

# Subrecipient User Manual



Welcome to MyGrants

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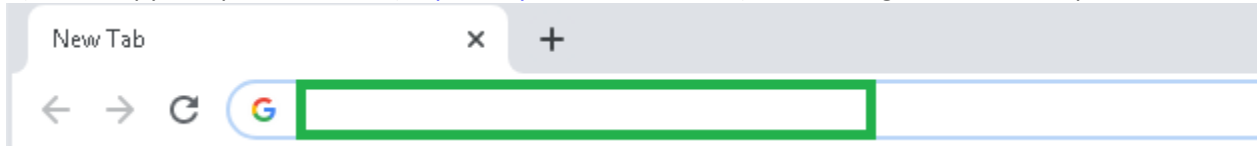
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# 1 System Login

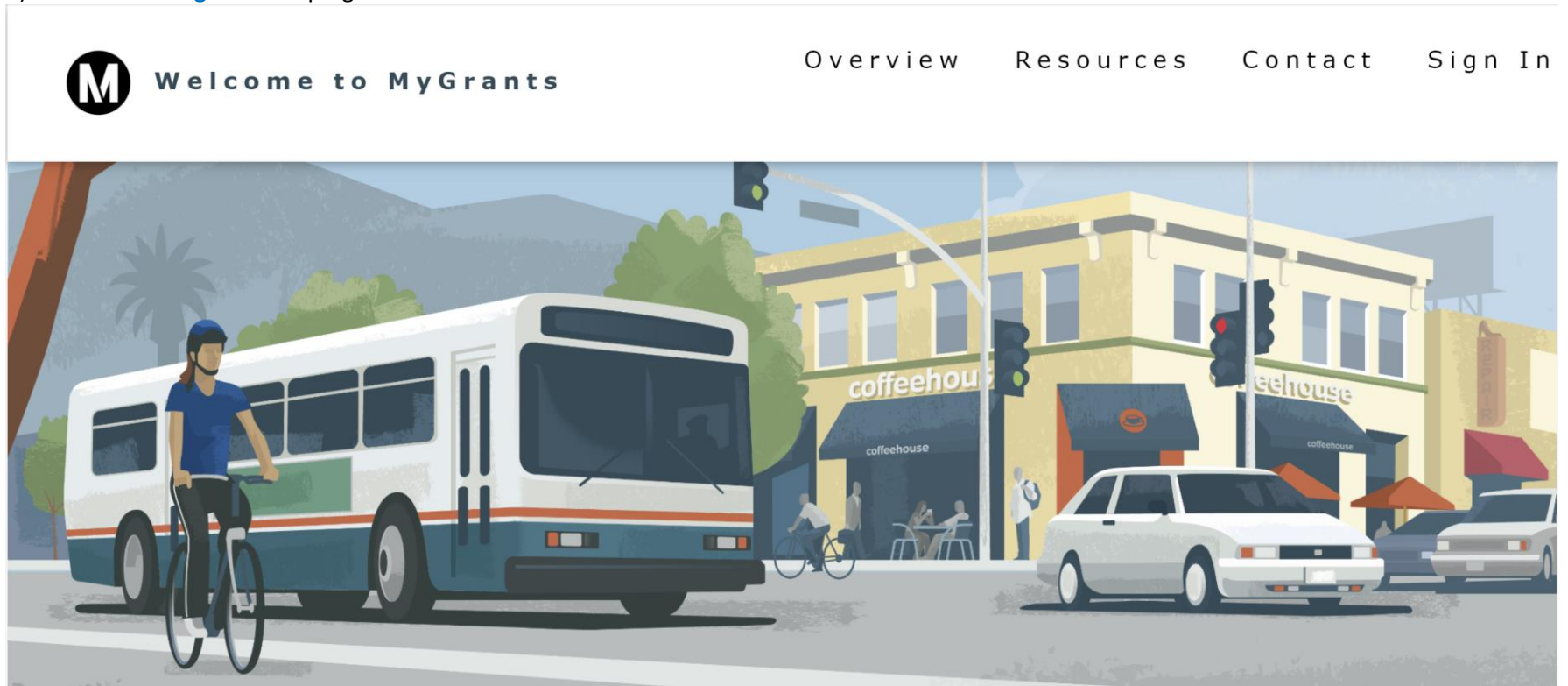
## 1.1 New User/Existing User

New users should have your **Welcome to MyGrants** email handy when signing in because you will need the temporary password.

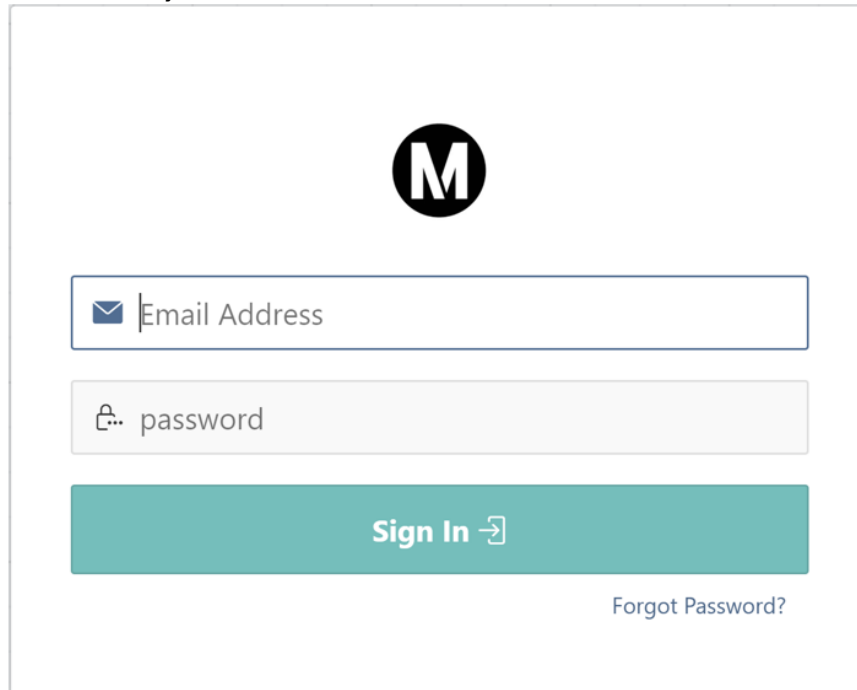
A) Copy and paste this link (<https://MyGrants.Metro.net>) in the Google Chrome and press <Enter>.



B) Click on **Sign In** on top right corner.

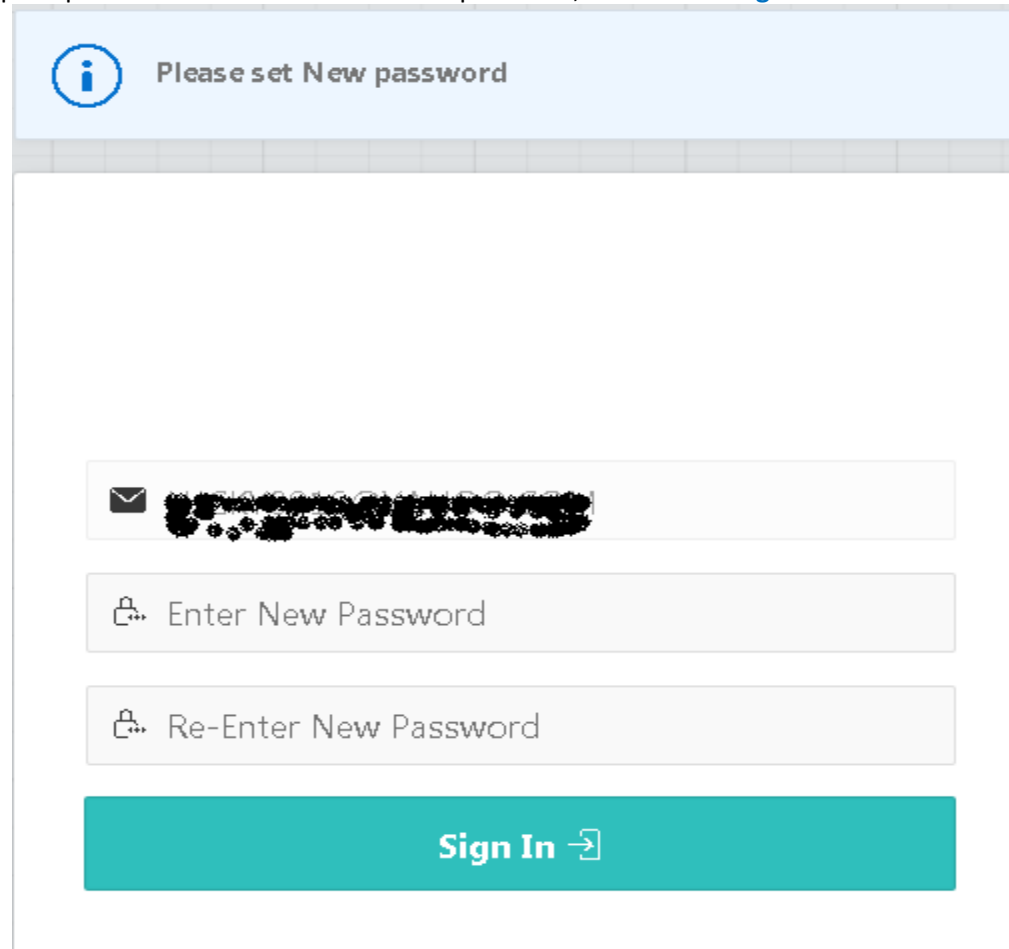


- C) Enter your email address and password into the boxes and click [Sign In](#). If this is your first time, use the temporary password you received from **Welcome to MyGrants** email.



The image shows a sign-in form for MyGrants. At the top center is a circular logo with a white 'M' on a black background. Below the logo are two input fields: the first is labeled 'Email Address' with an envelope icon, and the second is labeled 'password' with a lock icon. Below these fields is a teal button labeled 'Sign In' with a right-pointing arrow icon. To the right of the button is a link labeled 'Forgot Password?'.

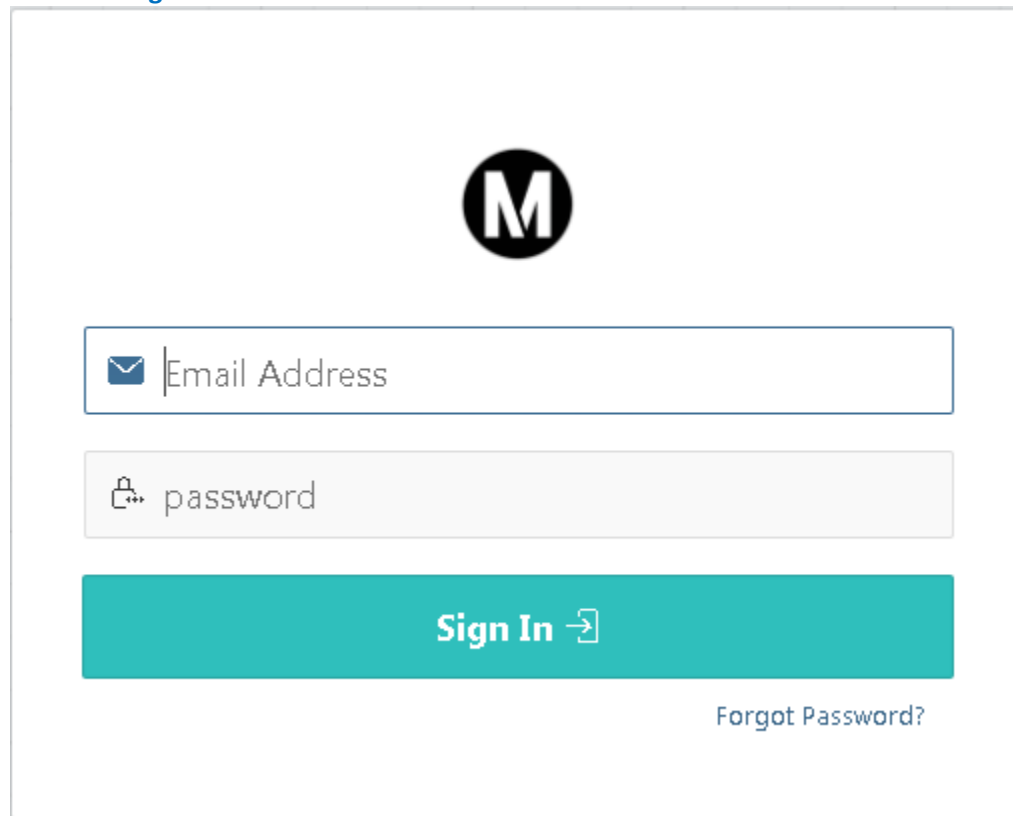
D) First-time users will be prompted to enter and confirm a new password, and click on [Sign In](#).



The screenshot shows a user interface for setting a new password. At the top, a light blue header bar contains an information icon (a lowercase 'i' in a circle) and the text "Please set New password". Below the header, there are three input fields and one button. The first input field is for an email address, indicated by an envelope icon on the left and containing a blurred email address. The second input field is for the new password, with a lock icon on the left and the placeholder text "Enter New Password". The third input field is for re-entering the password, also with a lock icon on the left and the placeholder text "Re-Enter New Password". At the bottom of the form is a teal button with the text "Sign In" and a right-pointing arrow icon.

## 1.2 Reset Password if You Forgot it or Want to Change it

A) Click on **Forgot Password?**




The screenshot shows a login interface. At the top center is a circular logo with a white letter 'M' on a black background. Below the logo are two input fields: the first is labeled 'Email Address' with an envelope icon, and the second is labeled 'password' with a lock icon. Below these fields is a teal 'Sign In' button with a right-pointing arrow. At the bottom right of the form area is a link labeled 'Forgot Password?'.

B) Enter your email address into the **Registered Email Address** box and enter the red code into the 2<sup>nd</sup> box and click on **Next**.

Forgot Password?

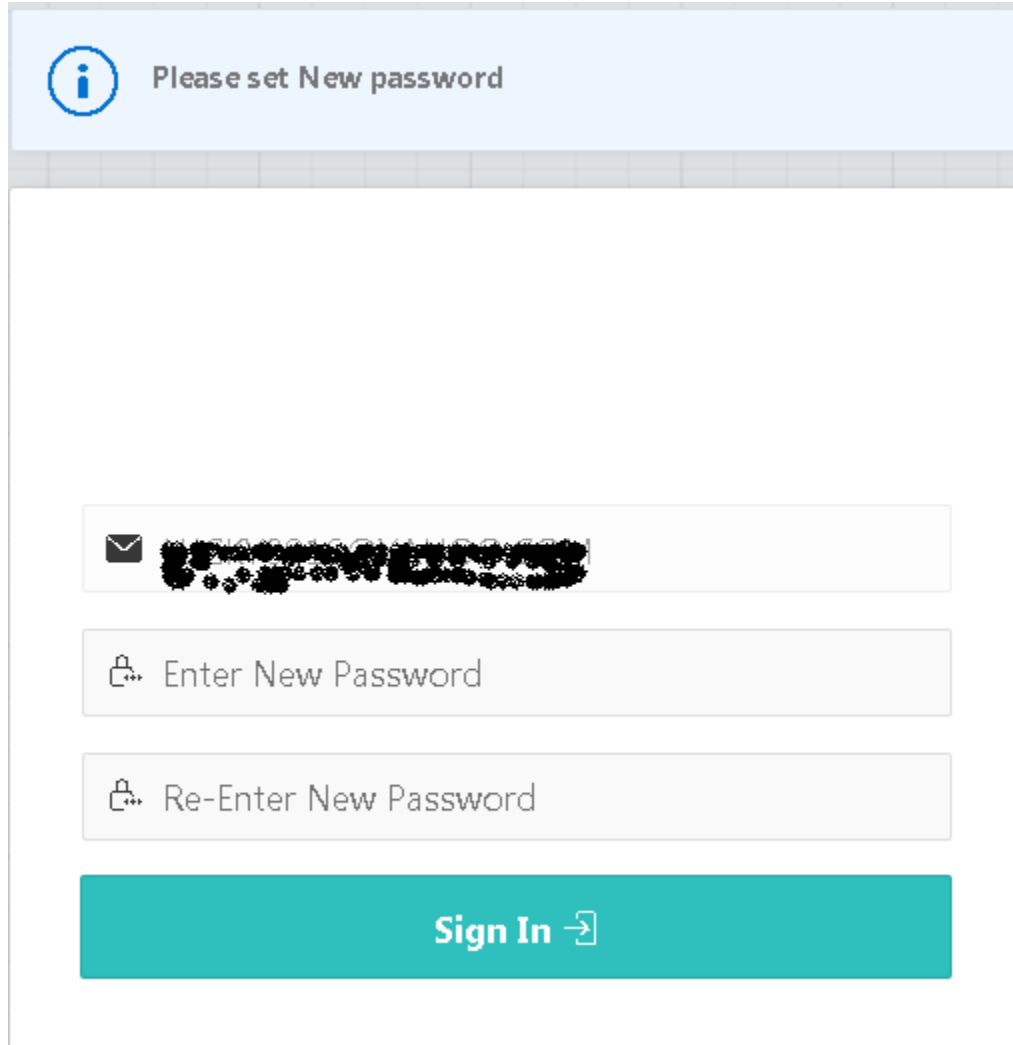
To continue, Please enter the key below



[Next →](#)

*After clicking Next, you will receive email within five (5) minutes.*

- C) Once you receive the email, login using the temporary password provided in the email. You will then be asked to enter a new password. Enter the new password into the boxes and click on **Sign In**.



The screenshot shows a web form titled "Please set New password" with an information icon. It contains three input fields: an email field with a mail icon and a masked temporary password, a "Enter New Password" field with a lock icon, and a "Re-Enter New Password" field with a lock icon. A teal "Sign In" button with a right-pointing arrow is at the bottom.



## 2 Submitting the Quarterly Progress Report

A) Click on [Quarterly Progress Report](#) and select [Start Current QPR \[year.Q#\]](#).

The screenshot shows the MyGrants interface for the East Los Angeles Remarkable Citizens' Association. The user is logged in as Cindy. The navigation bar includes Home, Quarterly Progress Report (selected), Self-Certification, Rolling Stock, Message Center, Setting, and Log Out. A dropdown menu is open under 'Quarterly Progress Report', with 'Start Current QPR [2020.Q.2]' highlighted in orange. Other options in the dropdown include 'View History'. Below the dropdown, there is a 'Download Detail Report' button. The main content area displays a table with columns: FTA Program / CFDA, Grant Number, Funding Agreement No, Project Name, Task Number, Invoice Num, Award Amount (A), Expenditure Amount (B), Billed Amount (C), Award Balance (A-B), and Details. The table contains one row of data for Section 5310\_CFDA 20513, Grant Number CA-2018-065, Funding Agreement No 9200000000S1712, Project Name 2017-ELARCA-VEH, Task Number 1712.1A, Invoice Num 01 02, Award Amount \$378,000.00, Expenditure Amount \$378,000.00, Billed Amount \$378,000.00, and Award Balance \$0.00. There are also four invoice numbers listed: 1519896, 1519897, 1519898, and 1519899.

FTA Program / CFDA	Grant Number	Funding Agreement No	Project Name	Task Number	Invoice Num	Award Amount (A)	Expenditure Amount (B)	Billed Amount (C)	Award Balance (A-B)	Details
Section 5310_CFDA 20513	CA-2018-065	9200000000S1712	2017-ELARCA-VEH	1712.1A	01 02	\$378,000.00	\$378,000.00	\$378,000.00	\$0.00	>
					1519896					
					1519897					
					1519898					
					1519899					

B) Click on the **Start** button in the Action column on the far right of the screen.

The screenshot shows the MyGrants interface for the East Los Angeles Remarkable Citizens' Association. The header includes a logo 'M', the text 'Welcome to MyGrants | East Los Angeles Remarkable Citizens' Association', and the user name 'Cindy'. A navigation bar contains links for Home, Quarterly Progress Report, Self-Certification, Rolling Stock, Message Center, Setting, and Log Out. The breadcrumb trail shows 'East Los Angeles Remarkable Citizens' Association \ Quarterly Progress Report \'. The main content area displays a table for 'FY-2020 Q2 ( 01-JAN-20 - 31-MAR-20 )' with the following data:

FTA Program / CFDA	FTA Grant #	Project Name	Status	Action
Section 5310_CFDA 20513	CA-2018-065	2017-ELARCA-VEH	NOT STARTED	<a href="#">Start</a>

- C) Read the instructions carefully. You may print the instruction by clicking on the printer icon on the right side of the screen. When you are ready to begin the Quarterly Progress Report for this quarter, click on **Begin QPR** on the right side of the screen.

Welcome to MyGrants | East Los Angeles Remarkable Citizens' Association Cindy

Home Quarterly Progress Report Self-Certification Rolling Stock Message Center Setting Log Out

East Los Angeles Remarkable Citizens' Association \ Quarterly Progress Report \ 2017-ELARCA-VEH \ Cancel **Begin QPR**

FY-2020 Q2 ( 01/01/2020 - 03/31/2020 )

FTA Program / CFDA	FTA Grant #	Project Name	Scope Of Work
Section 5310_CFDA 20513	CA-2018-065	2017-ELARCA-VEH	CAPITAL ASSISTANCE FOR 8 CLASS D/V VANS FOR EXPANSION

Print

**QPR Instructions**

D) You will need to scroll down to view all the questions on the page. You must answer all the questions.

Welcome to MyGrants | East Los Angeles Remarkable Citizens' Association Cindy

Home Quarterly Progress Report Self-Certification Rolling Stock Message Center Setting Log Out

East Los Angeles Remarkable Citizens' Association \ Quarterly Progress Report \ 2017-ELARCA-VEH \ FY-2020 Q2 ( 01/01/2020 - 03/31/2020 ) \

Cancel Save **Submit for Approval**

FY-2020 Q2 ( 01/01/2020 - 03/31/2020 )								
Reporting Period	FTA Program / CFDA	Funding Agreement No	FTA Grant #	Task Number	Project Name	SOW	Last Updated By	Last Updated Date
01/01/2020 To 03/31/2020	Section 5310_CFDA 20513	920000000051712	CA- 2018- 065	1712.1A	2017- ELARCA-VEH	CAPITAL ASSISTANCE FOR 8 CLASS D/V VANS FOR EXPANSION	-	-
<b>Not Submitted</b>								

Reporting Period Activities

- E) If you need to update a milestone because the Proposed Completion Date has passed, enter the Revised Completion Date or the Actual Completion Date. You will also need to enter a justification. *Note, Actual Completion Date cannot be later than the end of the reporting quarter.*

Milestones: If there were any changes to current milestones please provide the updated date and include a justification.

Activity Description	Proposed Completion Date	Actual Completion Date	Revised Completion Date	Justification
Contract Award	27-APR-20	DD-MON-YYYY	DD-MON-YYYY	<input type="text"/>

1 - 1

- F) Attaching additional information is optional. If you have multiple files, please zip them and then attach.
- G) Click on **Save** if you want to save what you've done so far and return to it later. Click on **Submit for Approval** if you are ready to submit to Grant Manager.

**M** Welcome to MyGrants | East Los Angeles Remarkable Citizens' Association Cindy

Home Quarterly Progress Report Self-Certification Rolling Stock Message Center Setting Log Out

East Los Angeles Remarkable Citizens' Association \ Quarterly Progress Report \ 2017-ELARCA-VEH \ FY-2020 Q2 ( 01/01/2020 - 03/31/2020 ) \ Cancel Save Submit for Approval

To Submit Additional Information Please Attach a File

Choose File No file chosen

Save Submit for Approval

H) This means you have successfully submitted your QPR. You will also receive a confirmation email.

The screenshot shows the MyGrants web application interface. At the top, there is a navigation bar with a logo 'M' and the text 'Welcome to MyGrants | East Los Angeles Remarkable Citizens' Association'. A green notification banner with a checkmark icon displays the message 'QPR submitted for approval!'. Below the navigation bar, there are links for 'Home', 'Quarterly Progress Report', 'Self-Certification', 'Rolling Stock', 'Message Center', 'Setting', and 'Log Out'. The breadcrumb trail indicates the current location: 'East Los Angeles Remarkable Citizens' Association \ Quarterly Progress Report \'. The main content area displays a table for 'FY-2020 Q2 ( 01-JAN-20 - 31-MAR-20 )' with the following data:

FTA Program / CFDA	FTA Grant #	Project Name	Status	Action
Section 5310_CFDA 20513	CA-2018-065	2017-ELARCA-VEH	SUBMITTED	Download

### 3 Submitting the Self-Certification Package

#### 3.1 Gather Necessary Documents

Download the *Self-Certification Instructions* from **Welcome MyGrants** under [Resources](#) which includes a helpful check list.

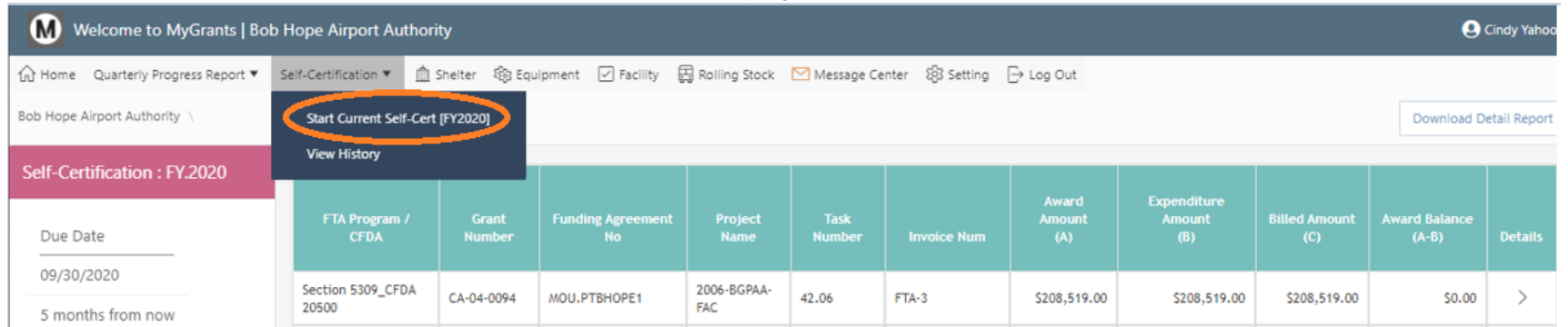
Examples of documents to have on hand are:

- Self-Certification Signature Page (downloaded)
- FTA Lobbying Form (downloaded)
- Title VI Certification letter or email from Metro (your files)
- Annual Financial Statements for the reporting period (your files)

## 3.2 Start Online Self-Certification

Log into MyGrants.

A) Click on **Self-Certification** and select **Start Current Self-Cert [FYyear]**.



The screenshot shows the MyGrants interface for Bob Hope Airport Authority. The user is logged in as Cindy Yahoo. The navigation menu includes Home, Quarterly Progress Report, Self-Certification, Shelter, Equipment, Facility, Rolling Stock, Message Center, Setting, and Log Out. The Self-Certification dropdown menu is open, showing 'Start Current Self-Cert [FY2020]' (highlighted with an orange circle) and 'View History'. Below the menu, there is a 'Download Detail Report' button. The main content area displays 'Self-Certification : FY.2020' and a table of grant data. The table has columns for FTA Program / CFDA, Grant Number, Funding Agreement No, Project Name, Task Number, Invoice Num, Award Amount (A), Expenditure Amount (B), Billed Amount (C), Award Balance (A-B), and Details. The due date is 09/30/2020, which is 5 months from now.

FTA Program / CFDA	Grant Number	Funding Agreement No	Project Name	Task Number	Invoice Num	Award Amount (A)	Expenditure Amount (B)	Billed Amount (C)	Award Balance (A-B)	Details
Section 5309_CFDA 20500	CA-04-0094	MOU.PTBHOPE1	2006-BGPAA-FAC	42.06	FTA-3	\$208,519.00	\$208,519.00	\$208,519.00	\$0.00	>

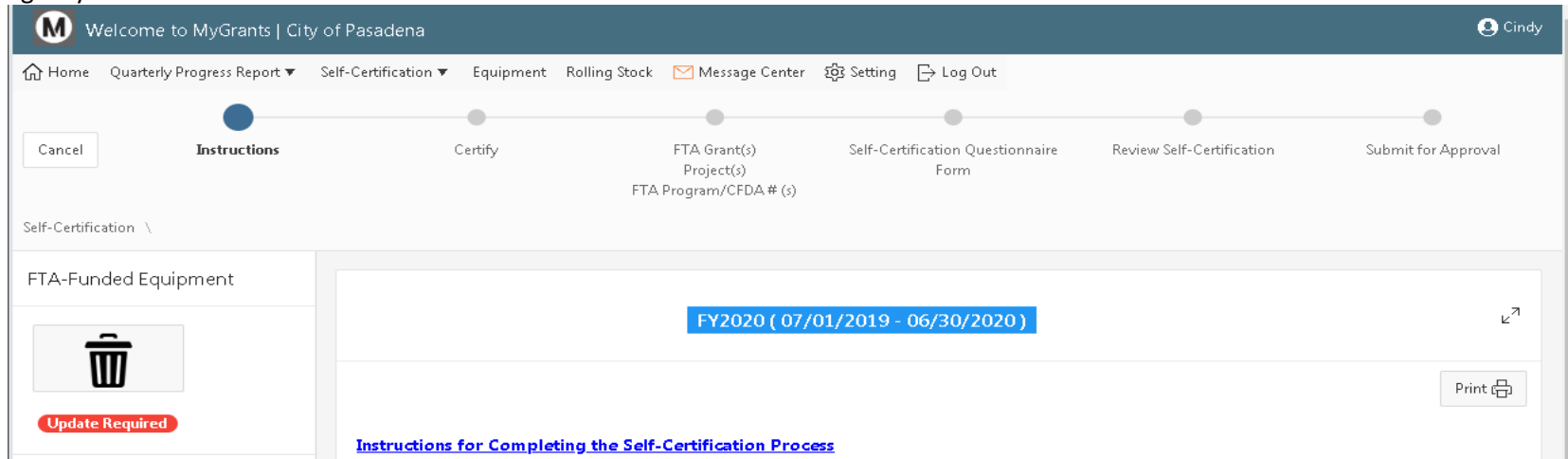
### 3.2.1 Asset Certification

All agencies must click on the Asset Certification checkboxes before proceeding to the questionnaire.

#### 3.2.1.1 Agencies with Assets

*Note, if your agency does not have assets to report on, please go to section 3.2.2.*

- A) Click on the asset image on the left side of the screen to select the asset you wish to update. There are four types of assets: Shelters, Equipment, Facilities and Rolling Stock. Some agencies have multiple types of assets and there will be an image for each type that your agency has.



- B) Click the pencil icon in the Edit column to begin updating. Every asset needs to be updated. *The Cancel button returns to the main asset screen and the Download button exports the asset data to an Excel file.* **Note, all updates must be done online.**

Edit	Status	FTA Program / CFDA	FTA Grant #	Description Of Equipment	Acquisition Date	Location Of Equipment	ID # Or Serial #	Cost	Federal %	Total Federal Share	Federal Useful Life Based On Months
	NOT UPDATED	Section 5316_CFDA 20516	CA-37-X171	test - Description of Equipment	04-JAN-2016	test - Location of Equipment	-	\$455,544.00	100%	\$455,544.00	480
	NOT UPDATED	Section 5316_CFDA 20516	CA-37-X171	Equipment #2	01-APR-2016	Equipment #2 location	-	\$34,343.00	100%	\$34,343.00	300



C) Update asset detail

- Enter your answers to the questions marked with a red asterisk (see the example below).
- Verify the rest of information for accurateness. If any of the information is incorrect enter the correct information in the comment box.
- Once you have entered all the required information, click on **Save & Continue**.

*Note, the pre-populated asset information is from the prior year.*

D) Repeat [step C](#) to update each asset.

*Note, if you need to edit a previously updated asset, click on the [Cancel](#) button and click on the [Updated](#) tab.*

The screenshot shows the 'MyGrants | FAME Assistance Corp' interface. At the top, there is a navigation bar with a home icon, 'Quarterly Progress Report', 'Self-Certification', 'Equipment', 'Facility', 'Rolling Stock', 'Message Center', 'Setting', and 'Log Out'. Below this is a breadcrumb trail: 'Self Certification \ Equipment \ 204 \'. The main content area features a table with the following data:

Description Of Equipment	Acquisition Date	Location Of Equipment	ID # Or Serial #	Cost	Federal %	Total Federal Share	Federal Useful Life Based On Months
test - Description of Equipment	04-JAN-2016	test - Location of Equipment	-	\$455,544.00	100%	\$455,544.00	480

Below the table, there are 'Cancel' and 'Previous' buttons on the left, '1 of 2' in the center, and a green 'Save & Continue' button on the right. The form below the table contains several fields:

- \* Condition Assessment**: A dropdown menu with a yellow background.
- \* When Was The Maintenance Plan For The Equipment Last Updated?**: A date input field with a calendar icon and the format '(DD-MON-YYYY)'. The field is highlighted in yellow.
- FTA Program / CFDA**: A text input field containing 'Section 5316 \_CFDA 20516'.
- FTA Grant #**: A text input field containing 'CA-37-X171'.

E) If your agency has more than one asset type, you will be returned to the main screen and repeat [steps A – D](#).


Welcome to MyGrants | City of Pasadena Cindy

Home Quarterly Progress Report Self-Certification Equipment Rolling Stock Message Center Setting Log Out


Cancel **Instructions** Certify FTA Grant(s) Project(s) FTA Program/CFDA # (s) Self-Certification Questionnaire Form Review Self-Certification Submit for Approval


Self-Certification \

FTA-Funded Equipment

 **Update Completed**

FTA-Funded Rolling Stock

 **Update Required**

**FY2020 ( 07/01/2019 - 06/30/2020 )** 

[Instructions for Completing the Self-Certification Process](#)

Please read these instructions carefully before completing this form.

1. This online self-certification is for the period July 1, 2019 through June 30, 2020.
2. In most cases, the certifications apply to the entire organization, not just the department that manages the FTA funded project. Contact us if you are unsure of the parameters.
3. As part of the annual Self-Certification you are required to update asset if your agency has any. If you see any image icon with **Update Required** on the left side, click on the image to update your asset. The system will take you back to this page until you have finished all your asset updates.

F) Once you've completed all the asset updates, click on **each checkbox** to certify and then click on **Next**.

The screenshot shows the 'MyGrants' interface for FAME Assistance Corp. The user is logged in as 'Cindy'. The navigation menu includes Home, Quarterly Progress Report, Self-Certification, Facility, Rolling Stock, Message Center, Setting, and Log Out. The progress bar indicates the current step is 'Certify', with previous steps 'Instructions' and 'Submit for Approval' completed. The main content area is titled 'FY2020 ( 07/01/2019 - 06/30/2020 )' and contains the following text:

**Asset Certification**  
Please Click on all checkboxes to certify and click on Next to continue.

Two checkboxes are visible, both of which are checked:

- I certify that I have reviewed and updated the FTA Funded facilities related data reported for my organization and it is accurate and current.
- I certify that I have reviewed and updated the FTA-Funded vehicle(s) related data reported for my organization and it is accurate and current.

A 'Print' button is located in the top right corner of the main content area. A 'Next' button is located at the end of the progress bar.

### 3.2.1.2 Agency without Asset

A) Scroll down and click on all checkboxes to certify that your agency does not have asset to report and then click on **Next** to continue.

The screenshot shows the 'Self-Certification' process in the MyGrants system. At the top, a dark blue header contains the 'M' logo, the text 'Welcome to MyGrants | Pomona Valley Community Services', and the user name 'Cindy'. Below the header is a navigation bar with links for Home, Quarterly Progress Report, Self-Certification, Message Center, Setting, and Log Out. A progress indicator shows five steps: Certify (active), FTA Grant(s) Project(s) FTA Program/CFDA # (s), Self-Certification Questionnaire Form, Review Self-Certification, and Submit for Approval. A 'Cancel' button is on the left, and a green 'Next' button is on the right. The main content area displays 'FY2020 ( 07/01/2019 - 06/30/2020 )' in a blue box, with a 'Print' button in the bottom right corner. A link for 'Instructions for Completing the Self-Certification Process' is at the bottom left.

### 3.2.2 Start Self-Certification Questionnaire

After completing the Asset Certification, you will see the screen below.

A) This screen exhibits your FTA programs, FTA-Funded grants and projects. Click on **Next** to continue.

The screenshot shows the 'MyGrants' interface for FAME Assistance Corp. The user is logged in as Cindy. The navigation menu includes Home, Quarterly Progress Report, Self-Certification, Equipment, Facility, Rolling Stock, Messages, Setting, and Log Out. The progress bar indicates the current step is 'FTA Grant(s) Project(s) FTA Program/CFDA # (s)'. Below the progress bar is a table with the following data:

FTA Program / CFDA	FTA Grant #	Project Name
Section 5316 _CFDA 20516	CA-37-X171	2012-FAME-OP/VEH

A 'Next' button is visible in the top right corner.

B) Answer each question and click on **Save & Continue** to go to the next question.

The screenshot shows the 'Self-Cert Questionnaire Form' in the MyGrants interface. The progress bar indicates the current step is 'Self-Cert Questionnaire Form'. The questionnaire is titled 'FTA-FUNDED ROLLING STOCK CERTIFICATIONS (Applicable to rolling stock, such as paratransit vehicles, buses, and support vehicles)'. The first question is:

1 2  
 Did your organization receive any Title VI lawsuits or complaints during the reporting period?

Yes  No

If yes, please provide a list of Title VI lawsuits or complaints. The list should include the date that the lawsuit or complaint was filed, a summary of the allegation(s), the status of the lawsuit or complaint; and actions taken by your agency in response to the lawsuit or complaint.

A 'Save & Continue' button is visible in the top right corner.

C) When you reach the end of questionnaire, if there are any skipped questions (red numbers) you must go back and answer them by clicking on the number. If you need to change a response to any of the questions, scroll down to the question and click on **Edit**.

Responses

Unanswered Questions

11 13 14 15 17 22 30 31

-All Section-

-All Sub Section-

Section	Sub Section	SR #	Question Desc	Selected Answer	Remark	Download	Edit
GENERAL CERTIFICATIONS	Civil Rights Compliance	1	Did your organization receive any Title VI lawsuits or complaints during the reporting period?	No	-	-	Edit

### 3.2.3 Submit for Approval

Once you have answered all the required questions, you must do the following before clicking on the [Submit for Approval](#) button:

- A) Download the FTA Lobbying Form and the Self Certification Signature page if you haven't already done so.
- B) Upload the FTA Lobbying Form signed by an authorized executive.
- C) Upload the Self-Certification Signature page signed by an authorized executive.
- D) Download the questions/responses for your records (*optional*).
- E) Click the certification checkboxes for FTA Lobbying Form and Self-Certification Signature page.
- F) Click on [Submit for Approval](#).

The screenshot shows the 'Review Self-Certification' step in the MyGrants application. The top navigation bar includes 'Welcome to MyGrants | City of La Habra Heights' and the user 'Cindy Yahoo'. The main navigation menu contains 'Home', 'Quarterly Progress Report', 'Self-Certification', 'Rolling Stock', 'Message Center', 'Setting', and 'Log Out'. A progress bar at the top indicates the current step: 'Review Self-Certification' (highlighted in blue), with previous steps 'Instruction', 'FTA Grant(s) Project(s) FTA Program/CFDA # (s)', and 'Self-Cert Questionnaire Form' marked with green checkmarks. A 'Submit for Approval' button is visible at the end of the progress bar.

The main content area contains two sections for downloading and uploading forms:

- FTA Lobbying Form:** A text prompt asks the user to download the FTA Lobbying form and upload it signed by an authorized executive. A 'Download' button is provided. Below this is a 'Choose File' button (labeled 'No file chosen') and a checkbox for 'I certify that the uploaded forms are signed by an authorized executive'.
- Self Certification Signature Page:** A similar text prompt and 'Download' button are provided. Below this is another 'Choose File' button (labeled 'No file chosen') and a checkbox for 'I certify that the uploaded forms are signed by an authorized executive'.

At the bottom of the form, there is a 'Responses' section and two buttons: 'Download' and 'Print'.

F) Once you Submit for Approval, a message that it was successfully submitted will pop up. You and the grant manager will receive confirmation e-mails. You may click on Self-Certification and click on Download Current Self-Cert for your record. After your Self-Certification package has been reviewed by the grant manager you will receive an email on the approval status.

The screenshot shows the MyGrants City of Avalon interface. At the top, there is a navigation bar with 'Welcome to MyGrants | City of Avalon' and a green notification banner that says 'Successfully submitted to grant manager!'. Below the navigation bar, there are links for Home, Quarterly Progress Report, Self-Certification, Message Center, Setting, and Log Out. The main content area displays 'Self-Certification : FY.2020' with a due date of 09/30/2020, which is 4 months from now. A table below shows the following data:

FTA Program / CFDA	Grant Number	Funding Agreement No	Project Name	Task Number	Invoice Num	Award Amount (A)	Expenditure Amount (B)	Billed Amount (C)	Award Balance (A-B)	Details
Section 70 FBP_CFDA 20205	CA-70-X017	MOU.PTAVALON	2012-AVALON-FAC	40.08	20180314 20180726 20181130 20190719 20192312 20192410 ONE	\$2,400,000.00	\$1,280,129.49	\$694,921.97	\$1,119,870.51	>

## 4 Revising Self-Certification Package

If you receive a rejection email requesting a revision to your Self-Certification package, login to MyGrants and make your changes. You can jump to the section/subsection and its question.

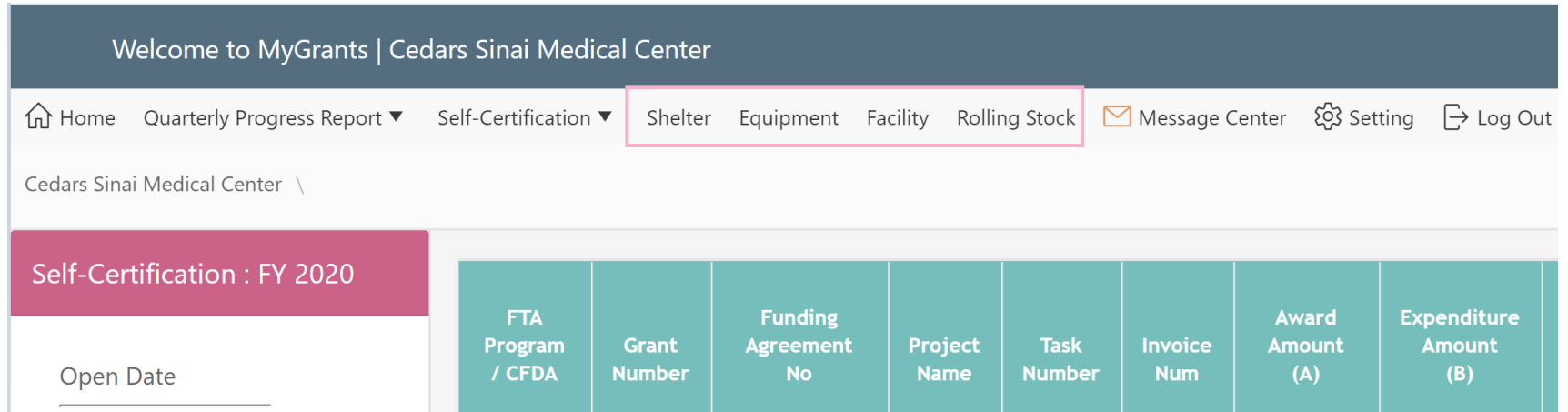
### 4.1 Asset Update

The grant manager may require you to edit updates to asset record(s) that were previously submitted, and/or update asset record(s) he/she added after rejecting your submitted Self-Certification package.



### 4.1.1 Edit Previously Updated Asset

A) Click on the desired asset type (Shelter, Equipment, Facility or Rolling Stock).



Welcome to MyGrants | Cedars Sinai Medical Center

Home Quarterly Progress Report Self-Certification Shelter Equipment Facility Rolling Stock Message Center Setting Log Out

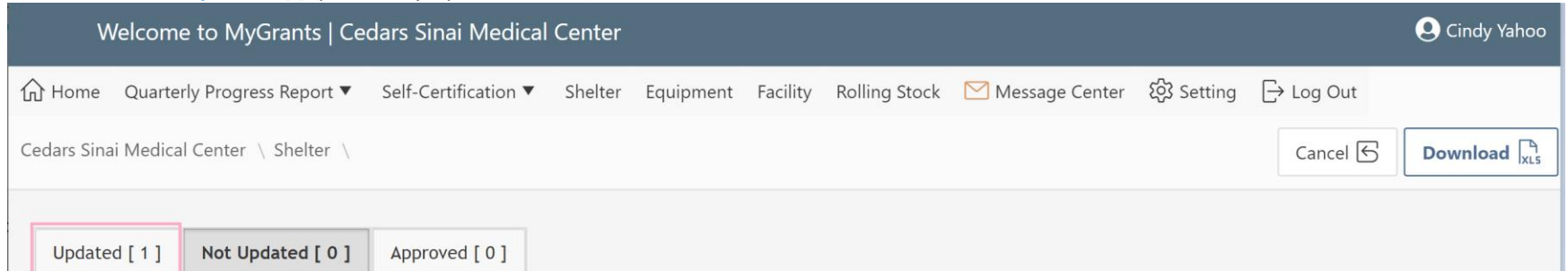
Cedars Sinai Medical Center \

Self-Certification : FY 2020

FTA Program / CFDA	Grant Number	Funding Agreement No	Project Name	Task Number	Invoice Num	Award Amount (A)	Expenditure Amount (B)
--------------------	--------------	----------------------	--------------	-------------	-------------	------------------	------------------------

Open Date

B) Click on **Updated [ ]** (previously updated asset).



Welcome to MyGrants | Cedars Sinai Medical Center Cindy Yahoo

Home Quarterly Progress Report Self-Certification Shelter Equipment Facility Rolling Stock Message Center Setting Log Out

Cedars Sinai Medical Center \ Shelter \

Cancel Download XLS

Updated [ 1 ] Not Updated [ 0 ] Approved [ 0 ]

C) Click on **pencil icon** to make your change.

#### 4.1.2 Update New Asset

Update asset record(s) added after Self-Certification package first submitted.

- A) Click on [Self-Certification](#) then select [Start Self-Cert ...](#) (ref. section 3.2A), click on the asset image with **Update Required** and then select the [pencil icon](#).

- B) Click on [pencil icon](#) to make your change.

Update	Status	FTA Program / CFDA	FTA Grant #	Description Of Shelter	Date In Service	Cost	Federal %	Location Of Shelter	Federal Useful Life Based On Months	Vested Title	Total Federal Share	Disposition Date
	<b>NOT UPDATED</b>	Section 5309_CFDA 20500	CA-04-0085	Added after Self-Certification was rejected	04-MAY-20	\$55,555.00	80%	test	36	test	\$44,444.00	

## 4.2 Update Questionnaire

Click on [Self-Certification](#) and then select [Start Self-Cert ...](#)

A) Click on [Next](#) button to get to Self-Certification Questionnaire.

The screenshot displays the 'MyGrants' interface for Cedars Sinai Medical Center, user Cindy Yahoo. The navigation menu includes Home, Quarterly Progress Report, Self-Certification, Shelter, Equipment, Facility, Rolling Stock, Message Center, Setting, and Log Out. A progress bar shows the following steps: Asset Update (completed), Certify (completed), FTA Grant(s) Project(s) (current step), Self-Certification Questionnaire Form, Review Self-Certification, and Submit for Approval. A 'Next' button is visible at the end of the progress bar. Below the progress bar, a table lists the selected FTA Program/CFDA # (s) for FY2020 (07/01/2019 - 06/30/2020).

FTA Program / CFDA	FTA Grant #	Project Name
Section 5309_CFDA 20500	CA-04-0085	2006-CEDARS-SHEL

B) To update your response to a question, perform the following:

- 1) Click the applicable section name (box #1).
- 2) Click the applicable subsection name (box #2).
- 3) Click on the question (box #3).

Welcome to MyGrants | Cedars Sinai Medical Center Cindy Yahoo

Home Quarterly Progress Report Self-Certification Shelter Equipment Facility Rolling Stock Message Center Setting Log Out

Back Asset Update Certify FTA Grant(s) Project(s) FTA Program/CFDA # (s) **Self-Certification Questionnaire Form** Review Self-Certification Submit for Approval

1

GENERAL CERTIFICATIONS → FTA-FUNDED ASSET CERTIFICATIONS (applies only for fixed assets such as facilities, parking lots, bus shelters, amenities and equipment > \$50,000) → FTA-FUNDED ROLLING STOCK CERTIFICATIONS (Applicable to rolling stock, such as paratransit vehicles, buses, and support vehicles)

2

Civil Rights Compliance  
↓  
Americans with Disabilities Act of 1990 (ADA)

3

FY2020 ( 07/01/2019 - 06/30/2020 )

1 2 3 4

Save & Continue

Did your organization receive any Title VI lawsuits or complaints during the reporting period?

C) Click [Save & Continue](#) button to save your change.

The screenshot shows the 'Self-Certification Questionnaire Form' interface. At the top, there is a navigation bar with 'Welcome to MyGrants | Cedars Sinai Medical Center' and a user profile 'Cindy Yahoo'. Below this is a menu with 'Home', 'Quarterly Progress Report', 'Self-Certification', 'Shelter', 'Equipment', 'Facility', 'Rolling Stock', 'Message Center', 'Setting', and 'Log Out'. A progress bar indicates the current step is 'Self-Certification Questionnaire Form', with previous steps 'Asset Update', 'Certify', and 'FTA Grant(s) Project(s)' completed. The main content area shows a flowchart with three boxes: 'GENERAL CERTIFICATIONS', 'FTA-FUNDED ASSET CERTIFICATIONS (applies only for fixed assets such as facilities, parking lots, bus shelters, amenities and equipment > \$50,000)', and 'FTA-FUNDED ROLLING STOCK CERTIFICATIONS (Applicable to rolling stock, such as paratransit vehicles, buses, and support vehicles)'. The 'School Bus' option under 'Satisfactory Continuing Control of Rolling Stock' is highlighted. The form is for 'FY2020 ( 07/01/2019 - 06/30/2020 )' and contains a question: 'Have you operated exclusive school bus service with federally funded equipment?' with radio buttons for 'Yes' and 'No'. 'Save & Continue' buttons are visible at the top right and bottom right of the form.

### 4.3 Re-Submitting Self-Certification Package for Approval

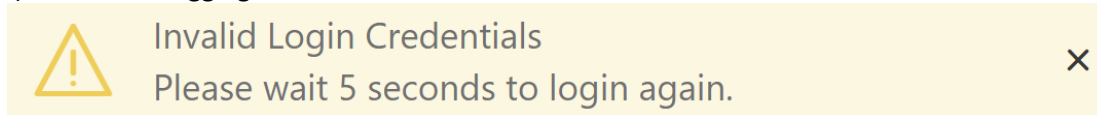
You have finished your changes and ready to submit for approval.

- A) Click the last section, last subsection, last question and click [Save and Continue](#) button. (refer to section 4.2B on navigating)
- B) Click [Submit for Approval](#) button to submit package to grant manager for review and approval.

## 5 Troubleshoot/Tips

Below are some common errors and functions:

A) Problems logging in:



- ✓ Double check your email address
- ✓ Double check your password

B) Reset password:

Selecting [Forgot Password](#) enables the user to their reset password. You will receive an email within 5 minutes.

### Forgot Password?

C) To update an asset or answer:

Enables user to update.



D) To go to the next section or question:

Selecting [Next](#) enables user to continue to the next section/question.

[Next](#)

## 6 Contacts

**For technical support, please email either:**

- ❖ Cindy Tran at [TranC@metro.net](mailto:TranC@metro.net)
- ❖ Ruben Cervantes at [CervantesR@metro.net](mailto:CervantesR@metro.net)

You can also use the *Contact* field on MyGrants website landing page, <https://MyGrants.metro.net>

**For grant or project related contact your grant manager.**