

# 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 Environmental 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)(1)). **GLO continues to require subrecipients to upload completed and certified environmental review records (ERR) into TIGR Portal.**

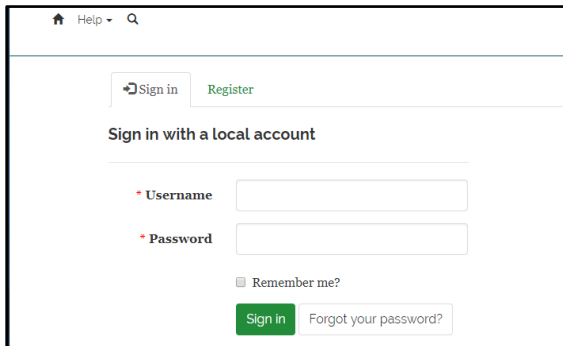
Please ensure correct document naming conventions are used as this is imperative with the volume of documents involved in the various disaster programs. Guidance on how to name documents are found throughout this guide.

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.

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## **Step 1. Log onto the TIGR Portal.**

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

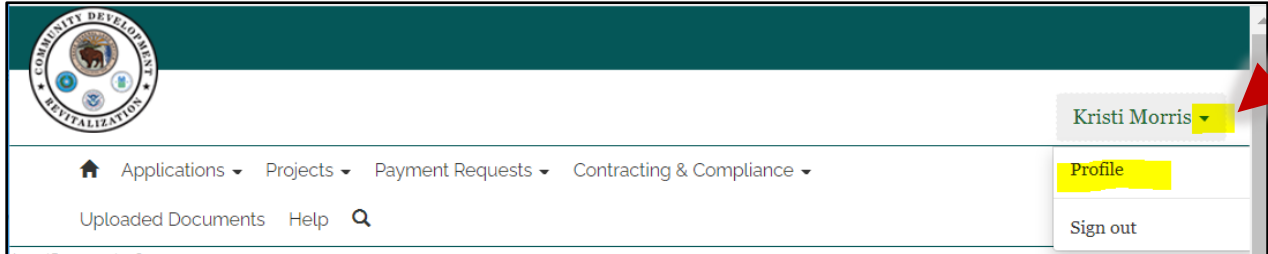


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### Step 2. Open your profile to verify that the information is correct.

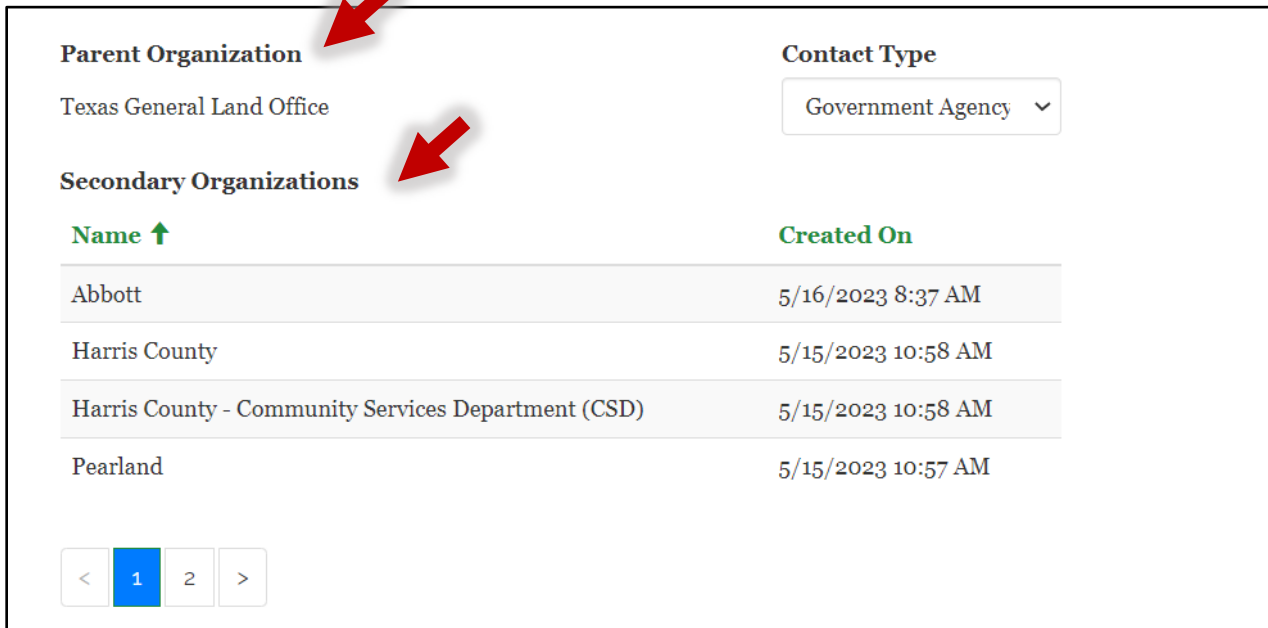
Although not required, it is recommended that the Profile page is checked for accuracy.

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](mailto:tigrhelp@recovery.texas.gov) for corrections.

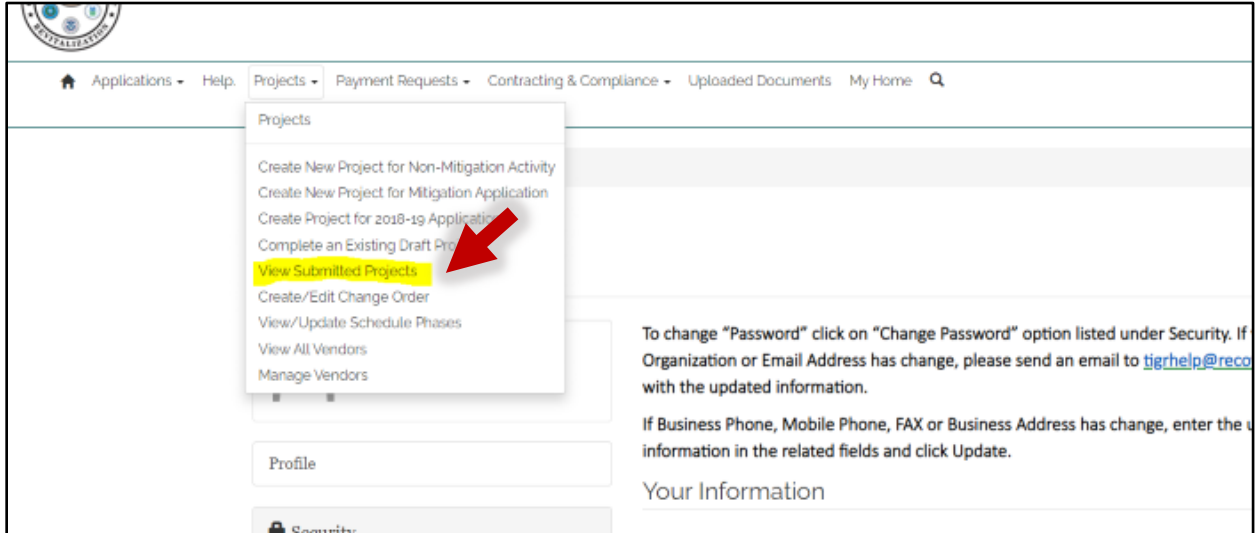
Effective May 2023, for individuals working on multiple subrecipient projects, it is no longer necessary to update the subrecipient name in the Profile settings before accessing a project. You will have a main subrecipient account listed under the Parent Organization field. Any additional subrecipient 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.



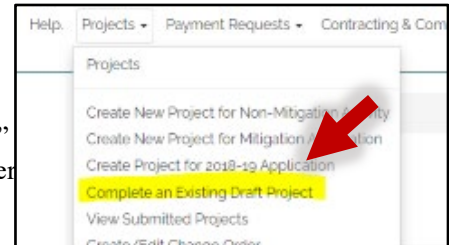
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## Step 3. Searching for a project record.

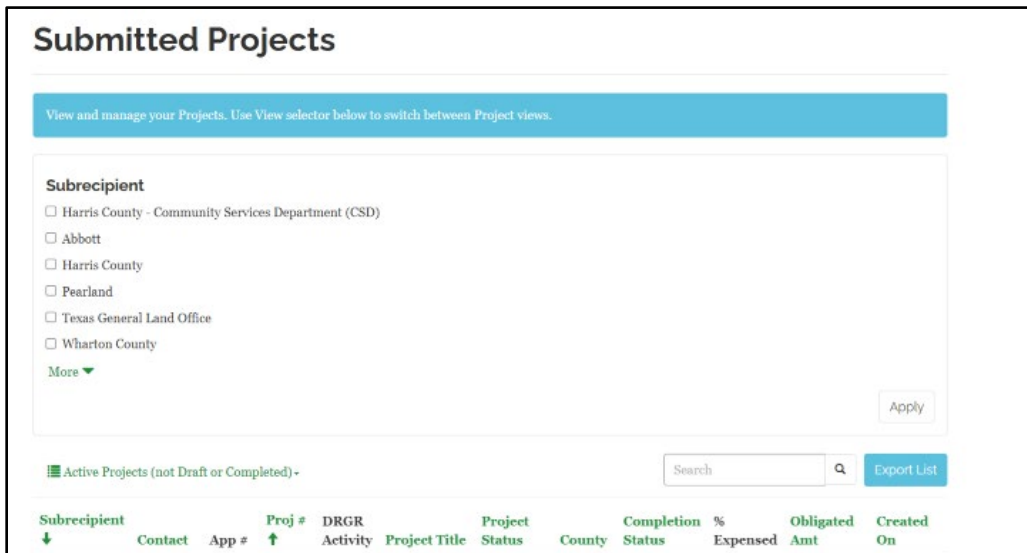
a. At the top of the profile page, there are several menu options. Click on the dropdown arrow next to the Projects menu name. With the dropdown menu displayed, click to select View Submitted Projects. Click on this menu selection to prompt the Profile window to change to the Submitted Projects window.



**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 these 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 be displayed in the Active Projects list.

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

Subrecipient	Contact	App #	Proj #	DRGR Activity	Project Title	Project Status	County	Completion Status	% Expended	Obligated Amt	Created On
Texas General Land Office	Herrera, Victorino	CDR17-1036-APP	GLO17-12102-P	DRGR-001411	HarveyMIT-111 Main	Application Approved	Calhoun	Initial <33% Complete	100.00	\$257,283.08	10/22/2020 1:30 PM
Texas General Land Office	Ramirez, Carmen	CDR17-1036-APP	GLO17-12176-P	DRGR-001410	HarveyMIT-1112Main	Application Approved	Victoria	Initial <33% Complete	97.76	\$255,439.90	10/24/2020 7:28 PM

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:

Subrecipient	Contact	App #	Proj #	DRGR Activity	Project Title	Project Status	County	Completion Status	% Expended	Obligated Amt	Created On
Texas General Land Office	Herrera, Victorino	CDR17-1036-APP	GLO17-12102-P	DRGR-001411	HarveyMIT-111 Main	Application Approved	Calhoun	Initial <33% Complete	100.00	\$257,283.08	10/22/2020 1:30 PM
Texas General Land Office	Ramirez, Carmen	CDR17-1036-APP	GLO17-12176-P	DRGR-001410	HarveyMIT-1112Main	Application Approved	Victoria	Initial <33% Complete	97.76	\$255,439.90	10/24/2020 7:28 PM

**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 with asterisks. **Example:** If a user is trying to locate a project name for Precinct 1 County Road 3016, they could simply type \*Precinct\*.

Non-CDBG Mitigation and CDBG-MIT contract screen displays differ 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 17 for CDBG-MIT contract environmental uploads.

**\*\*\*Please do not create a new TIGR record until you are ready to upload your environmental review documents.\*\*\***

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

a. The project record should be displayed like the example shown in the screenshot below.

Subrecipient ↓	Contact	Proj # ↑	Project Title	Project Status	County	Completion Status	% Expensed	Obligated Amt	Created On
Newton County		GLO17-10872-P	Precinct 1 County Road 3016	Application Approved	Newton	Initial <33% Complete	91.40	\$402,600.00	9/3/2020 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 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.

Proj # ↑	Project Title	Project Budget
GLO17-10872-P	Precinct 1 County Road 3016	
GLO17-10873-P	Precinct 2 County Road 1022	

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.

Subrecipient ↓	Contact	Proj # ↑	Project Title	Project Status	County	Completion Status	% Expensed	Obligated Amt	Created On
Newton County		GLO17-10872-P	Precinct 1 County Road 3016	Application Approved	Newton	Initial <33% Complete	91.40	\$402,600.00	9/3/2020 4:27 PM
Newton County		GLO17-10873-P	Precinct 2 County Road 1022	Application Approved	Newton	Initial <33% Complete	94.90	\$402,390.00	9/3/2020 4:27 PM

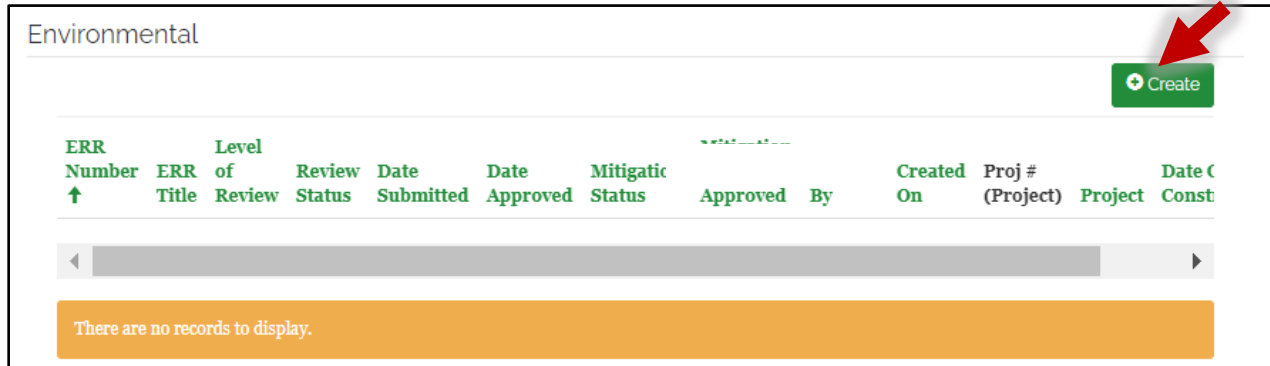
c. On the Manage Project window, first note the specific program name under the Programs Associated with this Project section. The program name for the project in this example is **State Infrastructure and ER – LIP: DETCOG – HUD MID (2017 Harvey 2)**. It is recommended that this information be copied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

Programs Associated with this Project	
Name ↑	Grant Program Type
State Infrastructure and ER – LIP: DETCOG – HUD MID (2017 Harvey 2)	Infrastructure

DRGR Activities Associated with this Project

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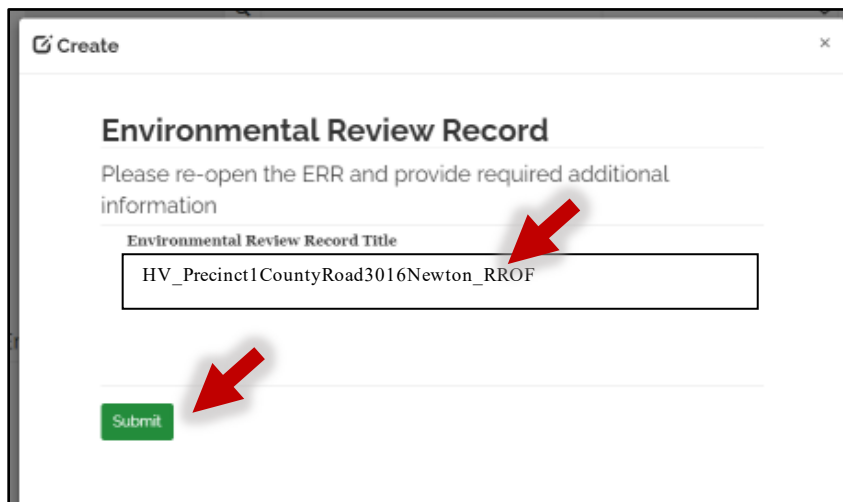
d. Next, scroll down the screen to locate the Environmental section. Locate the **green** Create button on the right side of the Environmental section. Click the button to open the Create Environmental Review Record window.



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 32** 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 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**

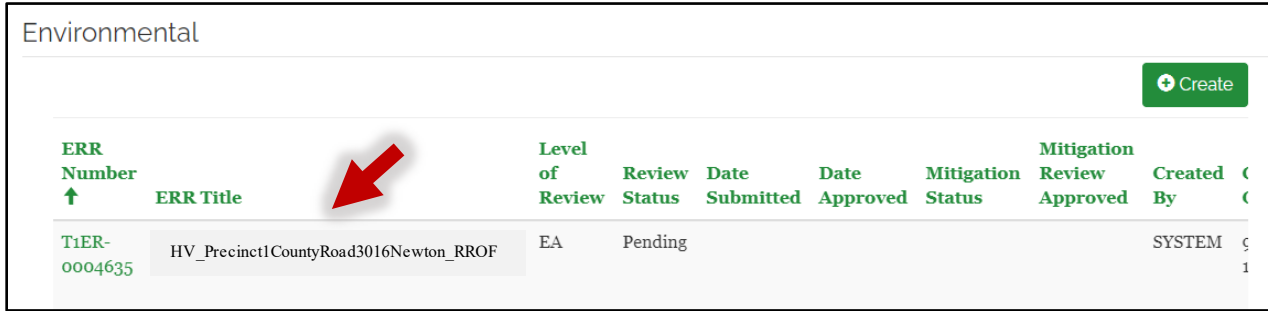
**TIGRProjectName = Precinct1CountyRoad3016**

**City or County = Newton**

**Doc type = RROF**

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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.

The screenshot shows the 'Edit' window for an 'Environmental Review Record'. The title is 'Environmental Review Record'. The form contains the following fields:

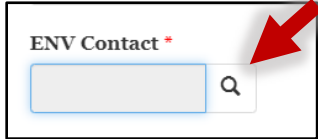
- Environmental Review Record Title: HV\_Precinct1CountyRoad3016Newton\_RROF
- Review Status: Approved
- ENV Contact: [Redacted]
- Date Submitted: M/D/YYYY
- Project Type: [Redacted]
- Level of Review: [Redacted]
- Critical Action: [Redacted]
- Contract/Application: [Redacted]
- Additional Info: [Redacted]

At the bottom, there is an 'Uploaded Documents' section with a search bar and a 'Create' button.



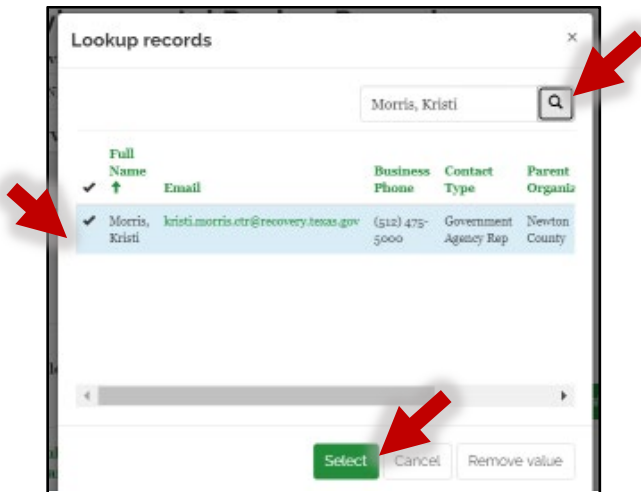
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i. The ENV Contact field will start off empty. The system requires this field to contain the name of the environmental service provider or subrecipient's environmental point of contact for the project. To complete this field, click on the magnifying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



A screenshot of a form field labeled "ENV Contact \*". To the right of the text input box is a magnifying glass icon. A red arrow points to the magnifying glass icon.

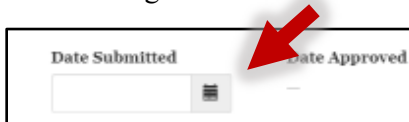
j. Type the contact's name in the Search field using the **last name, first name** format. Click the magnifying glass icon to display results. Click on the appropriate result. Click the **green** Select button on the bottom of the window. This action will prompt the Lookup records window to close and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



A screenshot of a "Lookup records" window. At the top, there is a search field containing "Morris, Kristi" and a magnifying glass icon. Below the search field is a table with the following columns: Full Name, Email, Business Phone, Contact Type, and Parent Organization. A single record is listed and highlighted in blue: Morris, Kristi, kristi.morris.ctr@recovery.texas.gov, (512) 475-5000, Government Agency Rep, Newton County. At the bottom of the window are three buttons: "Select" (green), "Cancel", and "Remove value". Red arrows point to the magnifying glass icon, the table, and the "Select" button.

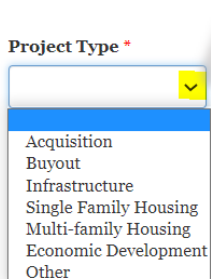
Full Name	Email	Business Phone	Contact Type	Parent Organization
✓ Morris, Kristi	kristi.morris.ctr@recovery.texas.gov	(512) 475-5000	Government Agency Rep	Newton County

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.



A screenshot of a form field labeled "Date Submitted". To the right of the text input box is a calendar icon. A red arrow points to the calendar icon.

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.

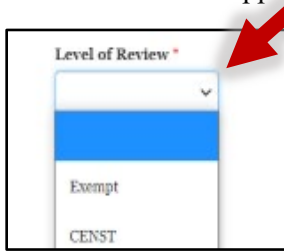


A screenshot of a form field labeled "Project Type \*". To the right of the text input box is a drop-down arrow. A red arrow points to the drop-down arrow. The drop-down menu is open, showing the following options: Acquisition, Buyout, Infrastructure, Single Family Housing, Multi-family Housing, Economic Development, and Other.



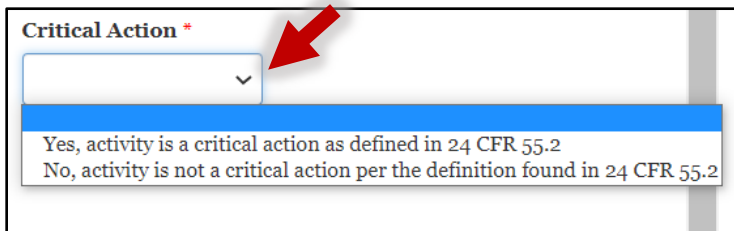
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m. Click the dropdown arrow next to the Level of Review field to display a list of environmental review levels. Choose the appropriate level of review for the environmental review record.



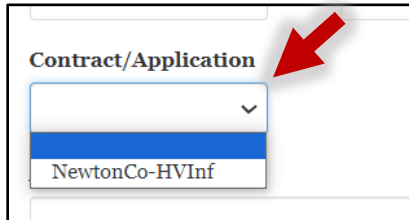
A screenshot of a web form field labeled "Level of Review \*". A red arrow points to the dropdown arrow on the right side of the field. The dropdown menu is open, showing a blue header bar and two options: "Exempt" and "CENST".

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



A screenshot of a web form field labeled "Critical Action \*". A red arrow points to the dropdown arrow on the right side of the field. The dropdown menu is open, showing a blue header bar and two options: "Yes, activity is a critical action as defined in 24 CFR 55.2" and "No, activity is not a critical action per the definition found in 24 CFR 55.2".

o. Click on the dropdown arrow next to the Contract/Application field. Select the contract name from the list.\*

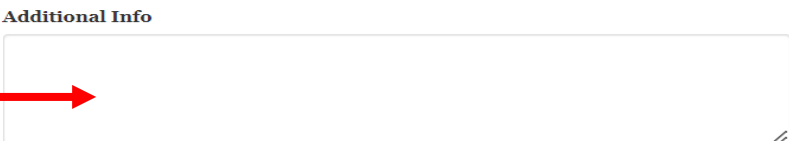


A screenshot of a web form field labeled "Contract/Application". A red arrow points to the dropdown arrow on the right side of the field. The dropdown menu is open, showing a blue header bar and one option: "NewtonCo-HVInf".

*\*In most instances this dropdown list will only contain one contract name. However, in some instances, a subrecipient activity/project is funded by more than one GLO contract. If this is the case, each GLO contract name will appear as an option in the dropdown list. Choose any one of the contract names from the dropdown list to continue with the submission process.*

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:



A screenshot of a web form field labeled "Additional Info". A red arrow points to the text input box.

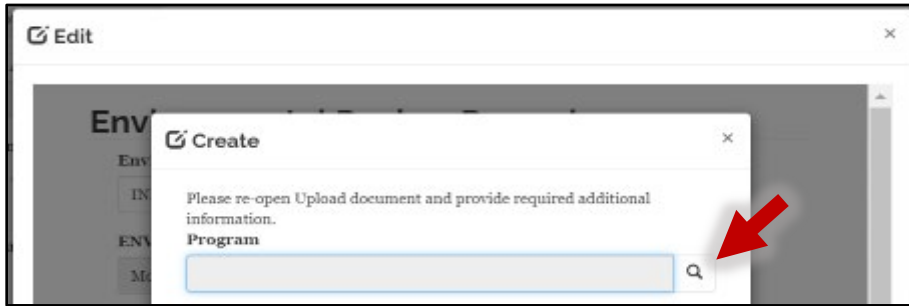
q. Click on the Create button to upload a document. This action will prompt the Create window to display.



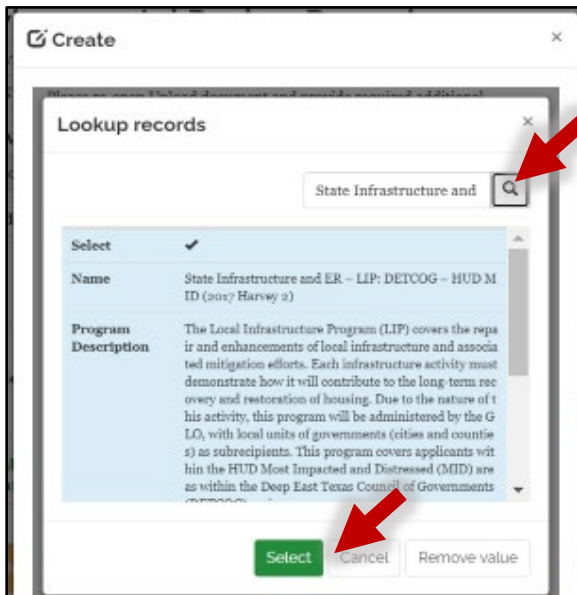
A screenshot of a web form field labeled "Uploaded Documents". A red arrow points to a green "Create" button with a plus sign icon.

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

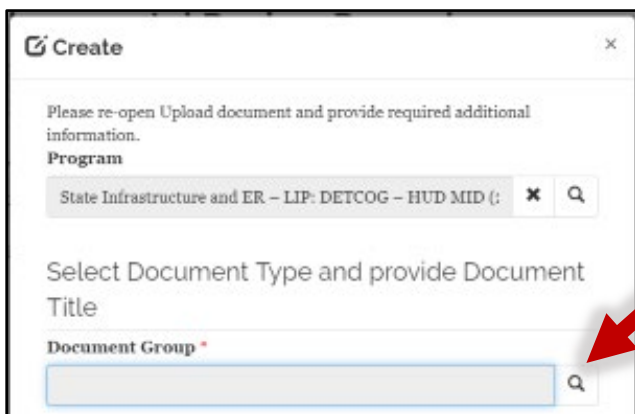


s. Either copy/paste the program name into the Search field (*recommended in Step 4c*), or manually type in the program name. Next, click the magnifying glass icon to display the results. Click to select the appropriate program name, then click the **green** Select button. This action will prompt the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



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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.

Lookup records

RE RROF Packet

Select	Document Group	Document Type	Program	Required for Individual Apps	Required for Contracts
<input checked="" type="checkbox"/>	RE RROF Packet	Environmental	State Infrastructure and ER – LIP: DETCOG – HUD M ID (2017 Harvey 2)	No	No

Select Cancel Remove value

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 30-31 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.

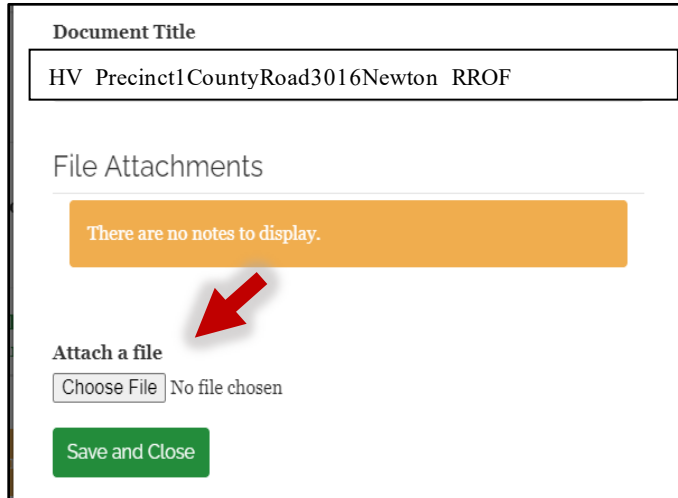
Document Title

HV\_Precinct1CountyRoad3016Newton\_RROF

Create Document

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w. 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 **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).

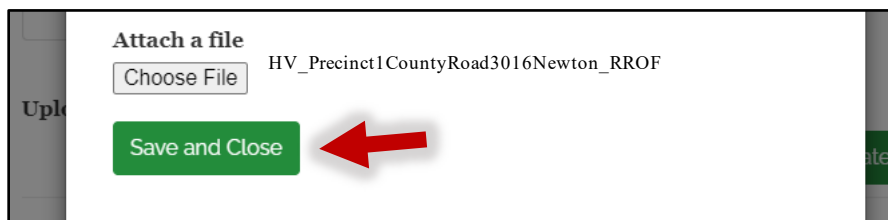


**TIGR allows a maximum file size upload of 100MB. If the file cannot be reduced below this limit, break the PDF up into multiple PDF documents.**

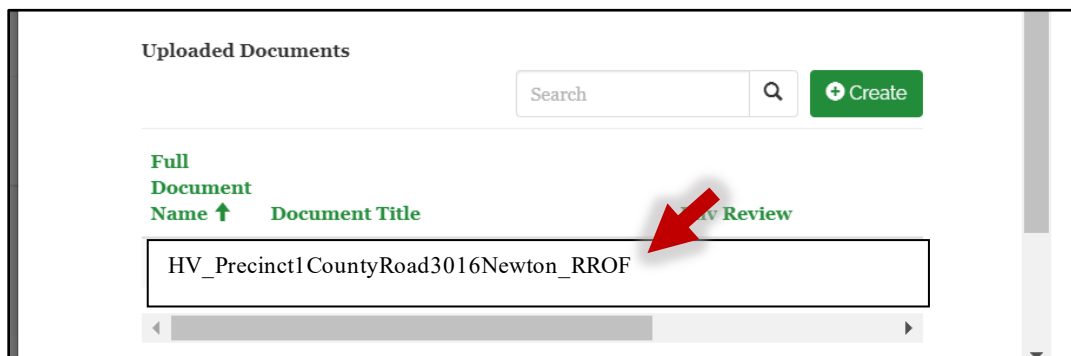
**Use “Part 1 of #”, “Part 2 of #” in the PDF file names.**

**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**

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.



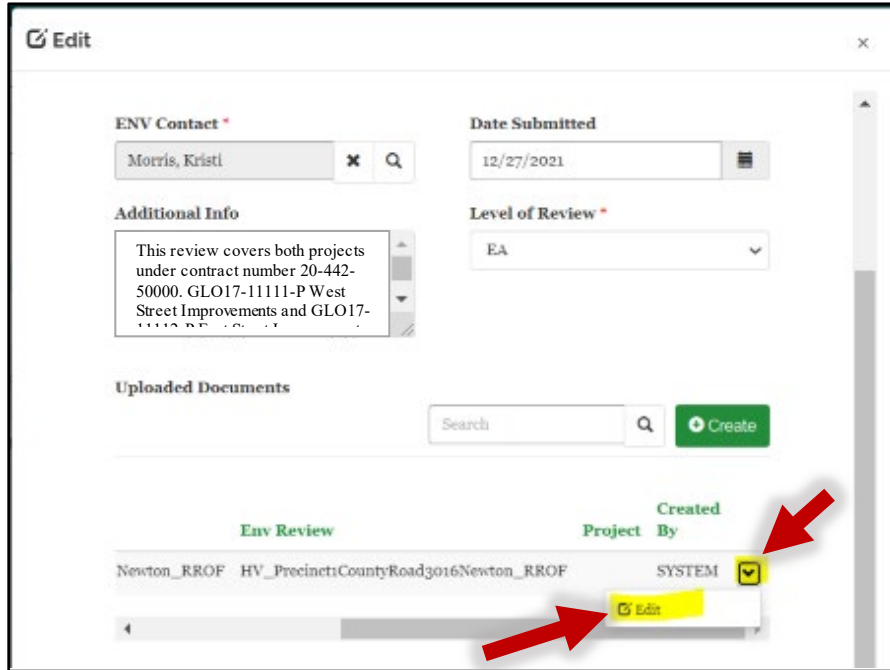
y. The Document Group record name will now display under the Uploaded Documents section of the Environmental Review Record window.



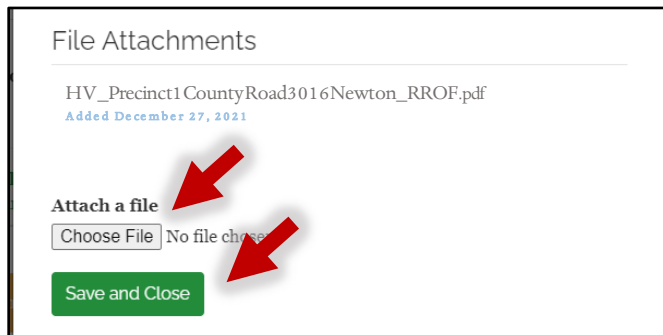
Full Document Name ↑	Document Title	Review
	HV_Precinct1CountyRoad3016Newton_RROF	

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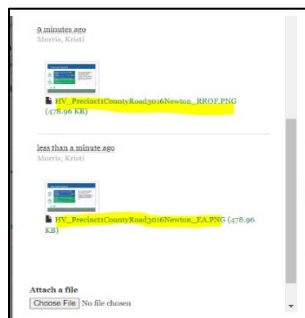
If more than one document is required to be uploaded during the submission process (*Example:* the RROF Packet document and the final ERR document), re-open the newly-created Document Group record after uploading the first document – **do not create a second uploaded document record shell**. To re-open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



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:



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**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.

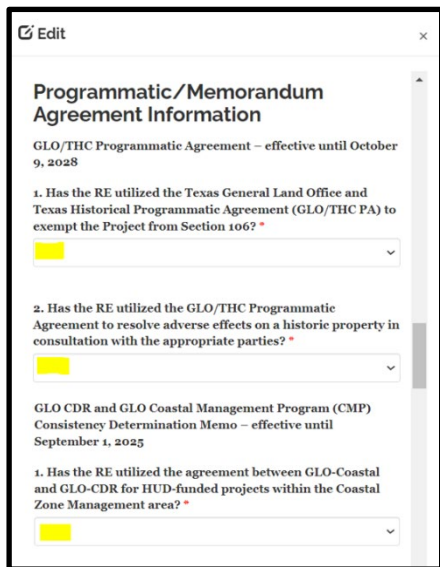
If there is a change to the project but **no LRE is required**, a memo containing this information can be uploaded to the original ERR TIGR record. It is not necessary to reupload the entire ERR. **Do not create a new TIGR record for these memos.**

**Remember to always contact your GLO Grant Manager if there will be changes to the project.**

**If any additional documents are uploaded during the initial submission process (For example: multiple PDFs for larger ERRs), upload them to this record location.**

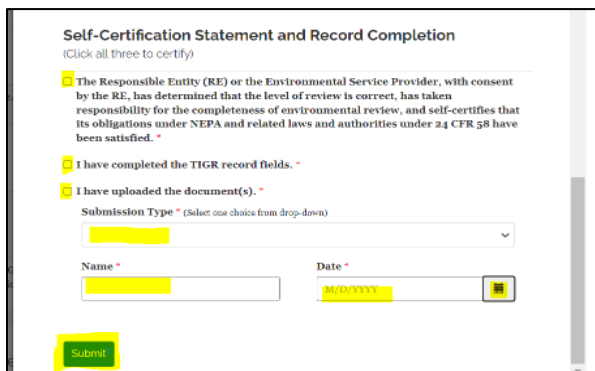
**Once all documents are uploaded, it is time to answer some questions then self-certify the environmental review and record.**

z. The Programmatic/Memorandum Agreement Information section is located just below the Uploaded Documents section. Complete each question by selecting an option from the dropdown menu:



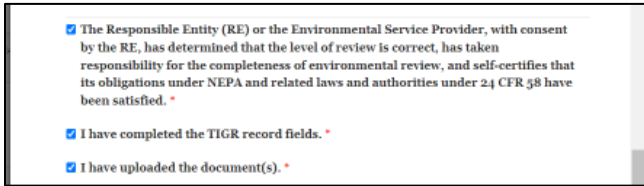
**NOTE: These questions are required to be answered as part of the submission process.** If “Yes” is selected, an additional set of 1-3 questions will appear. These questions are also required to be answered as part of the submission process.

aa. 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.



## TIGR PORTAL- Environmental Document Upload Instructions

bb. Read each statement. Click the checkbox to agree with each statement.

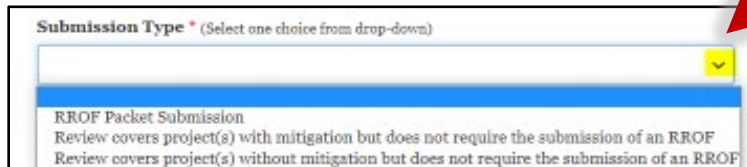


The Responsible Entity (RE) or the Environmental Service Provider, with consent by the RE, has determined that the level of review is correct, has taken responsibility for the completeness of environmental review, and self-certifies that its obligations under NEPA and related laws and authorities under 24 CFR 38 have been satisfied. \*

I have completed the TIGR record fields. \*

I have uploaded the document(s). \*

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



Submission Type \* (Select one choice from drop-down)

RROF Packet Submission  
Review covers project(s) with mitigation but does not require the submission of an RROF

Review covers project(s) without mitigation but does not require the submission of an RROF

dd. 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

ee. 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.

ff. 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

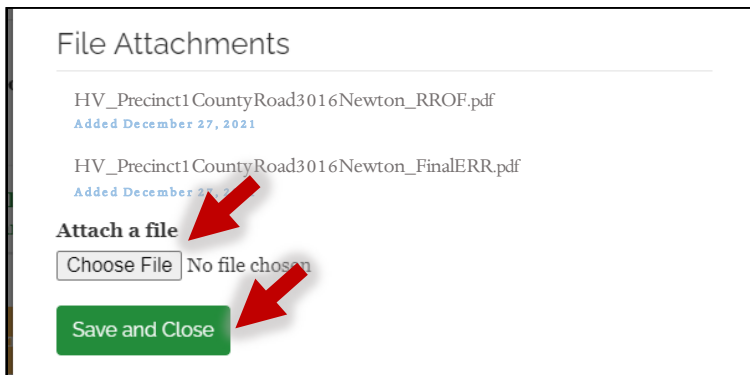


## TIGR PORTAL- Environmental Document Upload Instructions

**NOTE:** If the GLO environmental team requests revisions to an RROF packet or other environmental documents, upload the revised documents to the same Uploaded Document packet section as the originally submitted RROF Packet and/or ERR documentation. To do this, navigate back to the Uploaded Documents section on the TIGR Environmental record – **do not create a new TIGR 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.



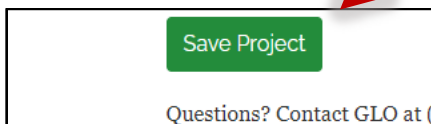
Use the same process to click on Choose File, locate the document on the computer, then click Save and Close:



Then Submit.



Then Save Project.



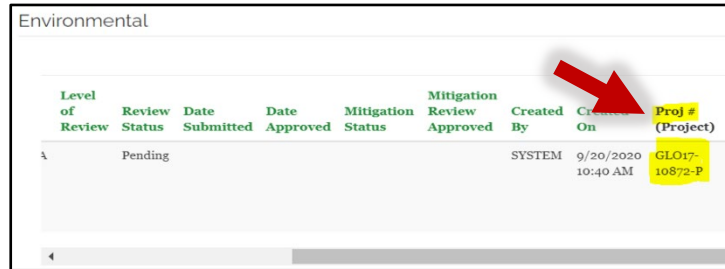
Once the revised/corrected RROF or requested document(s) is/are uploaded, email [env.reviews@recovery.texas.gov](mailto:env.reviews@recovery.texas.gov) to notify the GLO that the revised documents were uploaded to TIGR. Please include the TIER number, GLO Project number, and the GLO contract number.

## TIGR PORTAL- Environmental Document Upload Instructions

The TIER 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.



### Step 5. CDBG MIT Contract: TIGR environmental record

a. The project record should be displayed like the example shown in the screenshot below.

Subrecipient ↓	Contact	Proj # ↑	Project Title	Project Status	County	Completion Status	% Expensed	Obligated Amt	Created On
Newton County		GLO17-10872-P	Precinct 1 County Road 3016	Application Approved	Newton	Initial <33% Complete	91.40	\$402,600.00	9/3/2020 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 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.

Proj # ↑	Project Title
GLO17-10872-P	Precinct 1 County Road 3016
GLO17-10873-P	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 in the View Details window. To open the View Details window, 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 View Details window to open.

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

A dropdown menu is open next to the 'Created On' column, showing options: 'View Mitigation Project Details' (highlighted in yellow) and 'Upload Additional Documents For Mitigation Projects'. A red arrow points to the dropdown arrow.

## TIGR PORTAL- Environmental Document Upload Instructions

c. In the View Details window, scroll down to the Programs Associated with this Project section. Note the name of the program. In this example the program name is **Hurricane Harvey State Mitigation Competition – State MID**. It is recommended that this information be copied and pasted into a digital Notepad as it will be used in **Step 5s** below.



After noting the title, click the “X” at the top right of the screen to close the View Details window.



d. Next, open the project record. If there are multiple project records associated with the 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.



e. 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.



## TIGR PORTAL- Environmental Document Upload Instructions

f. 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 32** 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.

**Create**

### Environmental Review Record

Please re-open the ERR and provide required additional information

Environmental Review Record Title

FL16MIT\_546MainStRepairsTravis\_RROF

Submit

In this example, 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

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

Environmental

FL16MIT\_546MainStRepairsTravis\_RROF Create

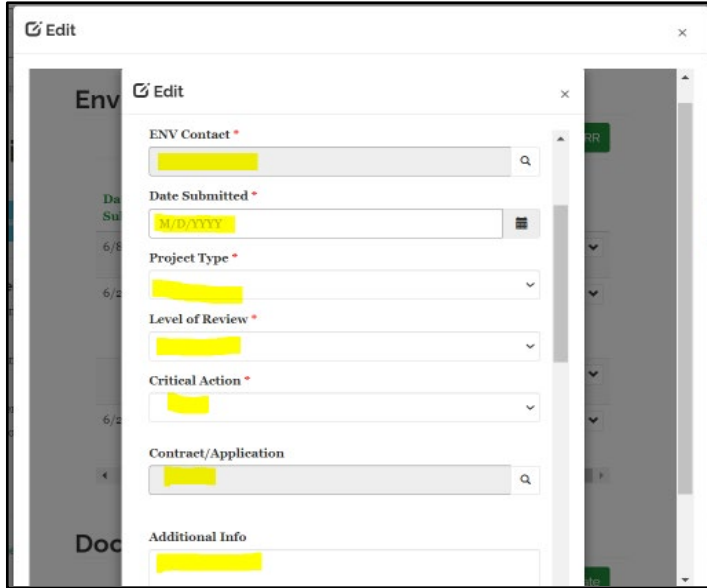
Level of Review	Review Status	Date Submitted	Date Approved	Mitigation Status	Mitigation Review Approved	Created By	Created On	Proj # (Project)	Project	Date Of Construction
3	Pending					SYSTEM	9/20/2020 10:40 AM	GLO17-10872-P	.546MainSt	

↓

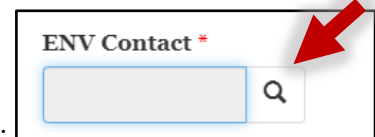
Edit

## TIGR PORTAL- Environmental Document Upload Instructions

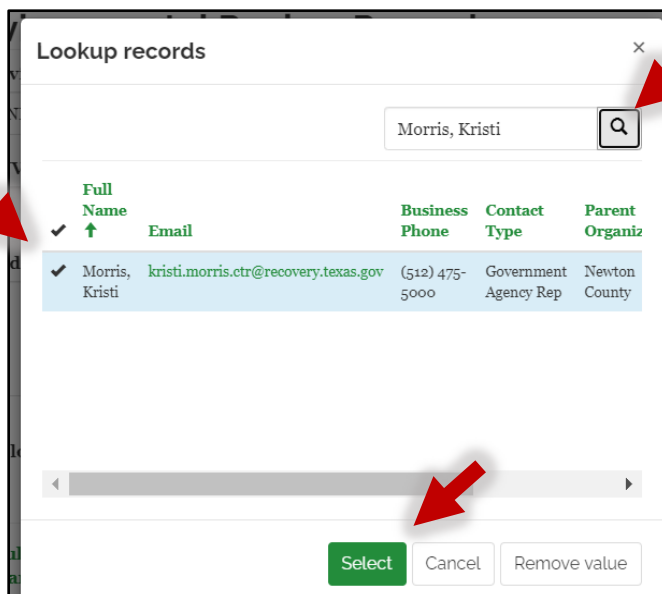
h. On the Edit Environmental Review Record window, complete the following fields: **ENV Contact, Date Submitted, Project Type, Level of Review, Critical Action, and Contract/Application**. The **Additional Info** box is an optional text box that can be used to type additional information about the environmental submission. 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.



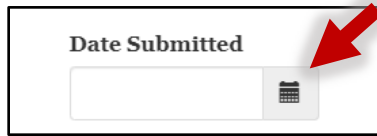
j. Type the contact's name in the Search field using the **last name, first name** format. Click the magnifying glass icon to display results. Click on the appropriate result. Click the **green** Select button on the bottom of the window. This action will prompt the Lookup records window to close and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



Full Name	Email	Business Phone	Contact Type	Parent Organiz
✓ Morris, Kristi	kristi.morris.ctr@recovery.texas.gov	(512) 475-5000	Government Agency Rep	Newton County


## TIGR PORTAL- Environmental Document Upload Instructions

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.



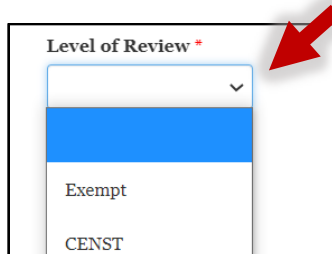
A screenshot of a form field labeled "Date Submitted". To the right of the text input box is a small calendar icon. A red arrow points to the calendar icon.

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.



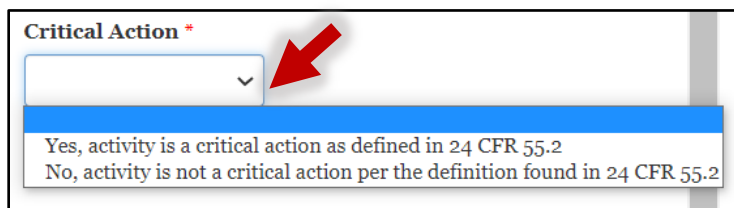
A screenshot of a dropdown menu for "Project Type \*". The menu is open, showing a list of options: Acquisition, Buyout, Infrastructure, Single Family Housing, Multi-family Housing, Economic Development, and Other. A red arrow points to the dropdown arrow icon.

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.



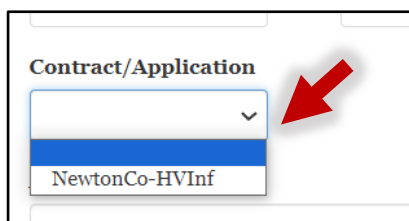
A screenshot of a dropdown menu for "Level of Review \*". The menu is open, showing a list of options: Exempt and CENST. A red arrow points to the dropdown arrow icon.

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



A screenshot of a dropdown menu for "Critical Action \*". The menu is open, showing two options: "Yes, activity is a critical action as defined in 24 CFR 55.2" and "No, activity is not a critical action per the definition found in 24 CFR 55.2". A red arrow points to the dropdown arrow icon.

o. Click on the dropdown arrow next to Contract/Application. Select the contract name from the list.\*

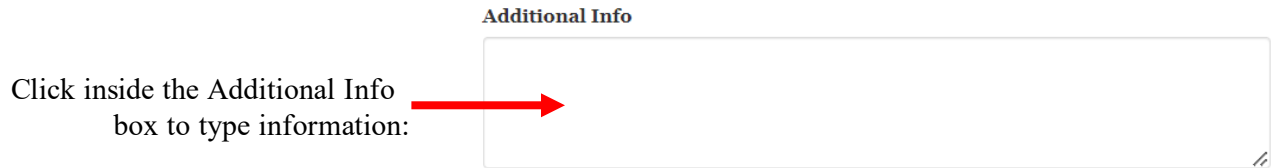


A screenshot of a dropdown menu for "Contract/Application". The menu is open, showing a list of options: NewtonCo-HVInf. A red arrow points to the dropdown arrow icon.

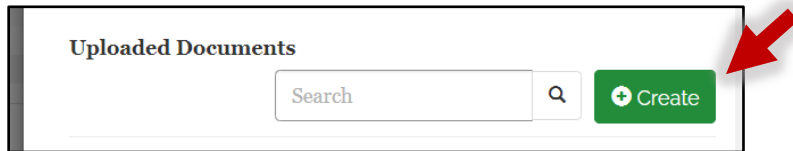
*\*In most instances this dropdown list will only contain one contract name. However, in some instances, a subrecipient activity/project is funded by more than one GLO contract. If this is the case, each GLO contract name will appear as an option in the dropdown list. Choose any one of the contract names from the dropdown list to continue with the submission process.*

## TIGR PORTAL- Environmental Document Upload Instructions

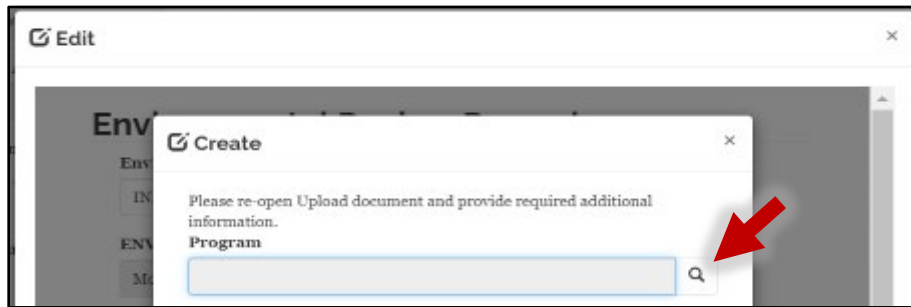
p. The Additional Info field will be used to type any additional information or instructions to be relayed to the GLO environmental team. Additional information may include names of additional individuals who should be cc'd on correspondence or additional TIGR project numbers and names that are covered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



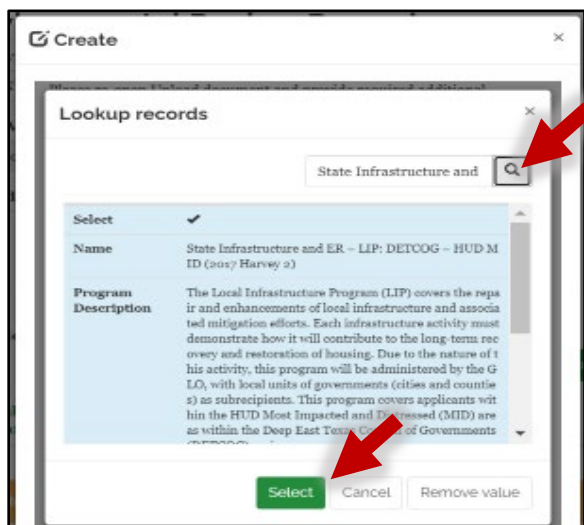
q. Click on the Create button to upload a document. This action will prompt the Create window to display.



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 5c*), 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.

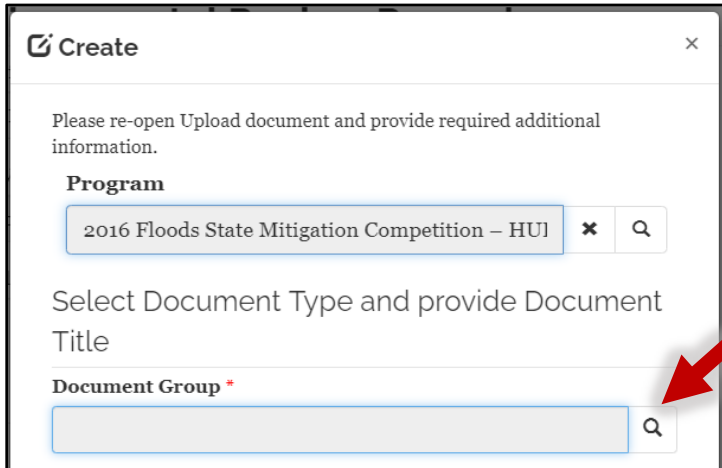


**TIP: Using the copy/paste method that is recommended in Step 5c will provide the best-displayed results.**



## TIGR PORTAL- Environmental Document Upload Instructions

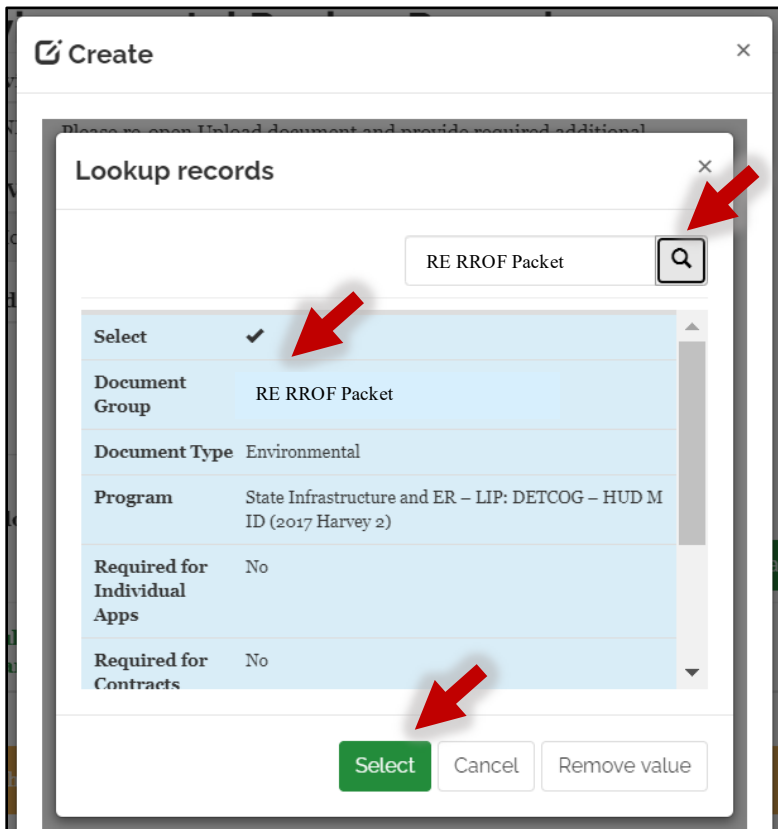
t. On the Create window, click the magnifying glass icon in the Document Group field. This will prompt the Lookup records window to display.



The screenshot shows the 'Create' window with the following fields:

- Program:** 2016 Floods State Mitigation Competition – HUJ
- Document Group:** (Empty field with a magnifying glass icon highlighted by a red arrow)

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.



The screenshot shows the 'Create' window with the 'Lookup records' window open. The search field contains 'RE RROF Packet' and the magnifying glass icon is highlighted by a red arrow. The search results table is as follows:

Select	Document Group	Document Type	Program	Required for Individual Apps	Required for Contracts
<input checked="" type="checkbox"/>	RE RROF Packet	Environmental	State Infrastructure and ER – LIP: DETCOG – HUD M ID (2017 Harvey 2)	No	No


The green 'Select' button at the bottom is highlighted by a red arrow.

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 30-31 below.**

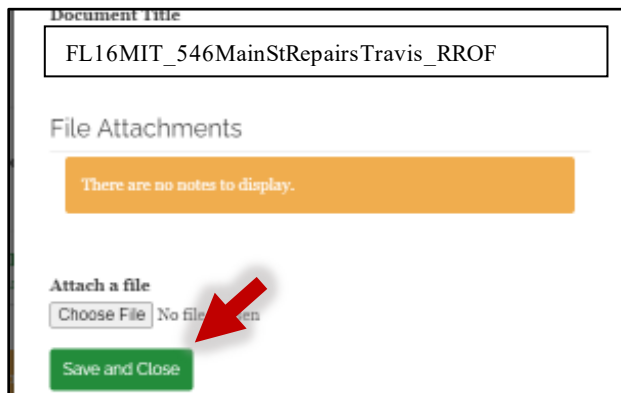
## TIGR PORTAL- Environmental Document Upload Instructions

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.



A screenshot of a web form. At the top, there is a label "Document Title" above a text input field containing the text "FL16MIT\_546MainStRepairsTravis\_RROF". Below the input field is a green button labeled "Create Document". Two red arrows point to the input field and the "Create Document" button.

w. 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\_546MainStRepairsTravis\_EA**. Click on the Choose File button to navigate to the documents(s) on your computer and then attach the document(s).



A screenshot of a web form showing the "File Attachments" section. At the top, the "Document Title" field contains "FL16MIT\_546MainStRepairsTravis\_RROF". Below it is a yellow box with the text "There are no notes to display." Underneath is the "Attach a file" section, which includes a "Choose File" button, a "No files chosen" label, and a "Save and Close" button. A red arrow points to the "Choose File" button.

**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.

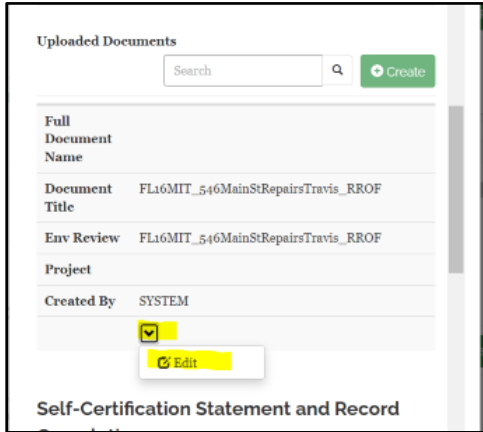


A screenshot of a web form showing the "Attach a file" section. The "Choose File" button is disabled, and the text "FL16MIT\_546MainStRepairsTravis\_RROF" is displayed next to it. Below this is a green button labeled "Save and Close". A red arrow points to the "Save and Close" button.

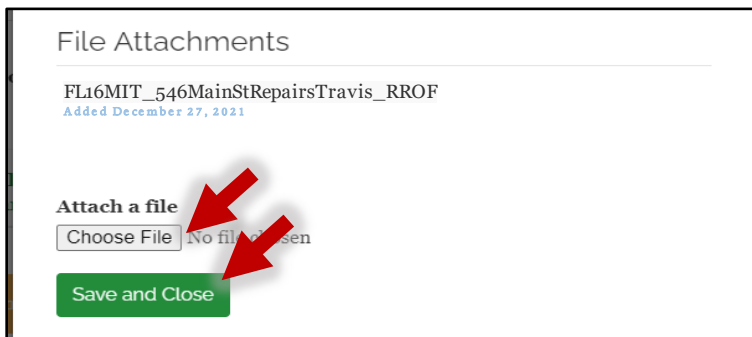
y. The new Uploaded Document record will appear under the Uploaded Documents section of the Environmental Review Record window. If more than one document is required to be uploaded during the submission process (**Example:** the RROF Packet and final ERR document), re-open the Uploaded

## TIGR PORTAL- Environmental Document Upload Instructions

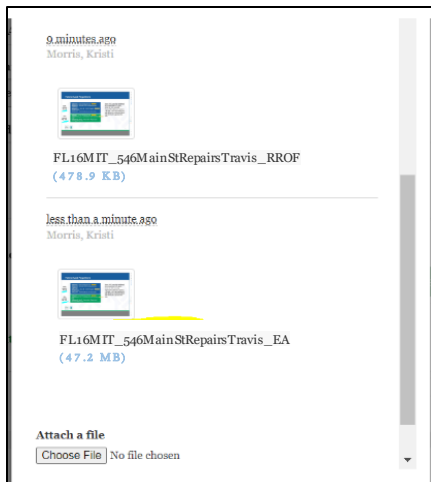
Document record after uploading the first document – **do not create a second uploaded document record shell**. To re-open the record, scroll to the bottom of the record and locate the dropdown arrow under the Created By header. Click on the dropdown arrow, then click to select Edit:



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:



## TIGR PORTAL- Environmental Document Upload Instructions

**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 there is a change to the project but **no LRE is required**, a memo containing this information can be uploaded to the original ERR TIGR record. It is not necessary to reupload the entire ERR. **Do not create a new TIGR record for these memos.**

**Remember to always contact your GLO Grant Manager if there will be changes to the project.**

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 answer some questions and then self-certify the environmental review and record.

z. The Programmatic/Memorandum Agreement Information section is located just below the Uploaded Documents section. Complete each question by selecting an option from the dropdown menu:

**Programmatic/Memorandum Agreement Information**

GLO/THC Programmatic Agreement – effective until October 9, 2028

1. Has the RE utilized the Texas General Land Office and Texas Historical Programmatic Agreement (GLO/THC PA) to exempt the Project from Section 106? \*

2. Has the RE utilized the GLO/THC Programmatic Agreement to resolve adverse effects on a historic property in consultation with the appropriate parties? \*

GLO CDR and GLO Coastal Management Program (CMP) Consistency Determination Memo – effective until September 1, 2025

1. Has the RE utilized the agreement between GLO-Coastal and GLO-CDR for HUD-funded projects within the Coastal Zone Management area? \*

**NOTE:** These questions are required to be answered as part of the submission process. If “Yes” is selected, an additional set of 1-3 questions will appear. These questions are also required to be answered as part of the submission process.

## TIGR PORTAL- Environmental Document Upload Instructions

aa. 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.

### Self-Certification Statement and Record Completion

(Click all three to certify)


The Responsible Entity (RE) or the Environmental Service Provider, with consent by the RE, has determined that the level of review is correct, has taken responsibility for the completeness of environmental review, and self-certifies that its obligations under NEPA and related laws and authorities under 24 CFR 58 have been satisfied. \*

I have completed the TIGR record fields. \*

I have uploaded the document(s). \*

**Submission Type** \* (Select one choice from drop-down)

[Redacted]

**Name** \* [Redacted] **Date** \* [Redacted] 

aa. Read each statement. Click the checkbox to agree with each statement.


The Responsible Entity (RE) or the Environmental Service Provider, with consent by the RE, has determined that the level of review is correct, has taken responsibility for the completeness of environmental review, and self-certifies that its obligations under NEPA and related laws and authorities under 24 CFR 58 have been satisfied. \*

I have completed the TIGR record fields. \*

I have uploaded the document(s). \*

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

**Submission Type** \* (Select one choice from drop-down)

[Redacted] 

- RROF Packet Submission
- Review covers project(s) with mitigation but does not require the submission of an RROF
- Review covers project(s) without mitigation but does not require the submission of an RROF

## TIGR PORTAL- Environmental Document Upload Instructions

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.



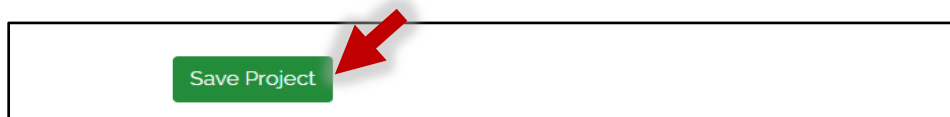
**Name \***  **Date \***

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.



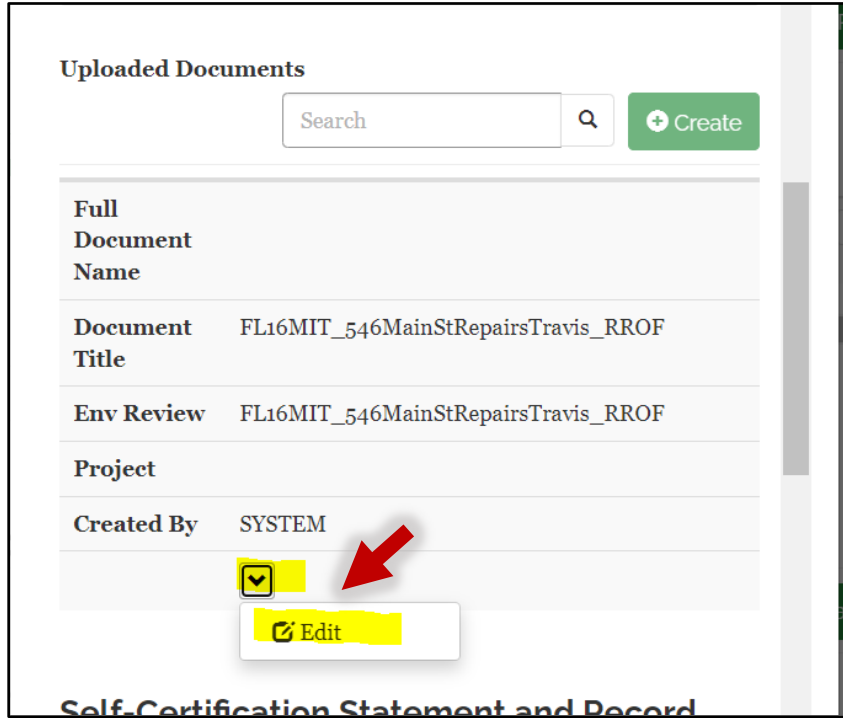
**NOTE:** All fields shown in Step 5 must be completed prior to clicking on the Submit button. If any fields are missing data when the Submit button is clicked, an error message will appear, and the submission process will not be completed.

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.

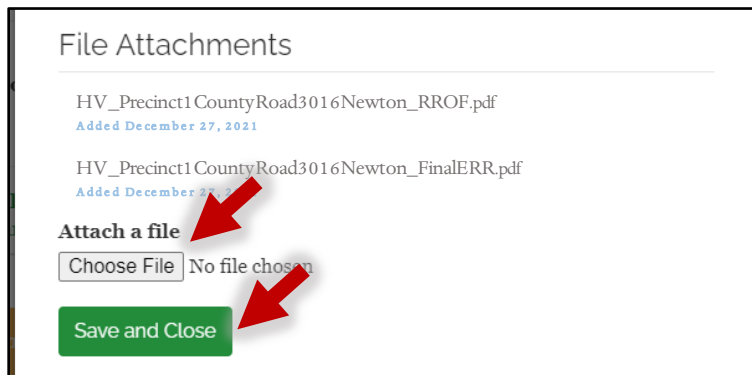


## TIGR PORTAL- Environmental Document Upload Instructions

**NOTE:** If the GLO environmental team requests revisions to an RROF packet or other environmental documents, upload the revised documents to the same Uploaded Document packet as the originally submitted RROF Packet and/or ERR documentation. To do this, navigate back to the Uploaded Documents section on the TIGR Environmental record – **do not create a new TIGR 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.





## TIGR PORTAL- Environmental Document Upload Instructions

Then Save Project.



Save Project

Questions? Contact GLO at (512) 463-5001

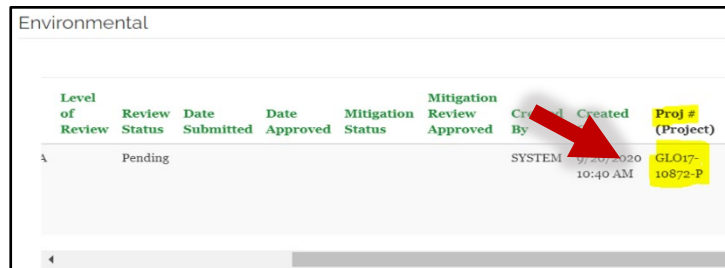
Once the revised/corrected RROF or requested document(s) is/are uploaded, email [env.reviews@recovery.texas.gov](mailto:env.reviews@recovery.texas.gov) to notify the GLO that the revised documents were uploaded to TIGR. Please include the T1ER number, GLO Project number, and the GLO contract number.

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



ERR Number	ERR Title
T1ER-0004635	INF_Precinct1CountyRoad3016NewtonCo_

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.



Level of Review	Review Status	Date Submitted	Date Approved	Mitigation Status	Mitigation Review Approved	Created By	Created	Proj# (Project)
A	Pending					SYSTEM	9/20/2020 10:40 AM	GLO17-10872-P

## TIGR PORTAL- Environmental Document Upload Instructions

### 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 PDF files into one TIGR Document Group record. Do not combine these into one PDF file.*

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 PDFs into one TIGR Document Group record. Do not combine this into one PDF file. 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 project's 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 PDFs into one TIGR Document Group record. Do not combine this into one PDF file.*

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.

## TIGR PORTAL- Environmental Document Upload Instructions

### **RE Certified CENST**

*Note: the CENST and each mitigation document should be uploaded as separate PDFs into one TIGR Document Group record. Do not combine this into one PDF file.*

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**

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**

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**

2021 Winter Storms = **WS21**

2019 Disasters = **DIS19**

Harvey Mitigation = **HVMIT**

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

*Ex. 2015 Floods would be FL15MIT*

Hurricane Harvey = **HV**

Floods = **FL(yy)**

*Ex. 2018 Floods would be FL18*

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.

## TIGR PORTAL- Environmental Document Upload Instructions

### 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](mailto: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](mailto:env.reviews@recovery.texas.gov), cc: [cdr.environmental@recovery.texas.gov](mailto: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](mailto:env.reviews@recovery.texas.gov), cc: [cdr.environmental@recovery.texas.gov](mailto: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.