TIGR PORTAL- Environmental Document Upload Instructions

The following information is a step-by-step guide on how to upload environmental documents into the Texas Integrated Grant Reporting (TIGR) Portal system. The GLO Regulatory Oversight team uses TIGR to receive these environmental documents.

Please note that effective 12/27/2021, GLO will continue to provide technical assistance, guidance, and training to all subrecipients; however, **submitted environmental documents will NOT be reviewed for compliance**. Completeness of the RE's Environmental Review Record (ERR), including mitigation measures and project-specific conditions, will be verified during GLOs in-depth **Environmental Monitoring and Enforcement Program** (24 CFR 58.18(a)(2)). **GLO continues to require subrecipients to upload completed and certified environmental review records (ERR) into TIGR Portal.**

Please ensure correct document naming conventions are used as this is imperative with the volume of documents involved in the various disaster programs. Guidance on how to name documents are found throughout this guide.

Please adhere to all guidelines listed in this guide and be aware that this is a living document and therefore subject to addendums and changes as programs progress.
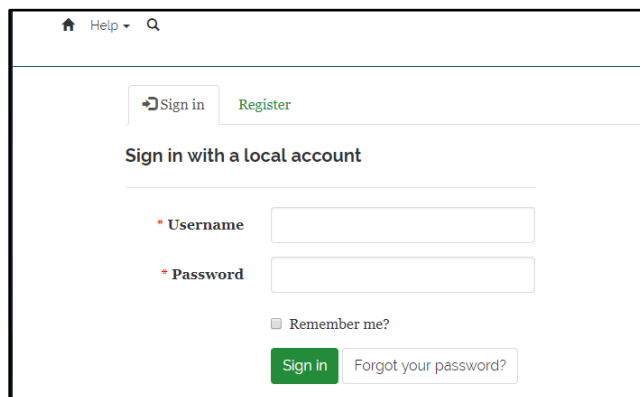
Table of Contents   Pages

Step 1. Log onto the TIGR Portal.

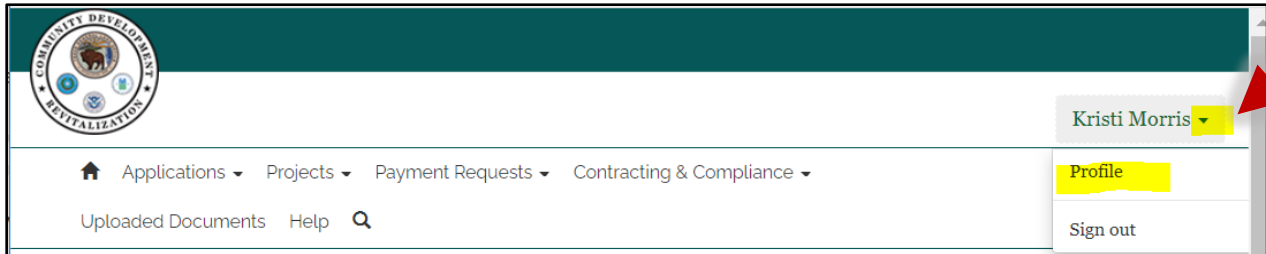**a.** Enter your username and password. Click the **green** Sign In button.

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Step 2. Open your profile to verify that the information is correct.

Although not required, it is recommended that the Profile page is checked for accuracy.

a. In the upper-right corner, click on the drop-down arrow next to your name. Click to select Profile. This will open your profile page.

b. Your profile page contains basic information about your TIGR Portal account. If there are any inaccuracies with your profile information, email tigrhelp@recovery.texas.gov for corrections.

Effective May 2023, for individuals working on multiple subrecipient projects, it is no longer necessary to update the subrecipient name in the Profile settings before accessing a project. You will have a main subrecipient account listed under the Parent Organization field. Any additional subrecipient accounts that you have access to will be listed in the Secondary Organization list. If your subrecipient is not listed on the profile page, contact the subrecipient's GLO grant manager for assistance.
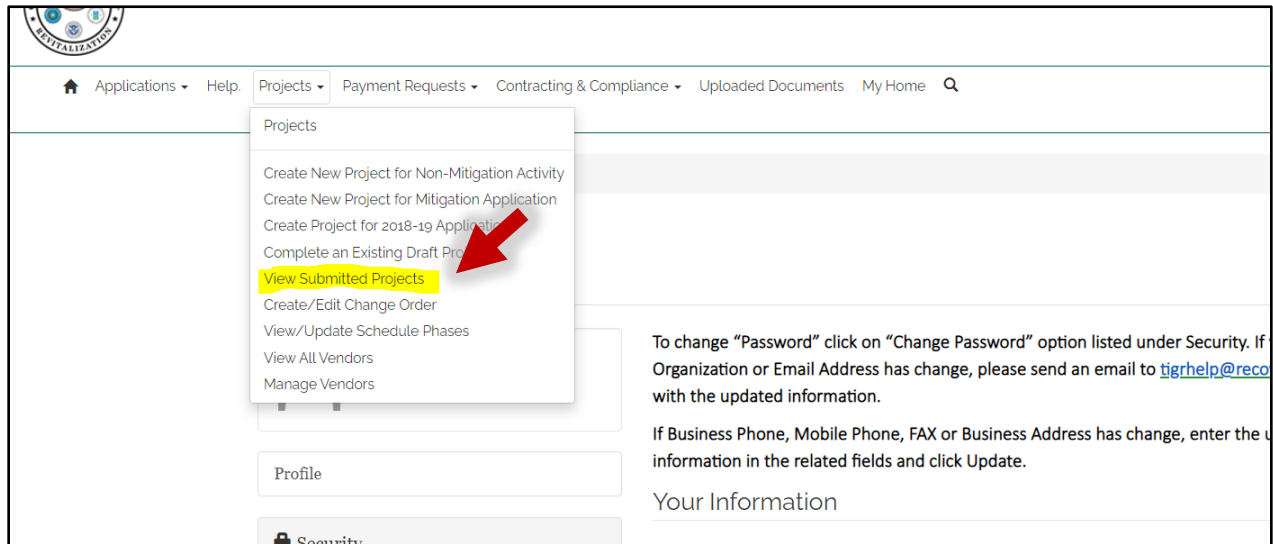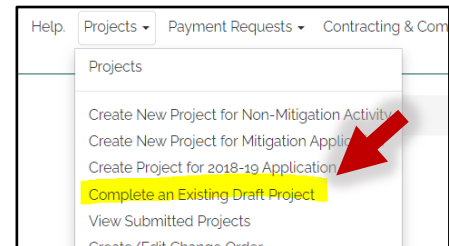
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Step 3. Searching for a project record.

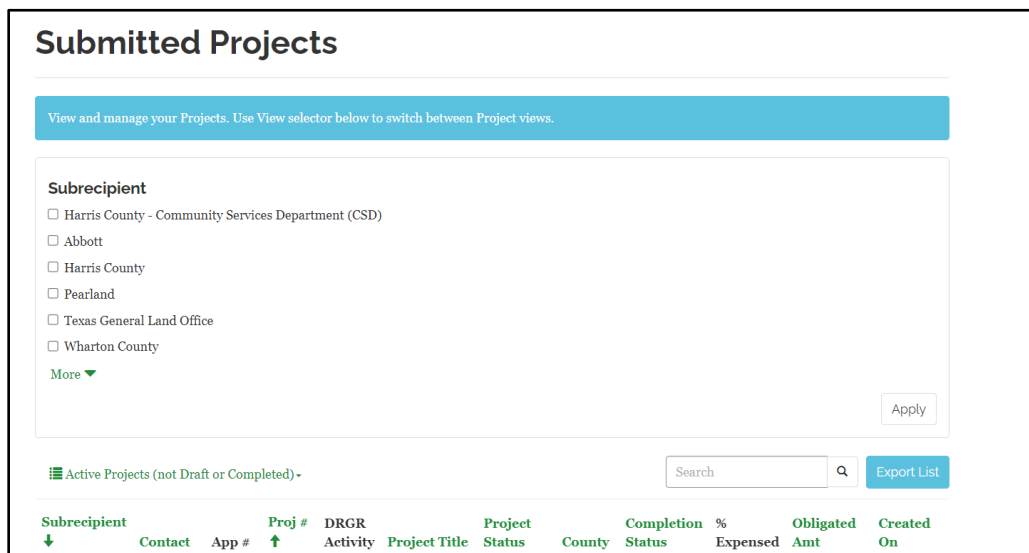**a.** At the top of the profile page, there are several menu options. Click on the dropdown arrow next to the Projects menu name. With the dropdown menu displayed, click to select View Submitted Project. Click on this menu selection to prompt the Profile window to change to the My Draft Projects window.

NOTE: If the appropriate project record does not display using the methods below, your project may still be in the beginning stages of the process. In this case, go back to the Projects menu and click to on the "Complete an Existing Draft Project" drop-down option. If you cannot locate your project record under either of this menu options, contact the GLO grant manager.
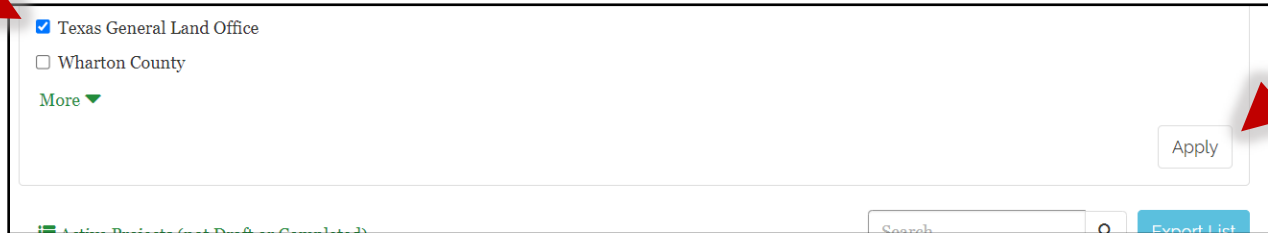

b. The accessible subrecipient accounts will be listed in the Subrecipient box. The screenshot below is an example of what this screen will look like for a Portal user who has access to multiple subrecipient accounts:

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There are multiple ways to search for a project on this screen. It is recommended that if you have multiple subrecipient accounts, click on the checkbox next to the subrecipient name for which you are working and then click on the Apply button. This action will result in the system only displaying project records for that specific subrecipient:
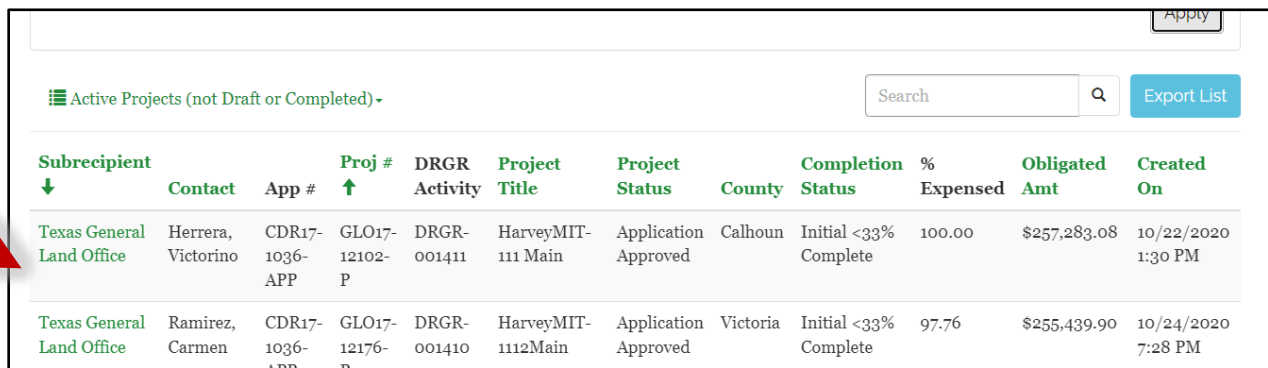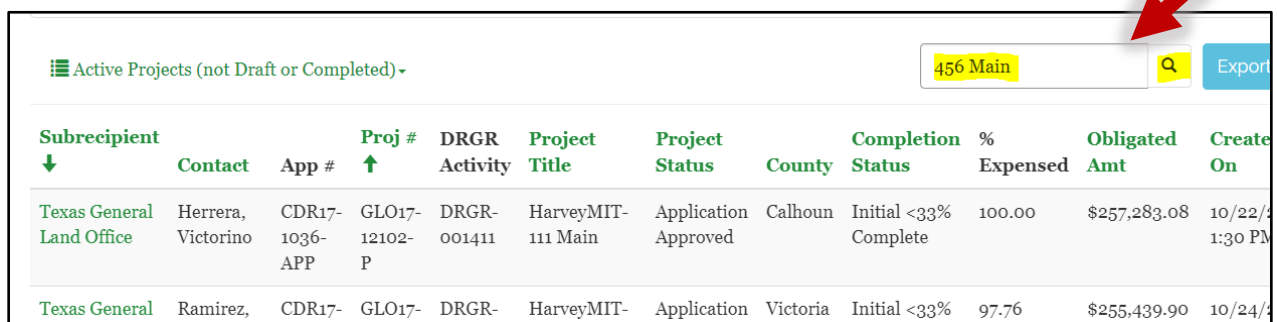

Otherwise, all your subrecipient account project records will display in the projects list.

c. Project records are displayed under the Active Projects (not Draft or Completed) menu:

You can scroll down to locate the project record or use the Search field and enter the project name. If using the search field, type in the project name and then click on the magnifying glass:

NOTE: If the appropriate project record does not display using the search field, try a wildcard search by using a partial name of the project <u>with asterisks</u>. *Example*: If a user is trying to locate a project name for Precinct 1 County Road 3016, they could simply type *Precinct*.
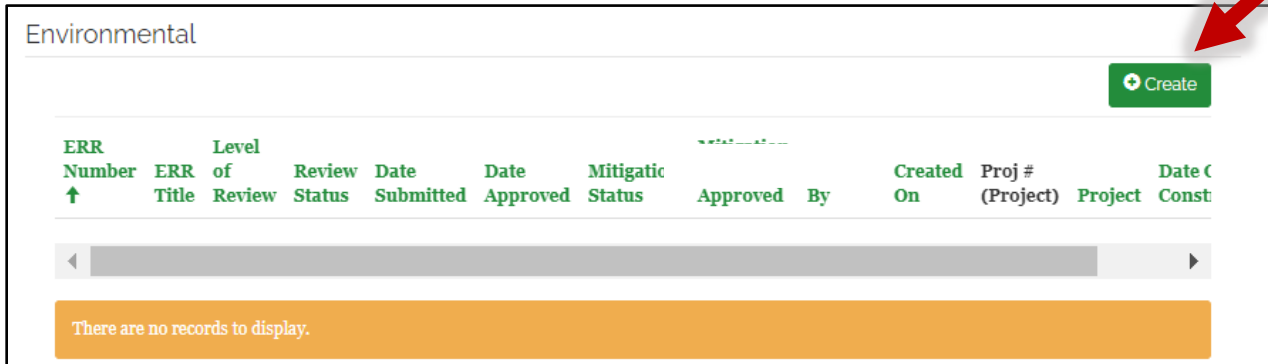
> The setup of Non-CDBG Mitigation and CDBG-MIT contracts differs in Portal.
> If you are working on a Non-CDBG Mitigation contract (example: Hurricane Harvey), continue with **Step 4**.
> Otherwise, *skip* to **Step 5** on page 18 for CDBG-MIT contract environmental uploads**.**
>
> ***Please do not create a new TIGR record until you are ready to upload your environmental documents.***

Step 4. Non-CDBG MIT Contract: TIGR environmental record

a. With your project record displayed under the project list, note the application number (CDR17-###-APP) located in the App# column. This number will be used in **Step 4o** below.

If the environmental documents being submitted cover more than one project record, note each project number and project title. The project number is listed under the Proj# column and is the GLO17#. This noted information will be used in **Step 4p** below. It is not necessary to note the project number and title if only one project record is covered.

b. Open the project record. If there are multiple project records associated with your environmental review, choose just one project record to proceed with this process. Click on the project record's dropdown arrow next to the Created On column. Click to select the Edit Project option. This will prompt the Manage Project window to open.

c. On the Manage Project window, first note the specific program name under the General section. The program name for the project in this example is **State Infrastructure and ER – LIP: DETCOG – HUD MID (2017 Harvey 2)**. It is recommended that this information be copied and pasted into a digital Notepad as it will be used in **Step 4s** below.

d. Next, scroll down the screen to locate the Environmental section. Locate the **green** Create button on the right side of the Environmental section. Click the button to open the Create Environmental Review Record window.

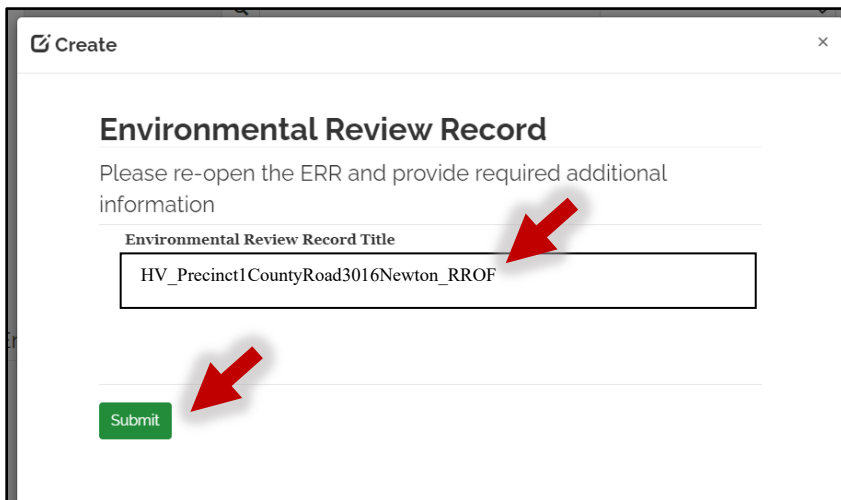**e.** With the Create Environmental Review Record window open, type the name of the new record into the Environmental Review Record Title field. Using abbreviations located on **page 35** of this guide, the record name shall be formatted as:

DisasterFunding_TIGRProjectName(City or County Abbreviation)_Doc type

Click the **green** Submit button. This action will create the TIGR environmental record and close the Create Environmental Review Record window. You will be returned to the Manage Project window, where this new record will appear under the Environmental section.

In the example above, the user is submitting an RROF packet for an EA-level of environmental review. The contract is for a Harvey Infrastructure program project for Newton County. The name of the record would be labeled as **HV_Precinct1CountyRoad3016Newton_RROF.**

> **Harvey Disaster Infrastructure** = HV
>
> **TIGRProjectName** = Precinct1CountyRoad3016
>
> **City or County** = Newton
>
> **Doc type** = RROF

f. Under the Environmental section, the newly created TIGR environmental record will appear.

g. Using the scroll bar at the bottom of the Environmental section, scroll to the far right in the window so the dropdown arrow is shown. Click on the dropdown arrow to display the menu options. Click to select the Edit option. This action will prompt the Environmental Review Record window to open.

h. On the Environmental Review Record window, complete the following fields: **ENV Contact, Date Submitted, Project Type, Level of Review, Critical Action, and Contract/Application.** The **Additional Info** box is an optional text box that can be used to type additional information about the environmental submission, including information when the ERR covers multiple TIGR project records. See detailed information on each field below.

i. The ENV Contact field will start off empty. The system requires this field and is to contain the name of the environmental service provider or subrecipient's environmental point of contact for the project. To complete this field, click on the magnifying glass icon to search for the name of the environmental point of contact. This action will prompt the Lookup Records window to appear.

j. Type the contact's name in the Search field using the **last name, first name** format. Click the magnifying glass icon to display results. Click on the appropriate result. Click the **green** Select button on the bottom of the window. This action will prompt the Lookup records window to close and the ENV Contact field to populate in the Environmental Review Record window.

k. In the Date Submitted field, enter the date when the environmental document is uploaded into TIGR Portal. This date can be manually entered using mm/dd/yyyy format or by clicking on the calendar icon and selecting the date.
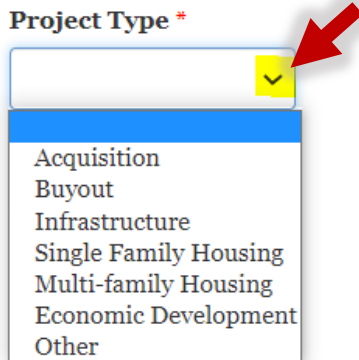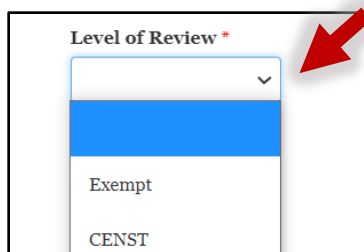
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l. In the Project Type field, click on the drop-down arrow. Select the activity type that best describes the project or projects covered by the environmental review. Choose "Other" if the specific type is not included in the list.
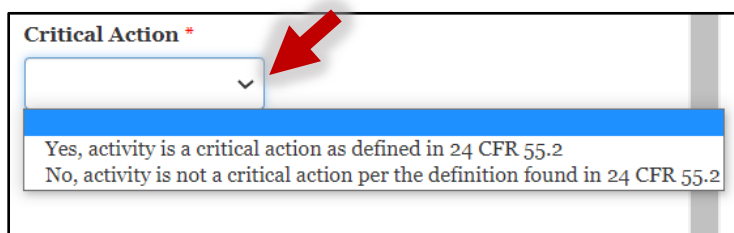
Project Type *

- Acquisition
- Buyout
- Infrastructure
- Single Family Housing
- Multi-family Housing
- Economic Development
- Other

m. Click the dropdown arrow next to the Level of Review field to display a list of environmental review levels. Click to select the appropriate level of review for which the paperwork applies.

Level of Review *

Exempt

CENST

n. Click on the dropdown arrow next to the Critical Action field. Choose whether any of the projects covered in the submitted environmental review are defined as a Critical Actions per 24 CFR 55.2.

Critical Action *

Yes, activity is a critical action as defined in 24 CFR 55.2
No, activity is not a critical action per the definition found in 24 CFR 55.2

o. Click on the magnifying glass next to the Contract/Application field.

Contract/Application

In the Lookup records window, insert the **CDR17 App #** that was noted from **Step 4a** above (***Example in screenshot below)***. Click on the magnifying glass. Click to checkmark the appropriate application/contract selection,

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then click Select.

p. The Additional Info field will be used to type any additional information or instructions to be relayed to the GLO environmental team. Additional information may include names of additional individuals who should be cc'd on correspondence or additional TIGR project numbers and names that are covered by the review documents.

Click inside the Additional Info box to type information:

q. Click on the Create button to upload a document. This action will prompt the Create window to display.

r. On the Create window, click on the magnifying glass icon in the Program field. This will prompt the Lookup records window to display.

s. Either copy/paste the program name into the Search field (*recommended in* **Step 4c**), or manually type in the program name. Next, click the magnifying glass icon to display the results. Click to select the appropriate program name, then click the **green** Select button. This action will prompt the Create window to close and populate the Program field.

TIP: Using the copy/paste method that is recommended in Step 4c will provide the best-displayed results.

t. On the Create window, click the magnifying glass icon in the Document Group field. This will prompt the Lookup records window to display.

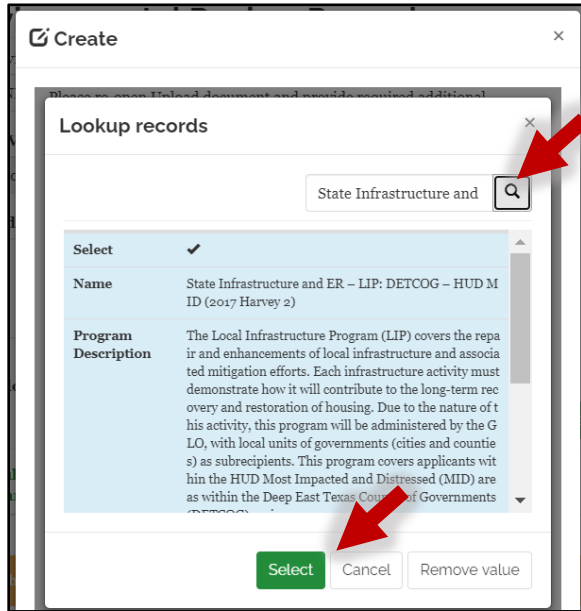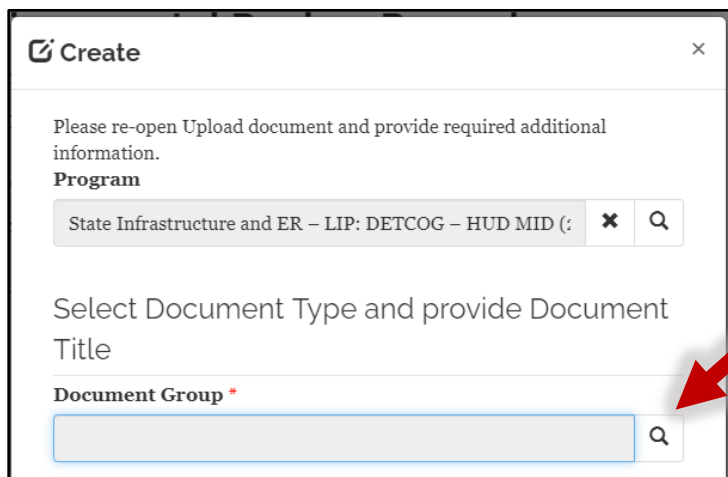**u.** In the Search field, type in the name of one of the Document Group names shown in the table below. The document group name should match the type of documentation submitted. For example, if the submission type is an RROF packet, type "RE RROF Packet" into the search field. Click on the magnifying glass icon to display the search results. Click to select the appropriate document type, then click the **green** Select button. This action will prompt the Lookup records window to close and the Document Group field to populate with the appropriate information.

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Document Group
RE RROF Packet
RE Certified Re-evaluation
RE Certified SSC
RE Certified CENST
RE Certified CEST Convert to Exempt
RE Certified Exempt

For a list of documents to be submitted with each Document Group type, refer to the Documents for each Document Group Type pages 33-34 below.

v. Enter the name of the document title into the Document Title field. This name should match the name of the Environmental Review Record Title. In this example, the name of the Environmental Review Record Title is HV_Precinct1CountyRoad3016Newton_RROF. Therefore, the Document Title should also be entered as HV_Precinct1CountyRoad3016Newton_RROF. With the title entered, click the **green** Create Document button. This action will prompt the document upload feature to appear in the window.
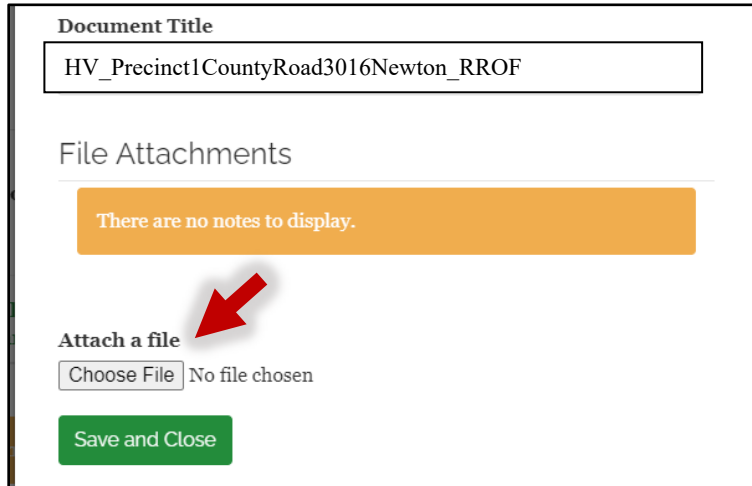

w. Please note <u>all documents must be uploaded to the same uploaded document record shell during the submission process. If you submit an RROF Packet PDF and a final ERR PDF, do not create separate TIGR records for each uploaded document type.</u> Prior to uploading a document(s), rename the document(s) to include the disaster code, city or county name, activity type, and level of review. Include "RROF" at the end of the file name for RROF Packet PDFs. In the example above, the uploaded documents are the RROF Packet, and the final ERR. The RROF Packet document file name will be **HV_Precinct1CountyRoad3016Newton_RROF,** and the final ERR file name, which is an Environmental Assessment, will be **HV_Precinct1CountyRoad3016Newton_EA**. Click on the Choose File button to navigate to the documents(s) on your computer and then attach the document(s).

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Document Title

HV_Precinct1CountyRoad3016Newton_RROF

File Attachments

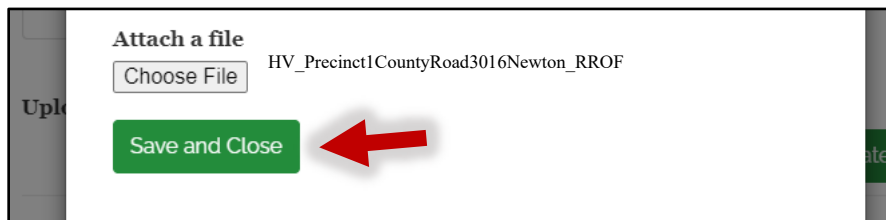There are no notes to display.

Attach a file

Choose File | No file chosen

Save and Close

**TIGR allows a maximum file size upload of 100MB. If the file cannot be reduced below this limit, break the PDF up into multiple PDF documents. Use "Part 1 of #", "Part 2 of #" in the PDF file names. Example: If the person uploading the Precinct 1 EA need to break the ERR up into two docs, they could label the PDFs as:
HV_Precinct1CR3016NewtonPart1of2_EA
&
HV_Precinct1CR3016NewtonPart2of2_EA**

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x. With the document attached, click on the **green** Save and Close button. This will prompt the window to close and attach the document to the TIGR environmental record.
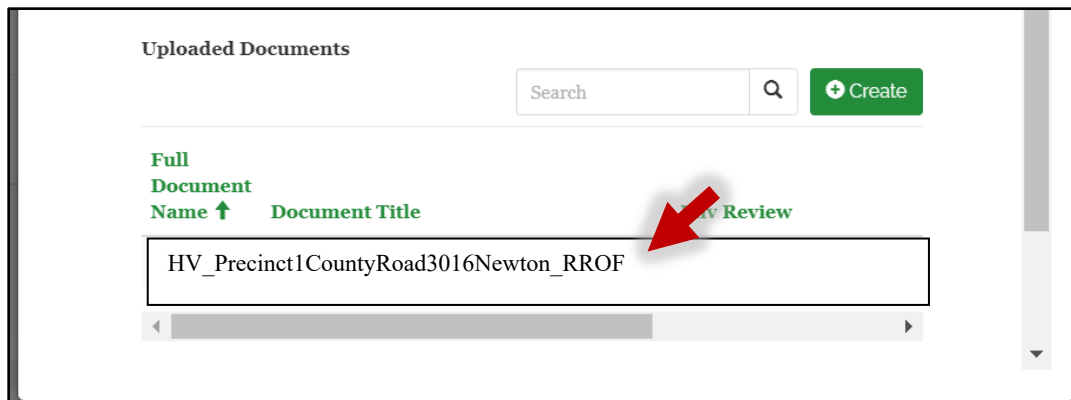
Attach a file

Choose File   HV_Precinct1CountyRoad3016Newton_RROF

Save and Close

---

y. The Document Group record name will now display under the Uploaded Documents section of the Environmental Review Record window.

Uploaded Documents

Search 🔍 ⊕ Create

Full Document Name ↑   **Document Title**   Review

HV_Precinct1CountyRoad3016Newton_RROF

If more than one document is required to be uploaded during the submission process (***Example:*** the RROF Packet document and the final ERR document), re-open the newly-created Document Group record after uploading the first document – **do not create a second uploaded document record shell**. To re-open the record in the Upload Documents section, scroll to the far right to locate the dropdown arrow under the Created By header. Click on the dropdown arrow, then click to select Edit:

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In the Edit screen, the first document that was just uploaded (RROF Packet) will appear. Add the additional document by clicking on the Choose File button and navigating to the document on the computer. Once added, click on the Save and Close button.

If the record is re-opened, both uploaded documents will be visible – the RROF packet and the final ERR:

NOTE: Letters of Re-Evaluation (LRE), although LRE documents are associated with an environmental review, they are treated as their own separate submission to the GLO environmental team. When submitting a re-evaluation, follow the steps above to create a new TIGR environmental record and upload the LRE document.

If any additional documents are uploaded during the initial submission process (***For example:*** multiple PDFs for larger ERRs), upload them to this record location. Once all documents are uploaded, it is time to self-certify the environmental review and record.

z. The Self-Certification Statement and Record Completion section is at the bottom of the Environmental Review Record window. Complete the following to self-certify the review and record: checkboxes, **Submission Type** field, **Name** field, **Date** field. See detailed information on each field below.

aa. Read each statement, and then click the checkbox next to each statement.

bb. Click on the drop-down arrow in the Submission Type field and select the option that best describes the submission type.

cc. Enter the name of the person who created and completed the TIGR record and uploaded the document. Enter the date that the self-certification statement section is completed. The date can be manually entered or entered by using the calendar button feature.

Name *

Kristi Morris

Date *

6/29/2022

dd. Locate the **green** Submit button at the bottom of the window. Click on the button. This action will prompt the Environmental Review Record screen to update and close the window back out to the Manage Project window.
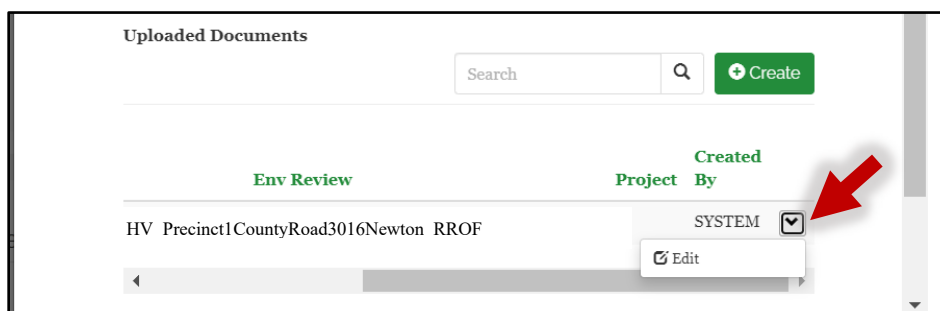
Submit

NOTE: All fields shown in Step 4 must be completed prior to clicking on the Submit button. If any fields are missing data when the Submit button is clicked, an error message will appear, and the submission process will not be completed.

ee. Scroll to the bottom of the Manage Project window to locate the **green** Save Project button. Click on the button. This action will upload the document into the TIGR system and send an automatic notification to the GLO environmental team.

Save Project

NOTE: Regarding the RROF packet, the GLO environmental team may request a revised/ corrected RROF or additional documents. In this case, upload these documents to the same Uploaded Document section as the originally-submitted RROF Packet and final ERR. To do this, navigate back to the Uploaded Documents section on the TIGR Environmental record – **do not create a new uploaded document record**. Locate the Uploaded Document record that was previously created under the Uploaded Documents section. Scroll to the right until the drop-down arrow is visible. Click on the arrow, then click to select Edit.

Uploaded Documents

Search   🔍   ⊕ Create

Env Review	Project	Created By	
HV Precinct1CountyRoad3016Newton RROF		SYSTEM	▾
		☑ Edit	

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Use the same process to click on Choose File, locate the document on the computer, then click Save and Close:

Then Submit.

Then Save Project.

Once the revised/corrected RROF or requested document(s) is/are uploaded, email env.reviews@recovery.texas.gov to notify the GLO that the revised documents were uploaded to TIGR. Please include the T1ER number, GLO Project number, and the GLO contract number.

The T1ER number is the TIGR environmental record number. Locate the number under the ERR Number column.

The GLO project number is located on the TIGR environmental record in the Environmental section. Scroll to the right to locate the project number under the Proj# column.

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Step 5. CDBG MIT Contract: TIGR environmental record

a. With your project record displayed under the project list, note the application number (CDR17-###-APP) located in the App# column. This number will be used in **Step 5o** below.

Subrecipient ↓	Contact	App #	Proj # ↑	DRGR Activity	Project Title	Project Status	County	Completion Status	% Expensed	Obligated Amt	Created On	
Texas General Land Office	FIL TEST	CDR17-0332-APP	GLO17-20351-P	DRGR-000210	456 Main Street Repair	Application Approved	Nueces	Initial <33% Complete	0.00		12/30/2021 4:27 PM	⌄

If the environmental documents being submitted cover more than one project record, note each project number and project title. The project number is listed under the Proj# column and is the GLO17#. This noted information will be used in **Step 5p** below. It is not necessary to note the project number and title if only one project record is covered.

App # (Contract)	Proj # ↑	Entity ID (Activity)	Project Title		Budg
CDR 0689-APP	GLO17-10872-P	DRGR-000681	Precinct 1 County Road 3016		
CDR 0689-APP	GLO17-10873-P	DRGR-000681	Precinct 2 County Road 1022		

b. Before uploading the environmental documents, you must obtain the specific program name associated with the project. This information is located on the View Details screen. Click on the project record's dropdown arrow next to the Created On column. Click to select the View Mitigation Project Details option. This will prompt the details window to open.

:ipient	Contact	App #	Proj # ↑	DRGR Activity	Project Title	Project Status	County	Completion Status	% Expensed	Obligated Amt	Created On	
ieneral ffice	Rogers, Venus	CDR17-1369-APP	GLO17-20787-P	DRGR-001706	TXGLO_MIT_Drainage	Submitted For Review	Travis	Initial <33% Comple	0.00		3/7/2022	⌄

View Mitigation Project Details
Upload Additional Documents For Mitigation Projects

Questions? Contact GLO at (512) 463-5001

Note the program name title under the Program header. You can copy/paste this title to a Notepad to use in **Step 5b below.** After noting the title, click the "X" to close the View Details screen.

ℹ **View details**   ✕

General

Acknowledging that mitigation needs may span a variety of services and facilities, for purposes of Mitigation funding only, the definition of project is expanded to include a discrete and well-defined beneficiary population and subsequent geographic location consisting of all eligible activities required to complete and provide specific successful mitigation benefit to the identified population.

For purposes of Mitigation application and implementation, the Project provided represents the overall Mitigation need being met.

Program	Subrecipient Application/Contract
2016 Floods State Mitigation Competition -	Test20220307MIT

c. Open the project record. If there are multiple project records associated with your environmental review, choose just one project record to proceed with this process. Click on the project record's dropdown arrow next to the Created On column. Click to select the Upload Additional Documents For Mitigation Projects option. This will prompt the Edit window to open.

d. Locate the Environmental section. Locate the **green** Create button on the right side of the Environmental section. Click the button to open the Create Environmental Review Record window.

e. With the Create Environmental Review Record window open, type the name of the new record into the Environmental Review Record Title field. Using abbreviations located on **page 35** of this guide, the record name shall be formatted as:

DisasterFunding_TIGRProjectName(City or County Abbreviation)_Doc type

Click the **green** Submit button. This action will create the TIGR environmental record and close the Create Environmental Review Record window. You will be returned to the Manage Project window, where this new record will appear under the Environmental section.

In the example above, the user is submitting an RROF packet for an EA-level of environmental review. The contract is for a Flood 2016 CDBG-MIT program project for Travis County. The name of the record would be labeled as **FL16MIT_546MainStRepairsTravis_RROF.**

Flood Mitigation = FL16MIT

TIGRProjectName = 546MainStRepairs

City or County = Travis

Doc type = RROF

f. Under the Environmental section, the newly created TIGR environmental record will appear.

g. Using the scroll bar at the bottom of the Environmental section, scroll to the far right in the window so the dropdown arrow is shown. Click on the dropdown arrow to display the menu options. Click to select the Edit option. This action will prompt the Environmental Review Record window to open.
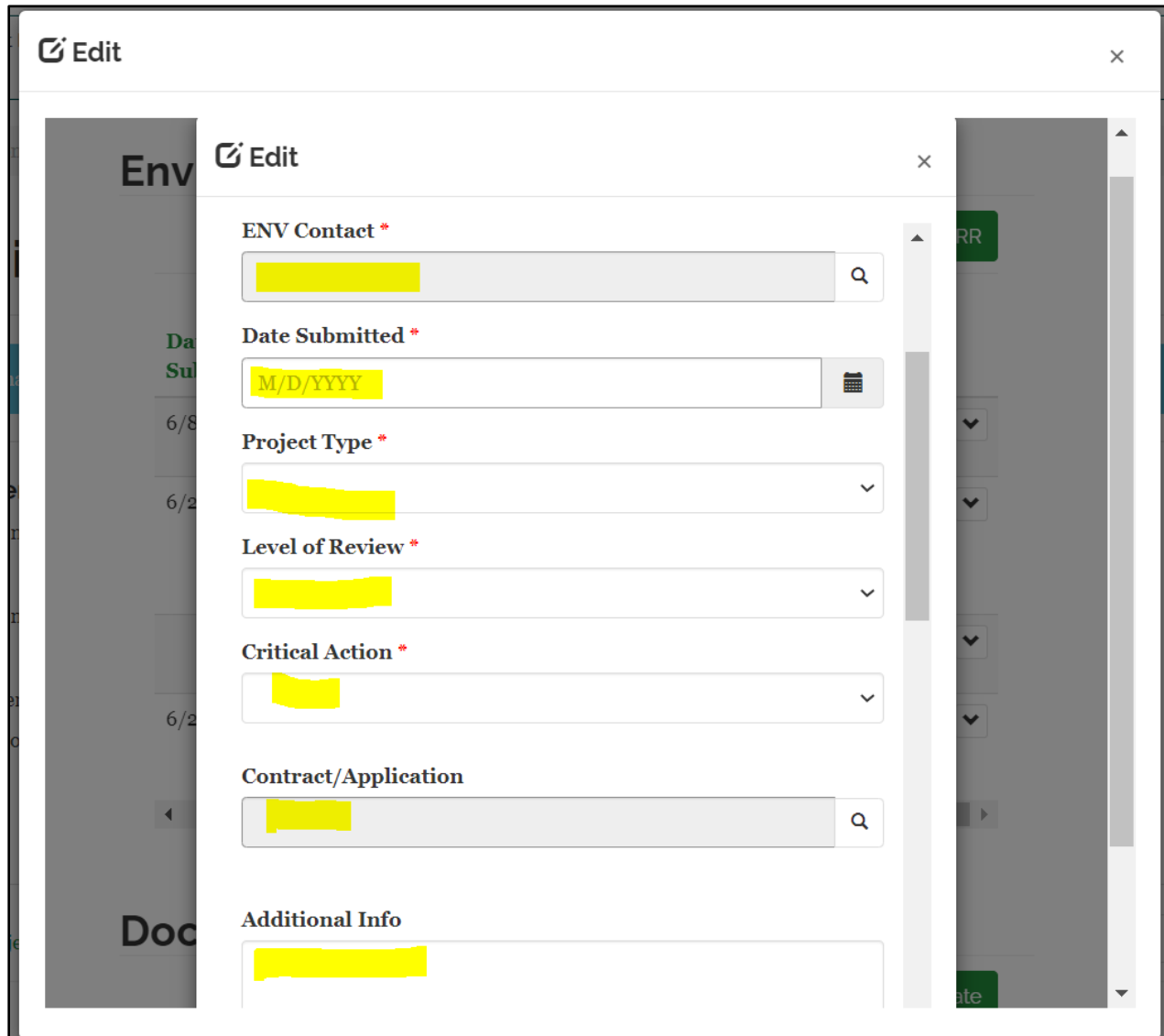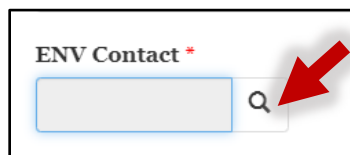
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h. On the Edit Environmental Review Record window, complete the following fields: **ENV Contact, Date Submitted, Project Type, Level of Review, Critical Action, and Contract/Application.** The **Additional Info** box is an optional text box that can be used to type additional information about the environmental submission, including information when the ERR covers multiple TIGR project records. See detailed information on each field below.

i. The ENV Contact field will start off empty. The system requires this field and is to contain the name of the environmental service provider or subrecipient's environmental point of contact for the project. To complete this field, click on the magnifying glass icon to search for the name of the environmental point of contact. This action will prompt the Lookup Records window to appear.

j. Type the contact's name in the Search field using the **last name, first name** format. Click the magnifying glass icon to display results. Click on the appropriate result. Click the **green** Select button on the bottom of the window. This action will prompt the Lookup records window to close and the ENV Contact field to populate in the Environmental Review Record window.

k. In the Date Submitted field, enter the date when the environmental document is uploaded into TIGR Portal. This date can be manually entered using mm/dd/yyyy format or by clicking on the calendar icon and selecting the date.
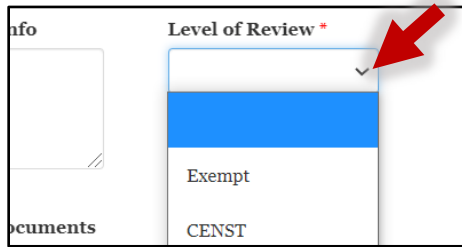

l. In the Project Type field, click on the drop-down arrow. Select the activity type that best describes the project or projects covered by the environmental review. Choose "Other" if the specific type is not included in the list.

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m. Click the dropdown arrow next to the Level of Review field to display a list of environmental review levels. Click to select the appropriate level of review for which the paperwork applies.
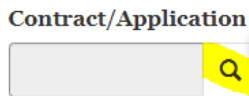

n. Click on the dropdown arrow next to the Critical Action field. Choose whether any of the projects covered in the submitted environmental review are defined as a Critical Actions per 24 CFR 55.2.
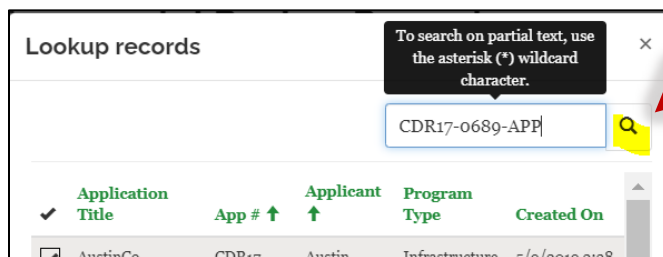

o. Click on the magnifying glass next to the Contract/Application field.

In the Lookup records window, insert the **CDR17 App #** that was noted from **Step 5a** above (***Example in screenshot below)***. Click on the magnifying glass. Click to checkmark the appropriate application/contract selection,
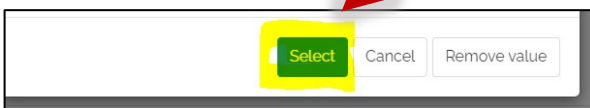

then click Select.

TIGR PORTAL- Environmental Document Upload Instructions

p. The Additional Info field will be used to type any additional information or instructions to be relayed to the GLO environmental team. Additional information may include names of additional individuals who should be cc'd on correspondence or additional TIGR project numbers and names that are covered by the review documents.

Click inside the Additional Info box to type information:

q. Click on the Create button to upload a document. This action will prompt the Create window to display.

r. On the Create window, click on the magnifying glass icon in the Program field. This will prompt the Lookup records window to display.

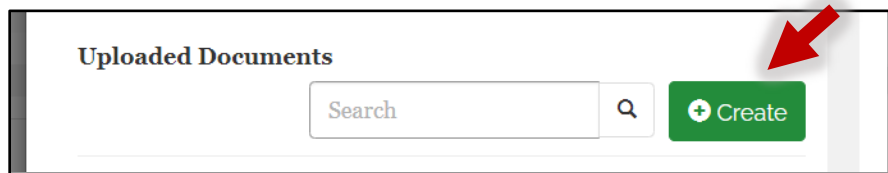**s.** Either copy/paste the program name into the Search field (*recommended in* **Step 5b***)*, or manually type in the program name. Next, click the magnifying glass icon to display the results. Click to select the appropriate program name, then click the **green** Select button. This action will prompt the Create window to close and populate the Program field.

TIP: Using the copy/paste method that is recommended in Step 5b will provide the best-displayed results.

t. On the Create window, click the magnifying glass icon in the Document Group field. This will prompt the Lookup records window to display.

u. In the Search field, type in the name of one of the Document Group names shown in the table below. The document gro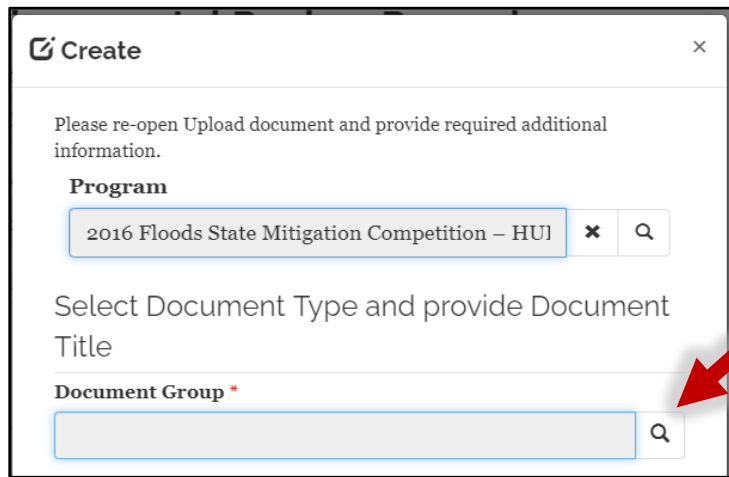up name should match the type of documentation submitted. For example, if the submission type is an RROF packet, type "RE RROF Packet" into the search field. Click on the magnifying glass icon to display the search results. Click to select the appropriate document type, then click the **green** Select button. This action will prompt the Lookup records window to close and the Document Group field to populate with the appropriate information.

Document Group
RE RROF Packet
RE Certified Re-evaluation
RE Certified SSC
RE Certified CENST
RE Certified CEST Convert to Exempt
RE Certified Exempt

For a list of documents to be submitted with each Document Group type, refer to the Documents for each Document Group Type pages 33-34 below.

v. Enter the name of the document title into the Document Title field. This name should match the name of the Environmental Review Record Title. In this example, the name of the Environmental Review Record Title is **FL16MIT_546MainStRepairsTravis_RROF**. Therefore, the Document Title should also be entered as **FL16MIT_546MainStRepairsTravis_RROF**. With the title entered, click the **green** Create Document button. This action will prompt the document upload feature to appear in the window.

w. Please note all documents must be uploaded to the same uploaded document record shell during the submission process. If you submit an RROF Packet PDF and a final ERR PDF, do not create separate TIGR records for each uploaded document type. Prior to uploading a document(s), rename the document(s) to include the disaster code, city or county name, activity type, and level of review. Include "RROF" at the end of the file name for RROF Packet PDFs. In the example above, the uploaded documents are the RROF Packet, and the final ERR. The RROF Packet document file name will be **FL16MIT_546MainStRepairsTravis_RROF,** and the final ERR file name, which is an Environmental Assessment, will be **FL16MIT_546Mai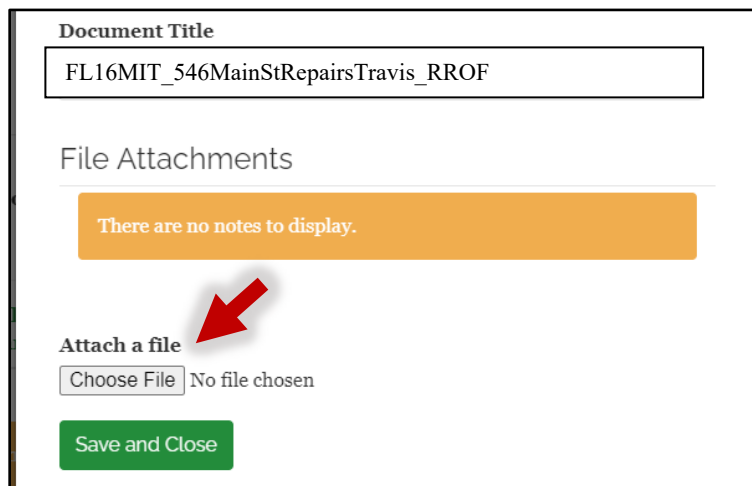nStRepairsTravis_EA**. Click on the Choose File button to navigate to the documents(s) on your computer and then attach the document(s).

TIGR allows a maximum file size upload of 100MB. If the file cannot be reduced below this limit, break the PDF up into multiple PDF documents. Use
"Part 1 of #", "Part 2 of #" in the PDF
file names. Example: If the person uploading the Precinct 1 EA need to break the ERR up into two docs, they could label the PDFs as:

FL16MIT_546MainRepairsTravis_Part1of2_EA
&
FL16MIT_546MainRepairsTravis_Part2of2_EA

x. With the document attached, click on the **green** Save and Close button. This will prompt the window to close and attach the document to the TIGR environmental record.

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y. The Uploaded Document record will now display under the Uploaded Documents section of the Environmental Review Record window.

If more than one document is required to be uploaded during the submission process (***Example:*** the RROF Packet document and the final ERR document), re-open the newly-created Uploaded Document record after uploading the first document – **do not create a second uploaded document record shell**. To re-open the record in the Upload Documents section, scroll to the bottom of the record and locate the dropdown arrow under the Created By header. Click on the dropdown arrow, then click to select Edit:

TIGR PORTAL- Environmental Document Upload Instructions

In the Edit screen, the first document that was just uploaded (RROF Packet) will appear. Add the additional document by clicking on the Choose File button and navigating to the document on the computer. Once added, click on the Save and Close button.

If the record is re-opened, both uploaded documents will be visible – the RROF packet and the final ERR:

NOTE: Letters of Re-Evaluation (LRE), although LRE documents are associated with an environmental review, they are treated as their own separate submission to the GLO environmental team. When submitting a re-evaluation, follow the steps above to create a new TIGR environmental record and upload the LRE document.

If any additional documents are uploaded during the initial submission process (***For example:*** multiple PDFs for larger ERRs), upload them to this record location. Once all documents are uploaded, it is time to self-certify the environmental review and record.

z. The Self-Certification Statement and Record Completion sections are at the bottom of the Environmental Review Record window. Complete the following to self-certify the review and record: checkboxes, **Submission Type** field, **Name** field, **Date** field. See detailed information on each field below.

aa. Read each statement, and then click the checkbox next to each statement.

bb. Click on the drop-down arrow in the Submission Type field and select the option that best describes the submission type.

cc. Enter the name of the person who created and completed the TIGR record and uploaded the document. Enter the date that the self-certification statement section is completed. The date can be manually entered or entered by using the calendar button feature.

dd. Locate the **green** Submit button at the bottom of the window. Click on the button. This action will prompt the Environmental Review Record screen to update and close the window back out to the Manage Project window.

NOTE: All fields shown in Step 5 must be completed prior to clicking on the Submit button. If any fields are missing data when the Submit button is clicked, an error message will appear, and the submission process will not be completed.

ee. Scroll to the bottom of the Manage Project window to locate the **green** Save Project button. Click on the button. This action will upload the document into the TIGR system and send an automatic notification to the GLO environmental team.

TIGR PORTAL- Environmental Document Upload Instructions

NOTE: Regarding the RROF packet, the GLO environmental team may request a revised/ corrected RROF or additional documents. In this case, upload these documents to the same Uploaded Document section as the originally-submitted RROF Packet and final ERR. To do this, navigate back to the Uploaded Documents section on the TIGR Environmental record – **do not create a new uploaded document record**. Locate the Uploaded Document record that was previously created under the Uploaded Documents section. Scroll to the right until the drop-down arrow is visible. Click on the arrow, then click to select Edit.

Use the same process to click on Choose File, locate the document on the computer, then click Save and Close:

Then Submit.

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Then Save Project.

Once the revised/corrected RROF or requested document(s) is/are uploaded, email env.reviews@recovery.texas.gov to notify the GLO that the revised documents were uploaded to TIGR. Please include the T1ER number, GLO Project number, and the GLO contract number.

The T1ER number is the TIGR environmental record number. Locate the number under the ERR Number column.

The GLO project number is located on the TIGR environmental record in the Environmental section. Scroll to the right to locate the project number under the Proj# column.

Documents Required for each Document Group Type

RE RROF Packet (EA, CEST, Broad/Tiered Reviews)
Note: the RROF Packet, Final ERR, and each mitigation document should be uploaded as separate documents into the same TIGR Document Group record and not as one, combined PDF.

1. RROF Packet:
   a. Request for Release of Funds and Environmental Certification (RROF), HUD form 7015.15
   b. Evidence of publication of the Notice of Intent to Request Release of Funds (NOI/RROF):
      i. Publishing: Copy of publication and publisher's affidavit or tear sheet from newspaper
      ii. Posting: Copy of posted notice and signed statement of distribution of affidavit

2. A copy of the final environmental review record*
3. Mitigation documents, if applicable, and as the project progresses. Documentation of all completed project conditions, BMPs, and/or mitigation measures in the form of photos, receipts, letters, contracts, and any other evidence that demonstrates compliance deemed prudent by the RE. This documentation is required as part of the projects administrative record and will be examined during GLOs Environmental Monitoring and Enforcement program.

RE Certified Re-evaluation
***Note**: the LRE and each mitigation document should be uploaded as separate documents into the same TIGR Document Group record and not as one, combined PDF. The LRE is considered a separate submission from the original ERR and must have its own TIGR environmental record.*

1. A signed and dated letter of re-evaluation (LRE) including all supporting documentation and attachments*
2. Mitigation documents, if applicable, and as the project progresses. Documentation of all completed project conditions, BMPs, and/or mitigation measures in the form of photos, receipts, letters, contracts, and any other evidence that demonstrates compliance deemed prudent by the RE. This documentation is required as part of the projects administrative record and will be examined during GLOs Environmental Monitoring and Enforcement program.

RE Certified SSC
***Note**: the SSC and each mitigation document should be uploaded as separate documents into the same TIGR Document Group record and not as one, combined PDF.*

1. A signed and dated site-specific checklist including all supporting documentation and attachments *
2. Mitigation documents, if applicable, and as the project progresses. Documentation of all completed project conditions, BMPs, and/or mitigation measures in the form of photos, receipts, letters, contracts, and any other evidence that demonstrates compliance deemed prudent by the RE. This documentation is required as part of the projects administrative record and will be examined during GLOs Environmental Monitoring and Enforcement program.

RE Certified CENST

Note: *the CENST and any mitigation document should be uploaded as separate documents into the same TIGR Document Group record and not as one, combined PDF.*

1. A signed and dated HUD Part 58 Environmental Review - Exempt or Categorically Excluded (Not Subject to 58.5) Form including all supporting documentation and attachments *
2. Mitigation documents, if applicable, and as the project progresses. Documentation of all completed project conditions, BMPs, and/or mitigation measures in the form of photos, receipts, letters, contracts, and any other evidence that demonstrates compliance deemed prudent by the RE. This documentation is required as part of the projects administrative record and will be examined during GLOs Environmental Monitoring and Enforcement program.

RE Certified CEST Convert to Exempt

Note: *the CEST Convert to Exempt and any mitigation document should be uploaded as separate documents into the same TIGR Document Group record and not as one, combined PDF.*

1. A signed and dated HUD Part 58 Environmental Review - Activities Categorically Excluded under 58.35(a) Form including all supporting documentation and attachments *

RE Certified Exempt

Note: *the Exempt and any mitigation document should be uploaded as separate documents into the same TIGR Document Group record and not as one, combined PDF.*

1. A signed and dated HUD Part 58 Environmental Review - Exempt or Categorically Excluded (Not Subject to Section 58.5) Form including all supporting documentation and attachments *

* Effective 12/27/2021, GLO will continue to provide technical assistance, guidance, and training to all subrecipients; however, submitted environmental documents will not be reviewed for compliance. Completeness of the REs Environmental Review Record (ERR), including mitigation measures and project-specific conditions, will be verified during GLOs in-depth Environmental Monitoring and Enforcement Program (24 CFR 58.18(a)(2)).

GLO requires subrecipients to upload completed and certified ERR to TIGR.. The REs are responsible for maintaining the ERRs in the TIGR project record (i.e., ensuring they are current and reflect any changes, mitigation etc.). For projects classified as Categorically Excluded Subject to Section 58.5 (CEST) and Environmental Assessment (EA) per 24 CFR 58.36, submission of the final ERR and HUD 7015.15 RROF and Environmental Certification is required. Projects classified as Exempt (24 CFR 58.34), Categorically Excluded Not Subject to the related laws and authorities (CENST) (24 CFR 58.35(b)), CEST that converts to Exempt (58.34(a)(12)) or site-specific checklist (SSC), do not require a RROF and Environmental Certification; therefore, the RE is required to obtain necessary signatures and upload the ERR in TIGR after which funds can be obligated.

Abbreviations

Disaster Funding

Hurricane Harvey = **HV**

Harvey Mitigation = **HVMIT**

Floods = **FL(yy)**

> *Ex. 2019 Floods would be FL19*

Floods Mitigation = **FL(yy)Mit**

> *Ex. 2015 Floods would be FL15Mit*

Hurricane IKE and Dolly = **IKE**

Hurricane Rita = **RITA**

Wildfires = **WF(yy)**

> *Ex. 2015 Wildfire would be WF15*

Doc type
RROF Packet Documents = RROF
Final Environmental Review =
(EA, CEST, Review Adoption, EIS, Broad/Tiered Review)
Site-Specific Checklist Documents = SSC
Categorically Excluded, Not Subject To §58.5 Documents = ConvEXEMPT
Letter of Re-Evaluation = LRE
CEST Convert to Exempt = CESTCTE
Exempt = EXEMPT

Cities and Counties

For City names, use just the city name, no "City". If the city has more than one name (Cedar Creek), use the name CedarCreek – no space.

For County names, use just the county name, no "County". For example, Harris County would be listed as Harris.

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Assistance and Troubleshooting

Assistance:

1. **New accounts**: If you need a Portal account, please reach out to your subrecipient's designated Texas General Land Office grant manager.

2. **Login Issues/Account passwords**: If you are having issues logging into your Portal account, or require a password reset, contact TIGR Help at tigrhelp@recovery.texas.gov .

3. **Assistance with the environmental submission process**: If you are logged into Portal and receive an error message that does not allow you to continue this process, please refer to the **Troubleshooting** section below. If you are still unable to submit environmental documents, please contact the Texas General Land Office environmental team at env.reviews@recovery.texas.gov , cc: cdr.environmental@recovery.texas.gov . Please use the email subject line: TIGR Technical Assistance Request.

4. **General questions about the environmental submission process:** If you have general questions about this submission process, please contact the Texas General Land Office environmental team at env.reviews@recovery.texas.gov , cc: cdr.environmental@recovery.texas.gov . Please use the email subject line: TIGR Technical Assistance Request.

Troubleshooting:

1. Chrome is the recommended browser for the TIGR system.

2. Some errors can be corrected by clearing your browser cache and then restarting the browser.

3. If you receive an error when attempting to upload your document, check the file size of your document. There is a maximum file-size limit of 100MB for each document uploaded into Portal. If your file size cannot be reduced, split the document into multiple files. When naming these files, be sure to include "Part 1", "Part 2", etc at the end of the file name. ***Example***: **HV_Precinct1CountyRoad3016NewtonPart1_EA**.

4. Do not create a TIGR record until your documents are complete and you are ready to upload into the Portal.

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