing Progress Report

- View what is written in a Progress Report.
- Add and view comments associated with the report.
- Upload and view files associated with the report.
- Perform additional actions based on the report's status.

Progress Report Statuses				
	DRAFT	**SUBMITTED**	**REVISE & RESUBMIT**	**APPROVED**
Sponsor Agency Users	● Anyone in the Sponsor agency may edit or delete the report. ● A button on the right allows you to submit the report.	● Sponsor cannot edit or delete the report. ● SFCTA will receive a dashboard alert to review and acknowledge the report.	● Report gets this status if SFCTA requires more info. ● An e-mail notification will be sent to the PM, Grants contact, and Report submitter if this status is given. ● The report can be edited, but not deleted. ● Read the e-mail or the comments to find out what is needed.	● The report is locked; Sponsor cannot edit or delete the report. ● The report will be included in reports about the SGA. ● For most issues, users should leave a comment in lieu of requesting edits to the report.
Note: No matter the status, you can always leave comments or upload additional files to a Report.				

Grant Requests (Close-outs, De-obligations, and Amendment Requests)

- To create a request, from the SGA Detail Page, click the "New Request" in the upper right and select the request type from the list.

Request Types		
Grant Amendment	**Close-out**	**Partial De-obligation**
● To request changes to a grant's expiration date, project schedule milestone, scope, or cost/funding plan. ● If changes also result in a partial de-obligation, note it by checking the appropriate box, but submit the de-ob request separately.	● To request closure of a grant once work is complete. The form includes the option to de-obligate any remaining funds. ● Submitting the Close-out form changes the SGA status to Closeout Pending. ● Once this form is submitted AND a Progress Report has been submitted indicating 100% Complete, Progress Reporting for the SGA will be turned off.	● To request release of funds from a grant without closing the grant. ● Releasing unneeded funds makes more funding available for other, similar projects.

Creating Grant Amendment Requests

- Use checkboxes in each section to note the type of Grant Amendment that is being requested
  - Fund Expiration Date Extension
  - Other Project Schedule Milestone Change
  - Scope Change
  - Cost/Funding Plan Revision
  - Partial De-obligation
  - Other – Explain in Section III
- If applicable, in each section of the form, use checkboxes to note supporting information that will be attached or sent separately.
- Complete the Schedule Amendment Table:
  - Supply an updated open for use date, scheduled completion date, and a desired grant expiration date.
    - For a new expiration date, use the final date of a quarter, and allow sufficient time following the scheduled completion date to complete all billing and reporting.
- Complete the other parts of the form.
  - Enter any **narrative**, including justifications, notes, or comments. Provide sufficient information so that the SFCTA reviewer can confirm the justification of the request.
- Click "**Save as Draft**." You will be able to review the request and add attachments prior to submitting it to the Transportation Authority.
- E-sign the grant amendment to submit the request.

Creating Close-out and Partial De-Obligation Requests

- Complete the Expenditure Report Table:
    - Add any **Amount to be De-obligated** from Prop K/AA/TFCA funds.
    - If the **Billed** column does not match your records, invoices may not have been received yet by the Authority. Add pending amounts to the **Incurred but not in Portal** field so that **Budget after De-obligations** and **Balance** match expected values.
    - Click the "Add Fund Source" link to show funds used from other sources. Enter the Original Budget, Present Budget, Incurred Costs, and Amounts to be De-obligated. You may add as many lines as are necessary. Use the "X" button on the right to delete rows if not needed.
        - Note: The request will be returned for revision if all funding is not shown.
    - **Balance** and **SGA Fund Source Share of Expenses** are calculated automatically. Confirm they match expected values.
- If applicable, in each section of the form, use checkboxes to note supporting information that will be attached or sent separately.

Example Expenditure Report Table: *Enter information shown in italics*

Fund Source	Original Budget	Present Budget	Billed (per Portal)	Incurred but not in Portal	Amount to be De-obligated	Budget after De-obligations	Balance
SGA Fund Source	(From Portal)	(From Portal)	(From Portal)	*Enter information*	*Enter information*	(Calculated)	(Calculated)
Other Fund Source (Enter name)	*Enter information*	*Enter information*		*Enter information*	*Enter information*	(Calculated)	(Calculated)
Add Fund Source Link							
Totals	(Calculated)	(Calculated)	(Calculated)	(Calculated)	(Calculated)	(Calculated)	(Calculated)
SGA Fund Source Share of Total Project Expenses		(Calculated)				(Calculated)	

- Complete the other parts of the form.
    - Enter any **narrative**, including justifications, notes, or comments. Provide sufficient information so that the SFCTA reviewer can confirm the justification of the request.
    - For Close-out forms, complete **DBE utilization** information. If no outside contracts were used, enter zeroes.
- Click "**Save as Draft**." You will be able to review the request and add attachments prior to submitting it to the Transportation Authority.
- E-sign the close-out to submit the request.

Submitting and Checking Grant Requests

- **Review the request and attach supporting information.**
  - If any changes to the form are needed, click "Save" (upper right) or "Update Request" (bottom) to commit the changes.
  - Use the file box on the right to attach supporting information. Click "Choose File" or "Browse" (depending on your browser) to find the file. Type in a description and click "Attach a File."
- **Submit the request.** Choose an option below based on your agency's internal procedures.
  1. Option 1: Sign Electronically
     - E-Signatures allow electronic recording of initials and signatures. **Do not use another user's log-in for this feature.**
     - Click the orange "Sign and Submit" button, enter your password and type your full name (first and last).
     - Once this signature line is submitted, the amendment request is submitted and you can no long make changes to the form.
     - E-signatures should be considered similar to signing paper; you cannot "unsign." In the event of an error, you must contact a Portal administrator to clear a signature and reset the status of the request.
  2. Option 2: Upload signed copy or signature routing sheet
     - Use the "Print" button (upper right) to print a copy of the form. (Printing currently works best with Internet Explorer, but any browser may be used.)
     - Obtain the appropriate signatures according to your agency's internal procedures.
     - Scan or take a photograph of the signed form (or just the signature page), and save the file.
     - Use the file box on the right to attach the signed form. Click "Choose File" or "Browse" (depending on your browser) to find the file. Type "Signatures" in the description. Click "Attach Signatures and Submit."
  3. Option 3: Request an Electronic Signature from another User
     - Click the "Request a Signature" button, select a recipient, and add a message if needed. An e-mail will be sent to the recipient and copied to the requestor.
       - The recipient is instructed to e-sign where indicated, or to contact the original requestor if there are any problems.
     - A named signature line will replace the generic line, with the date of the request. (Reload the page if this does not appear.)
       - Note that this does not restrict who may e-sign; it merely shows who has been requested to e-sign.
     - The signature request may be reset to blank by the original requestor or a Portal administrator. The recipient and requestor will be notified by e-mail of the cancellation.
  4. Once submitted, sponsors can no longer make changes to the form.
- **Check the status of the request.**
  - You will receive an e-mail confirmation that your request has been submitted. The date will also be visible on the request page.

- o The Authority will review the request and either approve it or ask for revisions. You will receive and e-mail confirmation in either case.
- o Should revisions be required, repeat the steps above to revise and re-submit the form.
- o Use the “Open Requests” report from the top menu to check the status of your requests. See “Other Portal Reports” for more information.

- **Documenting approved requests.**
    - o You will receive an e-mail confirmation that your request has been approved.
    - o The request will be locked, with SFCTA Approval language and e-signatures permanently recorded.
    - o If needed, use the “Print” button (upper right) to produce a hard copy or PDF of the form, including e-signature data.

Allocation Requests

- To create an allocation request, click the "Requests"" tab on the top menu and choose "Allocation Requests" from the list. Once on the Allocation Request page, select "New Allocation Request".
  - Users must include a "Project Name" and "Primary Grant Recipient" to create a draft allocation request.
- Fill out the remainder of the allocation request form and attach a Major Line Item Budget (required).
- To submit an allocation request, click "Sponsor Information" and select a Project Manager, Grant Section Contact and Grant Manager for the ARF. Once the Project Manager, Grant Section Contact and Grant Manager are selected, a "Sign and Submit" button will appear. Users can then e-sign the ARF with their Portal password and initials. Additionally, users can "Request a Signature" if another staff member is needed for ARF submission.

Allocation Request Lock-Out Feature

- The lock-out feature in the Portal allows users to exclusively edit an allocation request.
  - Users will have an exclusive lock to edit the request for 30 minutes, which is renewable when the allocation request is saved or the user request resets the timer. See "Timer" section below for more details.
- Users can view the allocation request in read-only mode, or editing mode.
- Read-Only Mode
  - Default view when opening an allocation request.
  - Able to review contents of the allocation request without having an editing lock.
  - Useful for reference and review of allocation requests.
- Editing Mode
  - Editing can only be completed when a user has the editing lock.
  - Only one person can have the editing lock at a time.
  - Users must have the editing lock to save, comment, submit and resubmit the allocation request.
  - Users can acquire the edit lock from the allocation request dashboard (click "Options" button and select "Edit" or from an allocation request (click the "Edit This Allocation Request" button)
  - Users can use buttons at the bottom of each tab to save revisions to the allocation request
    - Save and Close – Saves the allocation request and releases the editing lock
    - Save and Continue Editing – Saves the allocation request and maintains the editing lock.
  - Users can use the "Options" button to extend the editing lock time (to 30 minutes) or release the allocation request to read only mode.
  - Users can do the following actions to end their editing lock on an allocation request
    - Options Button
      - User selection for "Read Only" action button
      - **<u>Please save work before moving into read-only mode, otherwise unsaved changes will be lost</u>**.
    - Navigating away from allocation request

        - Users will have 60 seconds to return to the allocation request page or the editing lock will be released.
    - Save and Close Button
        - All edits will be saved and users will be taken out to the allocation request dashboard.
    - E-sign to submit and e-sign to submit or resubmit an allocation request.
- Editing Queue
  - If an allocation request is being actively edited, users can enter a queue to edit the allocation request when available.
  - Users can enter the queue from the allocation request dashboard (click “Options” button and select “Queue for Lock” or from an allocation request (click the “Options” button, then click the “Go to Editing Mode” button, then click the “Options” button again and click the “Enter Queue to Edit This Allocation Request When Available” button).
  - Once in the queue to edit an allocation request, users will be notified on the allocation request screen when the allocation request is available to edit.
  - The first user in the queue will have a 5-minute hold on the allocation request, in which time that user can decide whether to begin or decline editing the allocation request.
  - If there are multiple users in the queue, the Portal will provide the same notifications to subsequent users in the editing queue until none remain.
- Timer
  - When a user acquires an editing lock on an allocation request, the user has 30 minutes (by default) editing lock.
  - The editing lock is renewable by saving the allocation request or requesting additional time via the “Options” button.
  - Users must save their work for the allocation request to be updated.
  - Unsaved edits have the potential to be lost if the editing lock timer expires.
    - If the timer expires, users will have the ability to reacquire the lock and save the allocation request (if possible).
    - If another user has acquired the editing lock of the allocation request, unsaved edits will be lost and will need to be re-entered (if desired).

Allocation Request Workflow and Statuses

- Each allocation request is an inter-agency document that is edited and exchanged via workflow. This section will provide guidance on navigating each step of the workflow.
- For sponsors, the typical workflow of an allocation request is as follows:

DRAFT -> SUBMITTED -> IN REVIEW WITH SFCTA -> REVISE & RESUBMIT -> RESUBMITTED -> DRAFT FINAL -> APPROVED BY BOARD -> COMPLETED

- The table below provides an overview of allocation request statuses and how a request moves through workflow.

Allocation Request Statuses	Status Notes
DRAFT	● Anyone in the Sponsor agency may edit or delete the allocation request ● "Create Allocation request" button initiates the draft. ● Users can edit the allocation request and save using save buttons at the bottom of each page. ● Navigate to the Sponsor tab to e-sign for submission.
SUBMITTED / IN REVIEW WITH SFCTA	● Upon e-sign submission from a sponsor, an e-mail notification will be sent to the PM, Grants Section contact, Grant Manager and Report submitter. ● In this status, the TA will conduct the initial review of an allocation request. ● Sponsor cannot view or edit the request when under review of TA staff.
REVISE & RESUBMIT	● If the TA requires revisions and/or additional information, the allocation request will be put into the "Revise & Resubmit" status. ● An e-mail notification will be sent to the PM, Grants Section contact, Grant Manager and Report submitter if this status is given. ● Sponsor can edit the request and save it using the save buttons at the bottom of each page. ● Review each tab in the allocation request for comments from TA staff. ● Sponsor should navigate to the "Sponsor" tab to e-sign for resubmission.
RESUBMITTED	● In this status, the TA will conduct subsequent review of an allocation request. ● Sponsor cannot view or edit the request when under review of TA staff. ● The request can be moved into a "Revise & Resubmit" status if additional questions remain.
DRAFT FINAL	● The allocation request is ready for presentation to the citizens advisory committee/TA Board. ● The request is locked; Sponsor cannot edit or delete the request.
APPROVED BY BOARD	● The allocation request has been approved by the TA Board, and the grant record page has been created. ● The request is locked; Sponsor cannot edit or delete the request.
COMPLETED	● Final system updates by TA Staff of approved allocation requests.

Other Portal Reports

- Under the "Projects & Grants", a variety of reports are available.
  - **All Records:** Shows detailed information on All Projects and SGAs including Current Allocation, Balance, Last Report, Percentage Complete, Expected Completion, and Status.
  - **Projects:** Shows detailed information on All Projects, including Current Allocation, Balance, Last Report, Percentage Complete, Expected Completion, and Status.
  - **Grants** Report: Shows more detailed information on all SGAs, including Current Allocation, Balance, Last Report, Percentage Complete, Expected Completion, and Status.
  - **Expiring Grants**: Shows SGAs that 1) have reported that completion is expected after grant expiration; 2) are within 30 days of grant expiration, or 3) are past their grant expiration date.
  - **With Progress Reports Due**: Shows all SGAs that have progress reports due. This is a universal list of items that appear on the dashboards of individual users.
- Under the "Progress Reports" tab, a variety of reports are available.
  - **Progress Reports**: Shows QPRs that have been submitted (and await review), or have had requests for additional information.
  - **Annual Reports:** Shows annual reports that have been saved as a draft, have been submitted (and await review), or have had requests for additional information.
  - **Key Counts**: Shows summary of custom fields as collected in progress reports.
- Under the "Requests" tab, a variety of reports are available.
  - **Open Requests:** Shows Close-out, De-obligation, or Amendment requests that have been created and are not yet approved. Use the filter for "Status" to see approved or canceled requests.
  - **Allocation Requests:** Shows all sponsor allocation requests. The default view shows allocation requests from status "Draft" through "Draft Final". Use the filter to see allocations requests that are "Approved by Board" or "Completed" (which indicate all system updates have been made).
  - **New User Requests:** Shows all pending sponsor requests for new users.
- Reports can be sorted by clicking the column headings, and can be filtered using the right-side panel.
  - Only "Active" projects are shown by default. Click the toggle button on the right to "All" to show both active and closed grants/projects.
- All the reports are **printable** using your browser's print function. If your computer allows it, you can print to **PDF** by selecting the appropriate printer.
- All the reports can be **exported to Excel** or another spreadsheet by clicking the "Download CSV" link.
  - CSV stands for "Comma Separated Values," AKA an unformatted spreadsheet file.
  - For All Record, Project, and Grants, when a user clicks "Download CSV", users see a green banner with text which states, "Your file is being generated and will be available in My Downloads soon." Click "My Downloads" to download new (or previous) exports.
  - All other exports, downloads should be available in the default downloads location for your browser (e.g. C:\Users\User_Name\Downloads).
  - To avoid clipping digits from SGA numbers, open the CSV file from inside your spreadsheet program. Mark the SGA Number column as text during the import process.

People

- Click "**People**" tab on the top menu to see Portal Users.
- Users can filter for Active or Archived through the "People" dropdown menu.
- Users can search People in "Find People" search box. This search box permits users to search by keyword in First or Last name of Portal Users.
- Users can filter for People by Sponsor, Role, Non-Transportation Authority Staff, Not Signed in Within a Year, or Signed in Within a Year.
- All People's contact information can be **exported to Excel** or another spreadsheet by clicking the "Download CSV" link.
    - CSV stands for "Comma Separated Values," AKA an unformatted spreadsheet file.

New User Request

- To create a new user allocation request, click the "**People**" tab on the top menu. Once on the People page, click the "Request New User" button.
- Fill in all required information. When finished, click the "Request User" button.
- Once the new user is approved, the Portal will send emails to the requester and new user to confirm the new user has been approved.

Profile

- Click “**Hello, [NAME]**” in the top-right level tabs to see Portal Profile options.
    - Click “**My Profile**” in the top level tabs to see your log in and contact information.
        - Click “**Edit**” next to Address to change or update your mailing address.
        - Click the “**Edit**” button at the bottom of the Profile to change or update your name, initials, title, department, phone, fax, password, or notification settings.
            - Grant managers can opt to receive (or not receive) Portal notifications when progress reports, for projects they are associated with, are **submitted** and/or **approved**. Additionally, there is a checkbox for notifications when **progress reports are due**
        - Once in the Edit mode, type in your new information and click “Update User.” Click “Edit login info?” to change your password. Users are permitted to see a history of current and past assignments and subscriptions
            - Current Assignments: Records in which the user is currently assigned.
            - Past Assignments: Records in which the user was previously assigned.
            - Current Subscriptions: Records in which the user is currently subscribed.
            - Past Subscriptions: Records in which the user was previously subscribed.
    - Click “My Downloads” to see recently downloaded files.
    - Click “Logout” to logout of the Portal

What do SGA numbers mean?

- First three digits are funding source. The 100-series is for Prop K. For example, 102 indicates Prop K Expenditure Plan (EP) number 02 – Third Street Light Rail.
    - Prop K: 100 series by EP number
    - TFCA: 500 Series by Fiscal Year
    - Prop AA: 700 Series by Fiscal Year
    - Lifeline Transportation Program: Begin with LTP
    - One Bay Area Grant Program: Begin with OBA
- Next digit is project phase or type.
    - Prop K: Most projects have "9" for multi-phase.
    - Prop AA: 1 is for Streets projects; 2 for Pedestrian projects; 3 for Transit projects
- Next two digits are for Sponsor. See the Text box.
- Last three digits are sequential by funding source.

Most Common Sponsors:
02: BART
03: Caltrans
04: TJPA (Transbay)
05: Dept. of City Planning
06: Dept. of Environment
07: SFMTA SSD (DPT)
08: SFDPW
10: SFMTA Muni
11: PCJPB (Caltrain)

Tips & Tricks

- When clicking a link or button, right-click or click the scroll-wheel to open the link in a **new tab**. This makes it easy to switch between pages.
- You can **copy-and-paste** the URL from your browser to any page in the system if you wish to send someone to a certain page.
- Comments and Files can be added to the SGA (from its tab) **OR** to particular Progress Reports and Project Requests. Make sure you are putting your comment or file in the place you want.
- No matter the status of a particular Progress Report or Request, you can always leave a comment or upload additional files.
- Make use of **.zip files and .mpk files** to quickly upload large batches of files, like sets of photos, GIS shapefiles, or AutoCAD drawings.
- Cutting and pasting text from a word processor produces unpredictable results. Please double check that the text is legible.