Contract Access Web Portal Training

This guide is intended for subrecipients who access the TIGR web portal. A web portal user who is a provider of grant administration services is often contracted to perform work on the behalf of several different subrecipients at once. This enhancement allows for those vendors to be related to multiple secondary organizations concurrently and facilitates access to the records for each. Vendors will no longer be allowed to manually switch their related organizations in the web portal. Subrecipients will submit request forms to have their contracted vendors granted access to their contracts. Selected Subrecipient users will be granted a new web role, Contract Access Coordinator (CAC), which enables them to add or restrict access to specific contracts.

Restricting Contract Access Via CAC Dashboard *for CAC only*

- Log into the TIGR Portal Environment
- Click on your name to the top right corner
- Select Contract Access Dashboard

| | | | | | Br | enae Ling | - | |
|---|---|--|---|--|--|--|------------------------|---|
| | | | | | | ofile ntract Acces | s Dash | |
| | | | | | Sig | n out | | |
| Contra | act Acce | ss Dasł | nboard | | Contract | Contract | | |
| | Applicant 🕇 | App # | Application Title | Contract Number | Period Begin Date | Period End Date | Grant Administrator | |
| Program T | Applicant | TAPP " | | | | Dute | . International action | |
| Program ↑ Harris County – Residential Buyout Program (2017 Harvey 2) | Harris County | CDR17-0426- APP | Harris County - Residential Buyout Program (2017 Harvey 2) | 19-147-002- B490 | 2/11/2019 | 8/16/2024 | | |
| Harris County – Residential Buyout Program (2017 | | CDR17-0426- | Harris County - Residential Buyout Program (2017 Harvey | 19-147-002- | | | | ~ |
| Harris County – Residential Buyout Program (2017 Harvey 2) Harris County – SFNCP (2017 Harvey 2) Harris County Housing – ARP (2017 | Harris County | CDR17-0426- APP CDR17-0428- | Harris County - Residential Buyout Program (2017 Harvey 2) Harris County - Single Family New Construction Program | 19-147-002- B490 19-147-002- | 2/11/2019 | 8/16/2024 | | - |
| Harris County – Residential Buyout Program (2017 Harvey 2) Harris County – SFNCP (2017 Harvey | Harris County Harris County | CDR17-0426- APP CDR17-0428- APP CDR17-0423- | Harris County - Residential Buyout Program (2017 Harvey 2) Harris County - Single Family New Construction Program (2017 Harvey 2) Harris County - ARP | 19-147-002- B490 19-147-002- B490 19-147-002- | 2/11/2019 2/11/2019 | 8/16/2024 8/16/2024 | | ~ |
| Harris County – Residential Buyout Program (2017 Harryey 2) Harris County – SFNCP (2017 Harvey 2) Harris County Housing – Harvey 2) Harris County Housing – HAP (2017 Harvey 2) Harris County Housing – HAP (2017 Harvey 2) | Harris County Harris County Harris County | CDR17-0426- APP CDR17-0428- APP CDR17-0423- APP CDR17-0423- | Harris County - Residential Buyout Program (2017 Harvey 2) Harris County - Single Family New Construction Program (2017 Harvey 2) Harris County - ARP (2017 Harvey 2) Harris County - HAP | 19-147-002- B490 19-147-002- B490 19-147-002- B490 19-147-002- | 2/11/2019 2/11/2019 2/11/2019 | 8/16/2024 8/16/2024 8/16/2024 | | ~ |
| Harris County – Residential Buyout Program (2017 Harvey 2) Harris County – SFNCP (2017 Harvey 2) Harris County Housing – HARP (2017 Harvey 2) Harris County Housing – HAP (2017 | Harris County Harris County Harris County Harris County Harris County | CDR17-0426- APP CDR17-0428- APP CDR17-0423- APP CDR17-0422- APP | Harris County - Residential Buyont Program (a corr Harvey a) Harris County - Single Family New Construction Program (a orr Harvey a) Harris County - ARP (a orr Harvey a) Harris County - HAP (a orr Harvey a) | 19-147-002- 8490 19-147-002- 8490 19-147-002- 8490 19-147-002- 8490 | 2/11/2019 2/11/2019 2/11/2019 2/11/2019 | 8/16/2024 8/16/2024 8/16/2024 8/16/2024 | | • |

- Once you select Contract Access Dashboard, a dashboard will appear listing all the contracts for your Subrecipient
- Click on the downward arrow on the row of the contract for which you want to manage access and select View Access Details
- > A popup is displayed with all users that currently have access to the contract.
- To deactivate contract access for a specific user, click the down arrow next to their name and select Deactivate (Restrict) Access.
- System Administrators are also able to perform this task in the main TIGR application. Forms and documentation will be required.

| | 🕑 Edit | | | | | × |
|--|-------------------|--|--------------------------------|------------------------|-------|---------|
| & Compliance 👻 Uploaded Docum | Harris | - | | | | • |
| | Application Title | | | | | |
| Home / Co | ntra | | | | | |
| Contr | a Contract A | ccess | | | | |
| | | | Add A | ccess for New Co | ntact | |
| Program 🕇 | | | Application Status | | | strator |
| Harris County – Residential | Subrecipient 🕇 | Subrecipient App/Contract | (Subrecipient App/Contract) | Contact 🕇 | | ~ |
| Buyout Program (201 | Harris County | Harris County - | Contract | Bass, Shalla | | |
| Harvey 2) | / | Residential Buyout Program (2017 Harvey 2) | D | eactivate (Restrict) A | ccess | |
| Harris County – SFNCP (2017 Harvey 2) | Harris County | Harris County - Residential Buyout Program (2017 Harvey 2) | Contract | Blount, Ronetta Y. | • | ~ |
| Harris County Housing – ARP (2017 | Harris County | Harris County - Residential Buyout Program (2017 Harvey 2) | Contract | Bolden, Ebony | ~ | ~ |
| Harvey 2) | Harris County | Harris County - | Contract | Boyd, John | * | |
| Harris County | r - | Residential Royout | | | | • |
| Housing - | APP | (2017 Harvey 2) | B490 | | | |

Adding Contract Access Via CAC Dashboard *for CAC only*

Contract Access Dashboard - Edit

| General | | |
|--------------------------------------|---------------------------------|----------------------------|
| State Infrastructure and ER – LIP: 0 | CBCOG – HUD MID (2017 Harvey 2) | |
| Applicant | Contact | |
| Aransas County | Mills, Burt | |
| County | Application Type | Grant Administrator |
| Aransas | _ | Alexander, Robin J. |
| Application • AransasCo-HVInf | | |
| Contract Access | | • |
| | | Add Access for New Contact |
| | Ar | oplication Status |

- > Click the green Add Access for New Contact button
- > A pop-up window will open

| | 🖸 Create | | | | | | | × | |
|----------------|----------|----------|---------------------|--------------------------------|--------------------|--------------------------|------|-----------------|------------|
| Contra | | | | | | | | | |
| | Conta | act * | | | | | | | |
| 0 | | Looku | up reco | rds | | | × | ٩ | |
| Genera | | Choose o | one record a | nd click Select to continue | | | | | |
| State Infrastr | | E | ull | | Business | | Par | | |
| Applicant | Submi | | ame 🕇 | Email | Phone | Type | Org | | |
| Aransas Cour | | | IcLemore, ustin | austin.mclemore@grantworks.net | (512) 420-0303 | Vendor Representative | Grai | | |
| County | | | lordstrom, aylor | taylor.nordstrom@aecom.com | (281) 675- 3535 | Vendor Representative | AEC | | |
| Aransas | | | | | | | | | |
| Application | | | | | | | | | |
| AransasCo-H | | • | | | | | ÷ | | |
| | | | | Select | Cancel | Remove val | _ | | |
| Contrac | | | | Select | Cancel | Remove val | ue | | |
| | | | | | | | | | ew Contact |
| | | | | | | | | | ew Contact |
| | | | | | | | | | |
| Subrecipie | | | | | | | | | |
| Aransas Cou | | | | | | | | | ~ |
| Aransas Cou | nty | Aransa | asCo-HVI1 | nf | Contract | | 1 | Bogran, Stephen | ~ |

- Click the checkbox next to the desired contact name
- > Click the green Select button at the bottom of the window

Utilizing subrecipient filter for portal records *all users*

| | | Complete an Existing Draft | | | | | | | | | | | |
|------------------------------|---------------|----------------------------|-------------------------------|----------------|-----------------|--|------------------------|-----------------|----------------------|----|--|--|--|
| Complete Dra submission m | | click on Submit bu | ton to subm | it to CDR. If | application doe | sn't submit, swit | ch to Failed to Sul | omit view and | validate | | | | |
| Subrecipie | ent | | | | | | | | | | | | |
| Baytown | | | | | | | | | | | | | |
| Galveston | County | | | | | | | | | | | | |
| 🗆 Harris Cou | nty | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | App | ly | | | |
| | | | | | | | ſ | | | | | | |
| 🔳 My Draft / | pplications - | | | | | | | Search | | C | | | |
| | | | | | | Total Estimated Funding (CDBG + all | Grant Administrator | Grant | Created | | | | |
| | Application | Coloradaiant | | | | | | Manager | Un 🕈 | | | | |
| Program | Title | Subrecipient | | | Туре | non-CDBG) | | | | | | | |
| - | | Subrecipient Baytown | App # 1 CDR17- 1526-APP | County Andrews | Type New | non-CDBG) | | Ling, Brenae | 4/12/2023 2:30 PM | • | | | |

- Subrecipients will most likely not have more than one organization, this screenshot is an example of what your vendors would see
- By default, you will see all the records for your respective organizations unless you utilize the filtering options at the top of the page.
- > To filter, select one or more of the listed organizations and click apply button
- > Other portal tabs function in the same way