

**Texas General Land Office
Community Development & Revitalization**

**Texas Integrated Grant Reporting (TIGR) Portal –
User Guide:
How to Create and Submit a Mitigation Application
and a Mitigation Project**



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Introduction to the User Guide

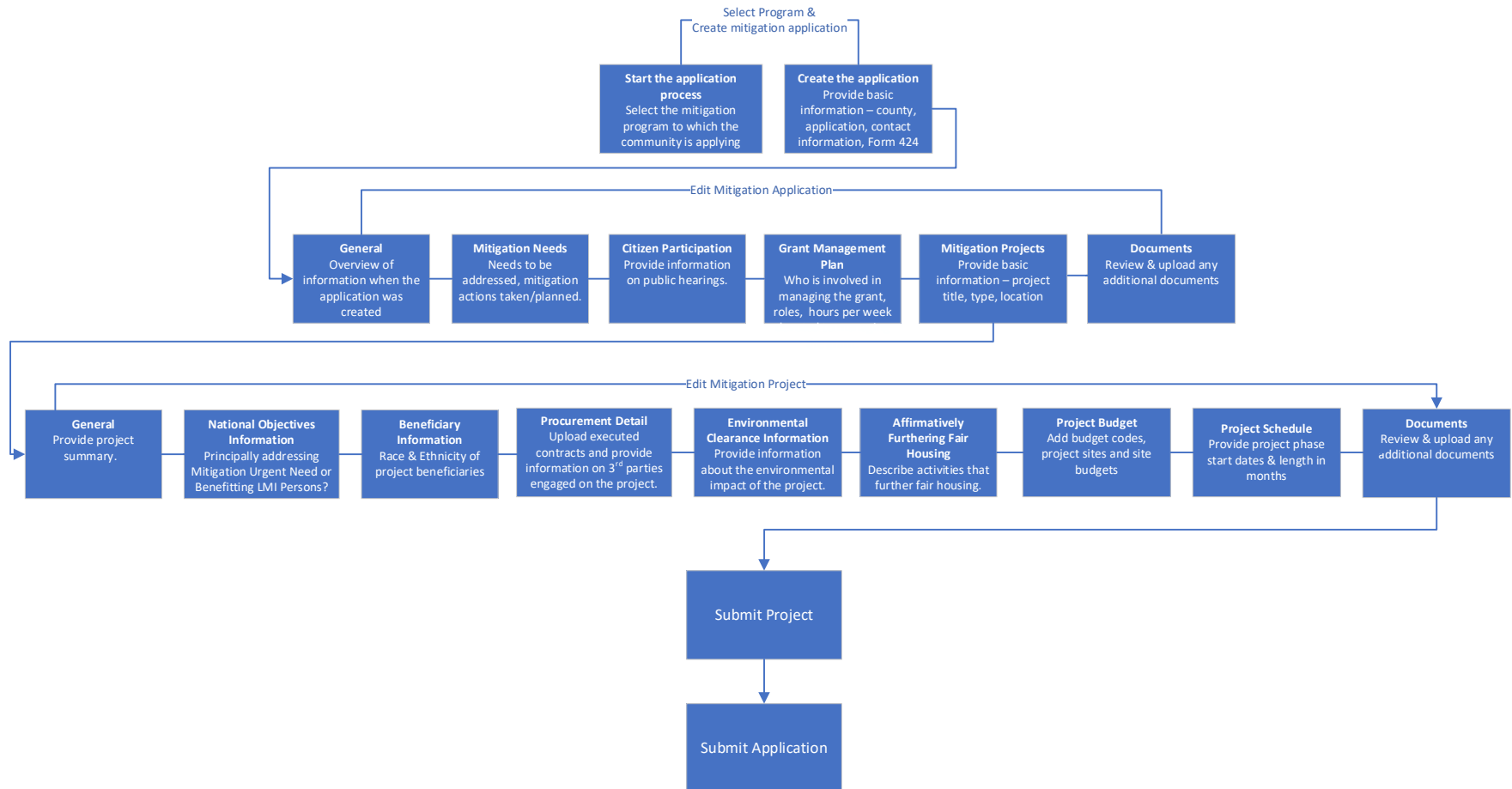
The Texas Integrated Grant Reporting (TIGR) portal is the external-facing component of the larger TIGR system, the back-office application that is used by the Texas General Land Office's Community Development and Revitalization division for grant management. TIGR is the system of record for all Community Development Block Grant – Disaster Recovery (CDBG-DR) and Community Development Block Grant – Mitigation (CDBG – MIT) grant management and reporting. Additionally, it is the data source for quarterly reporting in U.S. Department of Housing and Urban Development's (HUD) Disaster Recovery Grant Reporting (DRGR) system. All grant programs initiated after 2018 are managed in TIGR.

This document provides instructions for how to create and submit an application and associated project for a mitigation grant. The target audience for this guide is primarily entities external to the GLO such as subrecipients (cities, counties, COGs) and contract grant administrators. This guide does not include policies related to applying for the grant. Such guidance is included in the [CDBG-MIT Competition Application Guide](#).

Overview – Applying for Mitigation Grant Funds

Eligible communities wishing to apply for (CDBG-MIT) funds must do so via the TIGR portal. The process of applying for these funds via the portal includes completing application information and providing detailed information about the planned project. The project must be submitted first and the submission of the application must follow. The diagram on the following page provides an overview of the information collected on the application and the project. In addition, it illustrates that the project must be submitted prior to the application.

Mitigation Process Flow TIGR Portal



Create Mitigation Application

1. To begin a mitigation application, from the top level Applications menu item, select **Create New Application**.

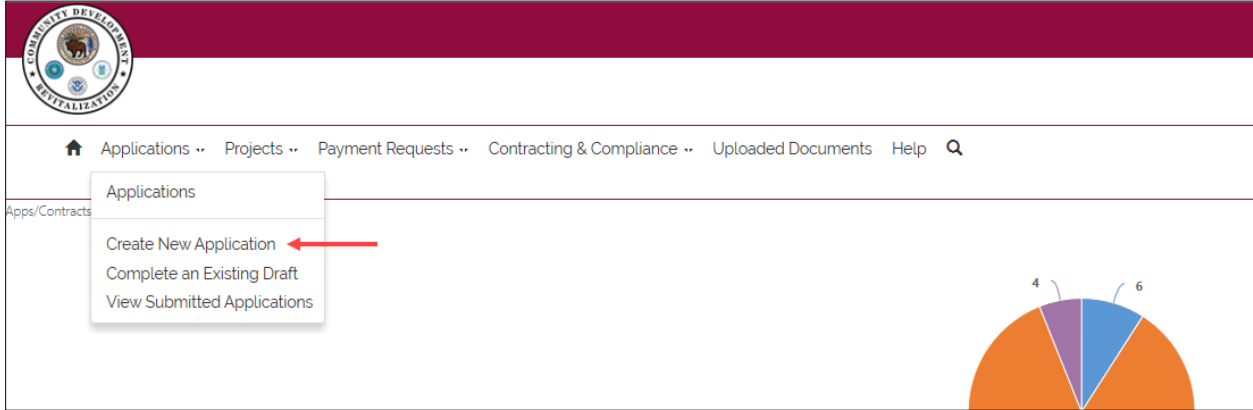


Figure 1

- 1.1. The **Select an open Program to create your new Application** page is displayed. To filter by just Mitigation programs, click the dropdown next to **All Open Programs** and select **Open Mitigation Programs**.

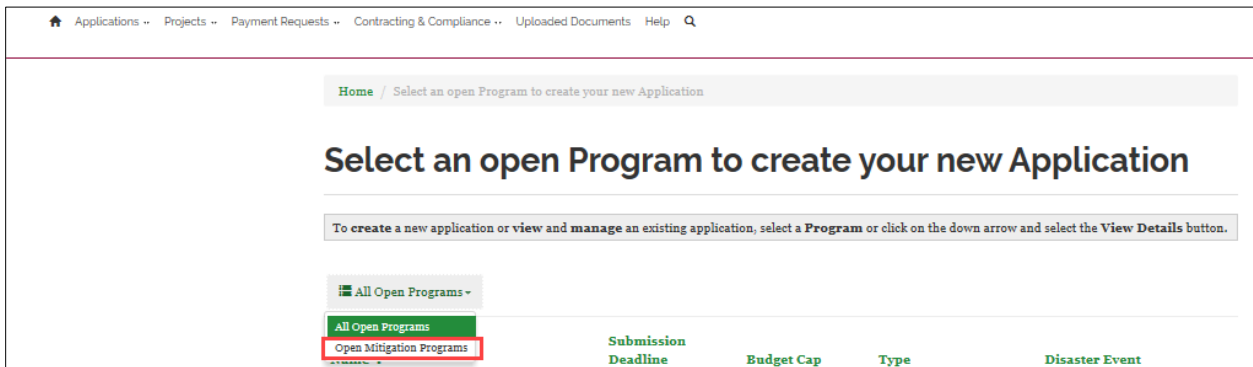


Figure 2

TIGR Portal – Mitigation Application and Project

- 1.2. The page is redisplayed showing only open mitigation programs as illustrated below. To start an application under a mitigation program, click the down arrow at the end of the row and click **Create new Application.**:



Figure 3

- 1.3. The **Start Subrecipient Application Process** page is displayed. Click **Create New Mitigation Application.**

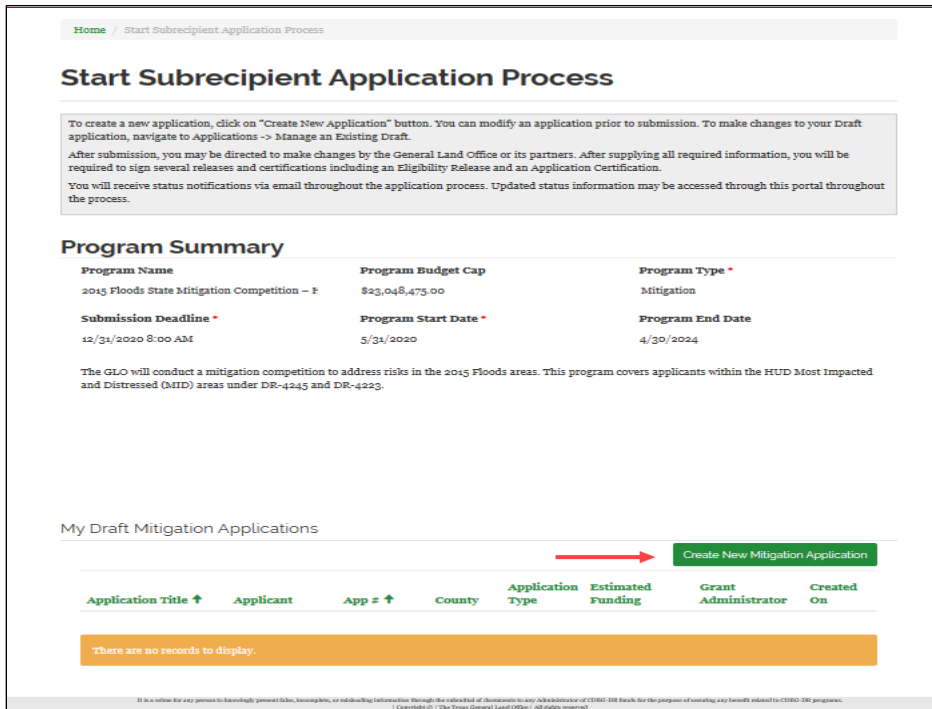


Figure 4

TIGR Portal – Mitigation Application and Project

1.4. The **Create New Subrecipient Mitigation Application** page is displayed: Click on the magnifying glass next to the **Applicant** field.

Home / Create New Subrecipient Mitigation Application

Create New Subrecipient Mitigation Application

Populated required data and click on 'Create New Application' button to open a new screen with additional Application data

General

General

Applicant

County

Application Type

FY End Date

Council of Governments

Related Contacts

Contact

Authorized Representative

Standard Form 424

Application Title

Applicant Delinquent on Federal Debt No Yes

Construction Application No Yes

Construction Pre-Application No Yes

Program Not Selected by State for Review No Yes

Figure 5

1.5. The **Lookup records** popup is displayed. Enter search criteria (e.g. Bexar) and click on the magnifying glass:

Lookup records

| Subrecipient/Account Name | Email | Main Phone | Grantee ID | Primary Contact | Address :: City |
|---------------------------|------------------------------|----------------|------------|---------------------|-----------------|
| Abbott | | (254) 582-3911 | | | Abbott |
| Abby Court L.P. | mharris@providentrealty.net | (972) 383-4100 | | Harris, Matt | Dallas |
| AEC Consulting | | | | Elledge, Michele M. | |
| Abernathy | k.adames@cityofabernathy.org | (806) 298-2546 | | | Abernathy |
| ahilana | Dines Dines@ahilana.org | (727) 676-... | | | ahilana |

< 1 2 3 4 5 6 7 8 ... 157 >

Figure 6

TIGR Portal – Mitigation Application and Project

1.6. Search results are displayed. Highlight the record of the applicant and click **Select**.

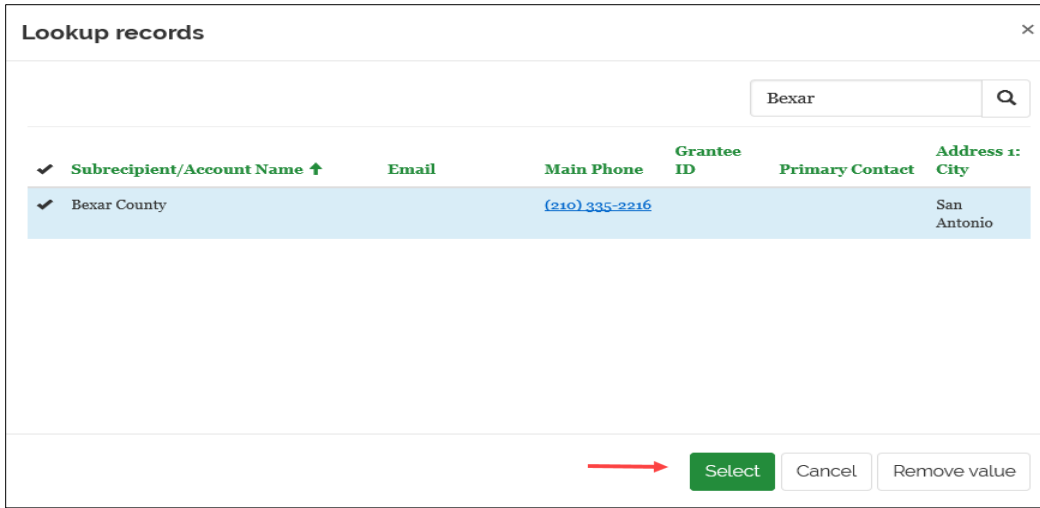


Figure 7

1.7. The **Create New Subrecipient Mitigation Application** page is redisplayed with the **Applicant** field populated. Use the dropdowns to select the **County**, **Application Type** and **Council of Governments** fields. Enter a date or use the date picker to populate the **FY End Date**. For the **Contact** and **Authorized Representative** fields, click the magnifying glass next to the field to search for and select the person.

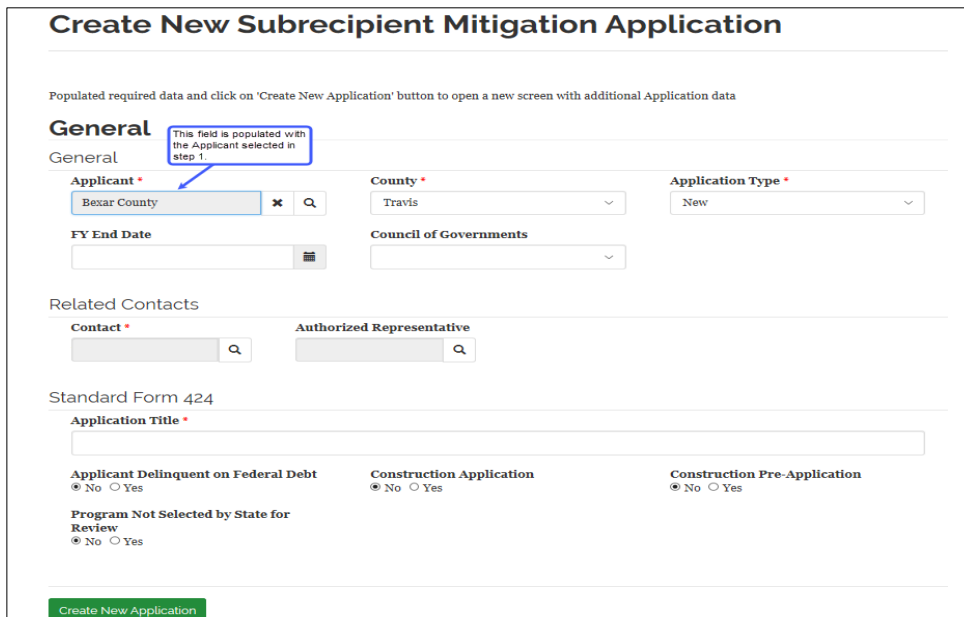


Figure 8

TIGR Portal – Mitigation Application and Project

1.8. The **Lookup records** popup is displayed. Enter search criteria in the field and click the magnifying glass.

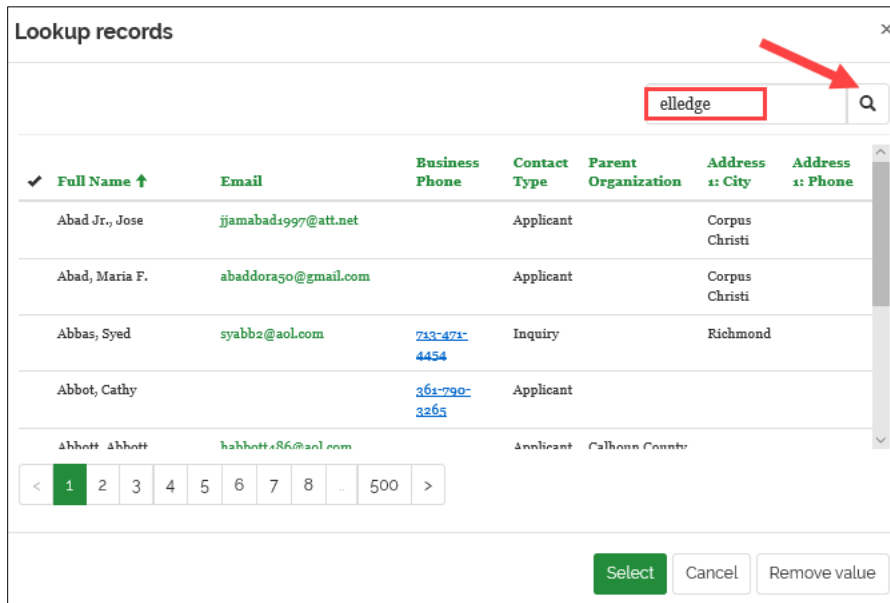


Figure 9

1.8.1. Search results are displayed. Click on the row of the contact to be selected and click **Select**:

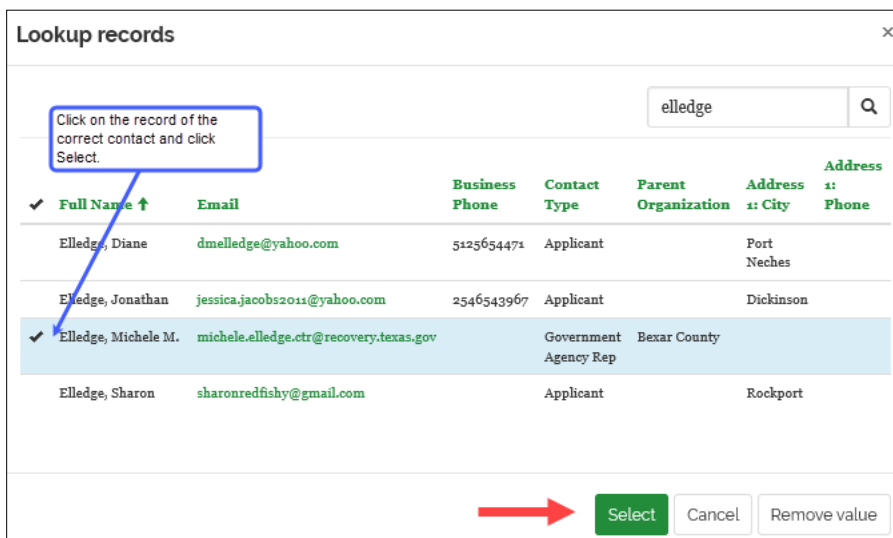


Figure 10

1.8.2. The record selected is populated in the field:

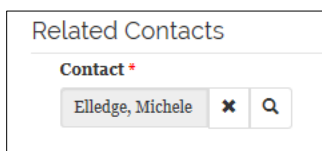


Figure 11

TIGR Portal – Mitigation Application and Project

1.9. Enter information in the **Application Title** Field and respond to the remaining questions by selecting the appropriate yes/no radio buttons. Below is an example a completed **Create New Subrecipient Mitigation Application** page. Once all information is complete, click **Create New Application**. This action creates the application shell. Detailed information must be provided prior to the submission of the application and the application is now editable. (The system navigates to the **Edit Mitigation Application** page.) The next step is to edit the application by providing more detailed information.

Create New Subrecipient Mitigation Application

Populated required data and click on 'Create New Application' button to open a new screen with additional Application data

General

General

Applicant * Bexar County **County *** Bexar **Application Type *** New

FY End Date 12/31/2020 **Council of Governments** Alamo Area Council of Governments (A)

Related Contacts

Contact * Elledge, Michele **Authorized Representative** Atika, Joan

Standard Form 424

Application Title * Bexar County Mitigation Application 1

Applicant Delinquent on Federal Debt No Yes

Construction Application No Yes

Construction Pre-Application No Yes

Program Not Selected by State for Review No Yes

Create New Application

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Figure 12

Edit Mitigation Application:

As stated in the section above, once the application is created it is editable so that additional information can be provided. The following tabs are designed to collect specific application information:

- General
- Mitigation Needs
- Citizen Participation
- Grant Management Plan
- Mitigation Projects
- Documents

The General tab is the first tab that is active. It is not necessary to complete all information on one tab before proceeding to another. tab. For example, if all information required on the Mitigation Needs tab is not immediately available, you can skip to any of the other tabs and return to the Mitigation Needs tab once you have the information.

General tab

The **General** tab is the active tab when **Create New Application** is clicked from **Create New Subrecipient Mitigation Application** page and includes the information that was entered on that page. The **General** tab is also displayed by clicking **Save Application** from any of the other tabs.

Home / Edit Mitigation Application

Edit Mitigation Application

General | Mitigation Needs | Citizen Participation | Grant Management Plan | Mitigation Projects | Documents

General

Program *
2015 Floods State Mitigation Competition – HUD MID

Applicant * Bexar County

County * Travis

Application Type * New

FY End Date

Council of Governments Alamo Area Council of Governments (A)

Related Contacts

Contact * Elledge, Michele

Authorized Representative Atika, Joan

Grant Administrator Elledge, Michele M.

Standard Form 424

Application Title * Bexar County Mitigation Application 1

Applicant Delinquent on Federal Debt No Yes

Construction Application No Yes

Construction Pre-Application No Yes

Program Not Selected by State for Review No Yes

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Figure 13

The **General** tab can also be displayed by:

1. Clicking **Complete an Existing Draft** from the **Applications** dropdown. When this is done, all applications in draft status are displayed.

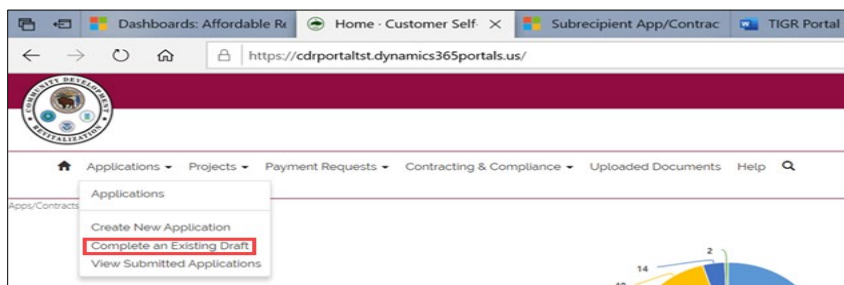


Figure 14

TIGR Portal – Mitigation Application and Project

1.1. Find the application to be edited, click the dropdown arrow at the end of the row and select **Edit Mitigation Application**.

Home / Complete an Existing Draft

Complete an Existing Draft

Complete Draft application and click on Submit button to submit to CDR. If application doesn't submit, switch to Failed to Submit view and validate submission message.

My Draft Applications ▾ My ▾

| Program ↑ | Application Title | Applicant | App # ↑ | County | Application Type | Total Estimated Funding (CDBG + all non-CDBG) | Contact | Created On | |
|--|---------------------------------------|------------------|----------------|--------|------------------|---|---------------------|-------------------|--|
| 2015 Floods State Mitigation Competition – HUD MID | Bexar County Mitigation Application 1 | Bexar County | CDR17-0659-APP | Bexar | New | \$3,300,000.00 | Elledge, Michele M. | 4/16/2020 3:53 PM | <input type="button" value="Edit Mitigation Application"/> <input type="button" value="View Mitigation Application"/> <input type="button" value="Submit Mitigation Application"/> |
| 2015 Floods State Mitigation Competition – HUD MID | Fort Bend Mit 1 | Fort Bend County | CDR17-0672-APP | Travis | New | \$0.00 | Elledge, Michele M. | 5/13/2020 2:27 PM | <input type="button" value=""/> |
| 2015 Floods State Mitigation Competition – State MID | Bexar County Question Test 2 | Bexar County | CDR17-0626-APP | Travis | New | \$0.00 | Elledge, Michele M. | 4/13/2020 4:02 PM | <input type="button" value=""/> |
| 2015 Mitigation Competition | Travis County Mitigation Application | Travis County | CDR17-0611-APP | Travis | New | \$0.00 | Elledge, Michele M. | 4/1/2020 7:31 AM | <input type="button" value=""/> |

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Figure 15

Mitigation Needs tab

1. At the top of the page, indicate the risks identified or to be addressed in the action plan. (Note that depending on the which mitigation program for which you are completing an application, the first question will be slightly different). Check all choices that apply. Provide information in the **Hazard Risk Description** and **Hazard Mitigation Actions** textboxes.

The screenshot shows the 'Edit Mitigation Application' form with the 'Mitigation Needs' tab selected. The form includes a navigation bar with tabs: General, Mitigation Needs (highlighted), Citizen Participation, Grant Management Plan, Mitigation Projects, and Documents. Below the navigation bar, there is a section for 'Identified Risk - Select the risk identified in the Action Plan:' with four checkboxes: Severe Coastal Flooding, Riverine Flooding, Storms, and Tornadoes. A text box provides a definition of mitigation from the Federal Register (84 FR 45538) and instructions for applicants to describe how their project meets this definition. Below this are two large text boxes for 'Hazard Risk Description' and 'Hazard Mitigation Actions'. Further down, there is a section for 'Local Adopted Plans' with a dropdown menu for 'Is the proposed project included in one or more locally adopted plans?'. The final section is 'Added Resiliency Measures' with a text box for explanation and a dropdown for 'Does the proposed project enhance mitigation efforts that are already completed or underway?'. A green 'Save Application' button is at the bottom left.

Figure 16

TIGR Portal – Mitigation Application and Project

2. Use the dropdown to provide an answer to the question to **Is the proposed project included in one or more locally adopted plans?** under **Local Adopted Plans**. If the response to this question is 'Yes', then additional fields are displayed as illustrated below:

Local Adopted Plans - To meet the local plan requirement, applicants follow specific procedures identified in the CDBG-MIT Application Guide

Is the proposed project included in one or more locally adopted plans?

Yes

Provide the title of the adopted plan being referenced.

Provide the page number(s) in the adopted plan(s) where the proposed project is identified.

Provide the date (Month, Year) the plan(s) was/ were adopted:

Figure 17

3. In the upload section, click the **Create** button.

Upload a copy of the adopted plan(s) and upload documentation from the applicable city council, commissioners court, or other representative body which formally adopts the plan. Select the Document Template that contains 'Copy of any plan' as part of the template name.

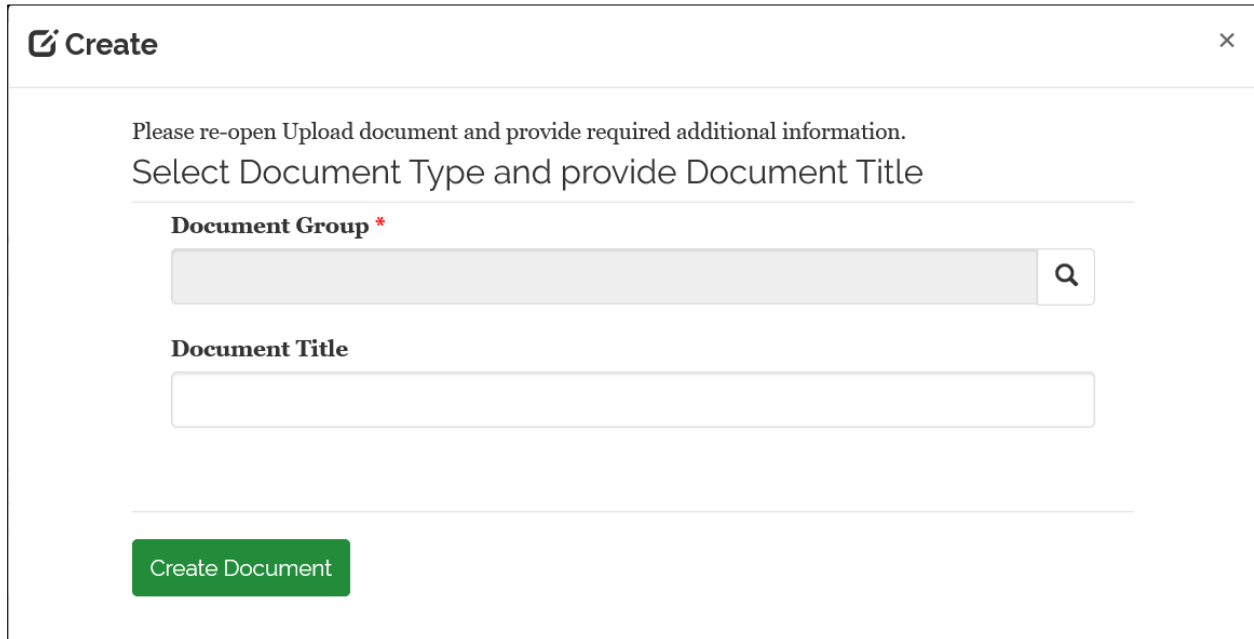
Create

| Document Group (Program Document Template) | Document Type (Program Document Template) | Document Title ↑ | Created On |
|--|---|------------------|------------|
| There are no records to display. | | | |

Figure 18

TIGR Portal – Mitigation Application and Project

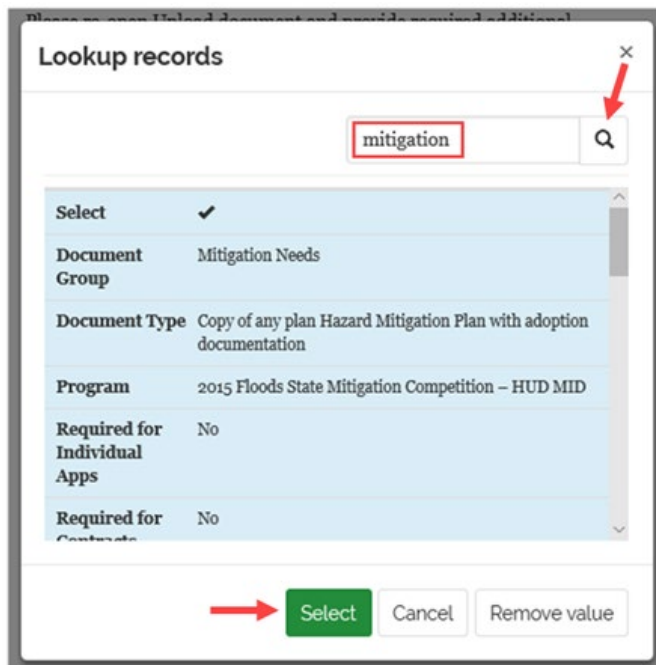
- 3.1. The **Create** popup is displayed. Click on the magnifying glass next to the **Document Group** field to select the document group associated with the document that to be uploaded.



The screenshot shows a 'Create' popup window with a close button (X) in the top right corner. The main text reads: 'Please re-open Upload document and provide required additional information. Select Document Type and provide Document Title'. Below this, there are two input fields: 'Document Group *' with a magnifying glass icon on the right, and 'Document Title'. At the bottom left, there is a green button labeled 'Create Document'.

Figure 19

- 3.2. The **Lookup records** popup is displayed. To narrow the document group search results, enter mitigation in the search field and click the magnifying glass. Click **Select**.



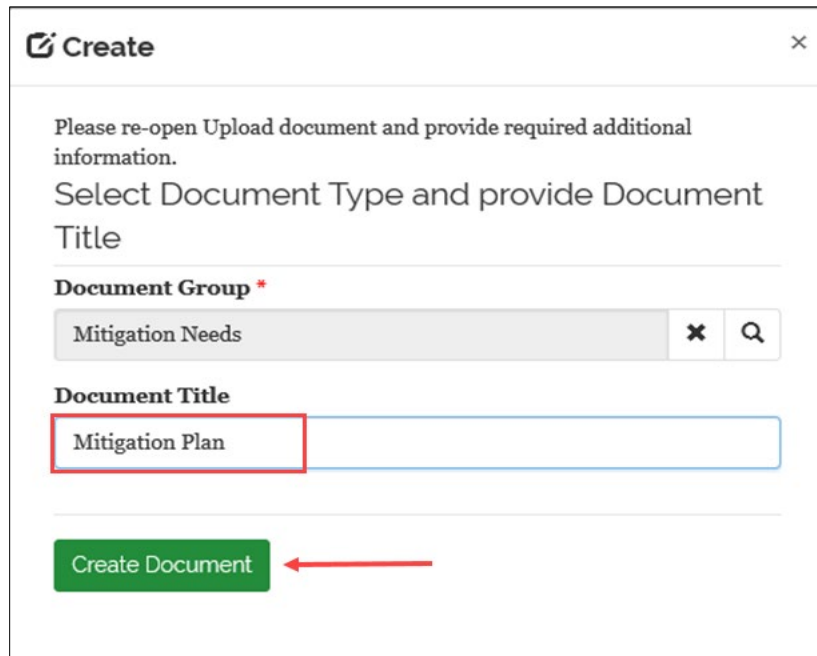
The screenshot shows a 'Lookup records' popup window with a close button (X) in the top right corner. A search field contains the text 'mitigation' and a magnifying glass icon. Below the search field is a table of results. A red arrow points to the magnifying glass icon, and another red arrow points to the 'Select' button at the bottom.

| Select | ✓ |
|------------------------------|---|
| Document Group | Mitigation Needs |
| Document Type | Copy of any plan Hazard Mitigation Plan with adoption documentation |
| Program | 2015 Floods State Mitigation Competition – HUD MID |
| Required for Individual Apps | No |
| Required for Contracts | No |

Figure 20

TIGR Portal – Mitigation Application and Project

- 3.3. The **Create** popup is redisplayed with the **Document Group** field populated. Enter a **Document Title** and click **Create Document**.



Create ×

Please re-open Upload document and provide required additional information.
Select Document Type and provide Document Title

Document Group *

Mitigation Needs × 🔍

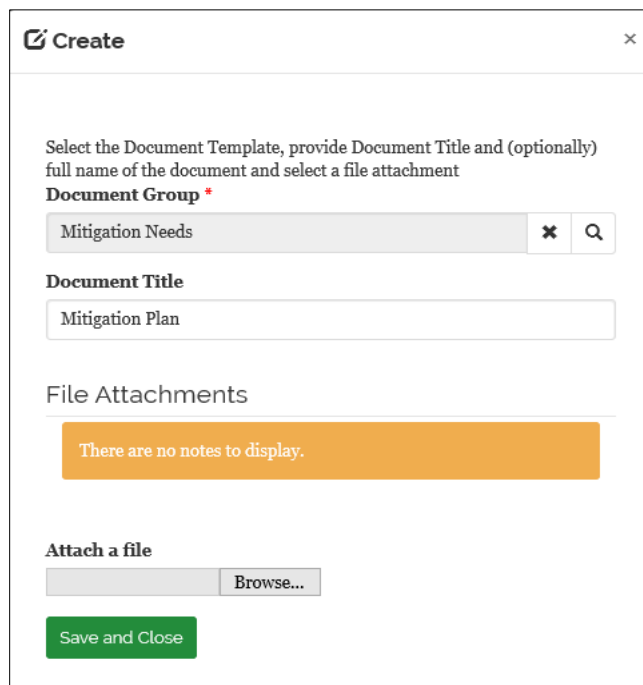
Document Title

Mitigation Plan

Create Document ←

Figure 21

- 3.4. The popup is redisplayed. Click on the **Browse** button to select the file to be uploaded. Select the file to be uploaded, then click **Save and Close**.



Create ×

Select the Document Template, provide Document Title and (optionally) full name of the document and select a file attachment

Document Group *

Mitigation Needs × 🔍

Document Title

Mitigation Plan

File Attachments

There are no notes to display.

Attach a file

Browse...

Save and Close

Figure 22

TIGR Portal – Mitigation Application and Project

3.5. A record of the uploaded document is displayed in the grid as illustrated below:

Upload a copy of the adopted plan(s) and upload documentation from the applicable city council, commissioners court, or other representative body which formally adopts the plan. Select the Document Template that contains 'Copy of any plan' as part of the template name.

[Create](#)

| Document Group (Program Document Template) | Document Type (Program Document Template) | Document Title ↑ | Created On |
|--|--|------------------|-------------------|
| Mitigation Needs | Copy of any plan Hazard Mitigation Plan with adoption documentation | Mitigation Plan | 4/17/2020 1:59 PM |

Figure 23

4. Use the dropdown to answer: **Does the proposed project enhance mitigation efforts that are already completed or underway?** If the response to this question is 'No', 'N/A' or 'Unknown', then no additional information must be provided. If the response is 'Yes', then additional information must be provided as illustrated below:

Does the proposed project enhance mitigation efforts that are already completed or underway?

[Yes](#)

If Yes, then provide a brief description.

Select the type(s) of prior or current local efforts undertaken that, combined with the proposed project, will provide enhanced hazard mitigation:

Prior capital improvement project(s) Current capital improvement project(s) Short-range planning efforts Long-range planning efforts

Community engagement Educational outreach Implementation of enhanced building codes Code enforcement

Other related work which enhances hazard mitigation and/or resiliency through the proposed project.

Other Hazard Mitigation Work

Upload scope of work information, maps, and other applicable documentation for each local effort identified. Select the Document Template that contains 'Scope of work' as part of the template name.

[Create](#)

| Document Group (Program Document Template) | Document Type (Program Document Template) | Document Title ↑ | Created On |
|--|---|------------------|------------|
| There are no records to display. | | | |

[Save Application](#)

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This is only displayed when response to "Does the proposed project enhance mitigation efforts that are already completed or underway?" is "Yes".

Figure 24

5. Once the **Mitigation Needs** tab is complete, click on the **Citizen Participation** tab

Citizen Participation tab

1. Select the public comment **From** and **To** dates associated with **When did your jurisdiction post the project for public comment?**

Edit Mitigation Application

General
Mitigation Needs
Citizen Participation
Grant Management Plan
Mitigation Projects
Documents

A grant to a locality under the CDBG-MIT program may be awarded only if the locality certifies that it is following a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the program. If an applicant has a current citizen participation plan, they must follow their current citizen participation plan for each proposed project.

CDBG-MIT applicants and funded entities are required to carry out citizen participation procedures in accordance with the Citizen Participation Plan as described any technical assistance provided by the applicant, and (4) public notices, minutes, and attendance lists for any public hearings or meetings or documentation of other citizen participation opportunities.

Applicants are responsible for ensuring that all citizens have equal access to information about project activities.

When did your jurisdiction post the project for public comment?

From * **To ***

Although public hearings are not a program requirement, jurisdictions for whom public hearings are required by their citizen participation plan or choose to hold them, list the date(s) and attach the hearing documentation.

[Create](#)

| Application ↑ | Assessment Date ↑ | Assessment Type | Description | Name | Created On |
|----------------------------------|-------------------|-----------------|-------------|------|------------|
| There are no records to display. | | | | | |

Upload an affidavit of public posting along with pictures that demonstrate the posting and documentation of public hearings held for citizen participation purposes, if applicable. Choose the applicable document type from the Citizen Participation Document Group.

[Create](#)

| Document Group (Program Document Template) | Document Type (Program Document Template) | Document Title ↑ | Created On |
|--|---|------------------|------------|
| There are no records to display. | | | |

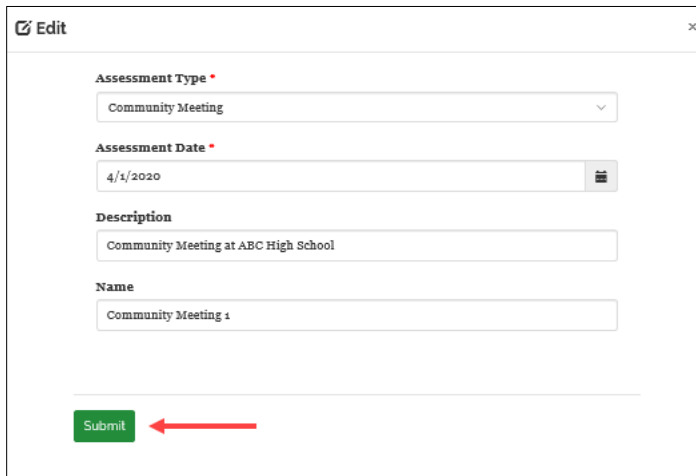
[Save Application](#)

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Figure 25

TIGR Portal – Mitigation Application and Project

2. Click the **Create** button in the section labeled: **Although public hearings are not a program requirement, jurisdictions for whom public hearings are required by their citizen participation plan or choose to hold them, list the date(s) and attach the hearing documentation.** The **Edit** popup is displayed. Use the dropdown to select the **Assessment Type** (Public Hearing, Community Meeting, Community Survey, Existing Study or Other). Enter an **Assessment Date**, **Description** and **Name** fields and click **Submit**.

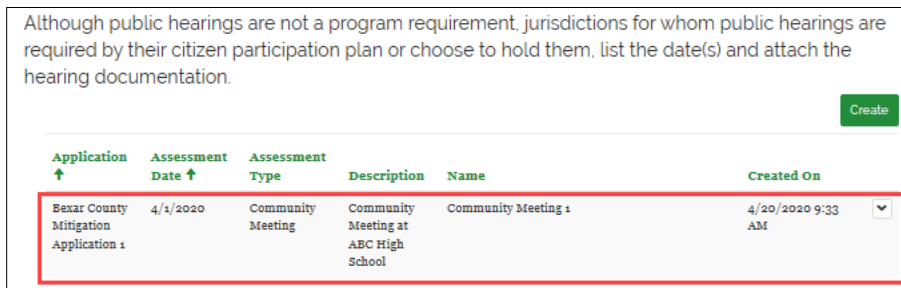


The screenshot shows an 'Edit' popup window with the following fields:

- Assessment Type**: A dropdown menu with 'Community Meeting' selected.
- Assessment Date**: A date input field containing '4/1/2020'.
- Description**: A text input field containing 'Community Meeting at ABC High School'.
- Name**: A text input field containing 'Community Meeting 1'.
- Submit**: A green button at the bottom left, with a red arrow pointing to it.

Figure 26

3. The **Citizen Participation** tab is redisplayed with the public hearing record displayed in the grid:



The screenshot shows the 'Citizen Participation' tab with a table of records. A red box highlights the first record:

| Application | Assessment Date | Assessment Type | Description | Name | Created On |
|---------------------------------------|-----------------|-------------------|--------------------------------------|---------------------|-------------------|
| Bexar County Mitigation Application 1 | 4/1/2020 | Community Meeting | Community Meeting at ABC High School | Community Meeting 1 | 4/20/2020 9:33 AM |

Figure 27

TIGR Portal – Mitigation Application and Project

- To upload public posting documents. Click **Create** in the section labeled: **Upload an affidavit of public posting along with pictures that demonstrate the posting and documentation of public hearings held for citizen participation purposes, if applicable. Choose the applicable document type from the Citizen Participation Document Group.** Use the method described in Figure 20 - Figure 23. A record of the uploaded document is displayed in the grid as illustrated below:

Upload an affidavit of public posting along with pictures that demonstrate the posting and documentation of public hearings held for citizen participation purposes, if applicable. Choose the applicable document type from the Citizen Participation Document Group.

[Create](#)

| Document Group (Program Document Template) | Document Type (Program Document Template) | Document Title ↑ | Created On | |
|--|---|------------------------------------|-------------------|---|
| Citizen Participation | Affidavit of public posting | Public Posting Community Meeting 1 | 4/20/2020 1:37 PM | ▼ |

Figure 28

- Once the **Citizen Participation** tab is complete, click on the **Grant Management Plan** tab.

Grant Management Plan tab

1. To add a stakeholder, click [Add new Stakeholder](#).

The screenshot shows the 'Edit Mitigation Application' page with the 'Grant Management Plan' tab selected. The page includes a navigation bar with tabs for General, Mitigation Needs, Citizen Participation, Grant Management Plan, Mitigation Projects, and Documents. A text block explains that applicants must have a Grant Management Plan and refers to the CDBG-MIT Application Guide. Below this is a section titled 'Project Stakeholders and Responsible Parties' with an 'Add new Stakeholder' button. A table with columns for Contact, Authorized Signatory, Financial Management, Procurement, Project Management, Explain Other Project Management, Time Commitment (1-40 hrs / wk), and Years of CDBG Experience is shown. The table is currently empty, with a message 'There are no records to display.' and a 'Save Application' button at the bottom.

Figure 29

2. The **Create** popup is displayed. Click the magnifying glass next to the first field to search for a stakeholder.

The screenshot shows the 'Create' popup form. It has a title bar with a checkmark and the word 'Create'. Below the title bar is a search instruction: 'Click the magnifying glass to search for an existing contact or to add a new contact.' followed by a search input field with a magnifying glass icon. The form contains several dropdown menus for 'Authorized Signatory', 'Financial Management', 'Procurement', and 'Project Management'. Below these are two text input fields for 'Time Commitment (1-40 hrs / wk)' and 'Years of CDBG Experience'. At the bottom of the form is a 'Create new Stakeholder' button.

Figure 30

TIGR Portal – Mitigation Application and Project

- The **Lookup records** popup is displayed. Enter search criteria in the search field and hit enter or click the magnifying glass. Search results are displayed. Highlight a row and click **Select** to select a stakeholder name.

Lookup records [X]

elledge [Q]

| Name | Email | Business Phone | Contact Type |
|-----------------------|--|----------------|-----------------------|
| Elledge, Diane | dmelledge@yahoo.com | 5125654471 | Applicant |
| Elledge, Jonathan | jessica.jacobs2011@yahoo.com | 2546543967 | Applicant |
| ✓ Elledge, Michele M. | michele.elledge.ctr@recovery.texas.gov | | Government Agency Rep |
| Elledge, Sharon | sharonredfishy@gmail.com | | Applicant |

New [Select] Cancel Remove value

Highlight the record.

Figure 31

TIGR Portal – Mitigation Application and Project

4. The stakeholder name is populated in the **Contact** field. as illustrated below:

Figure 32

6. Use the dropdown arrow next to the **Authorized Signatory**, **Financial Management**, **Procurement** and **Project Management** fields to indicate the role of the stakeholder in each of these areas. The options are as follows:

| Field | Options |
|----------------------|--|
| Authorized Signatory | Yes, No, N/A, Unknown |
| Financial Management | Lead, Alternate |
| Procurement | Lead, Alternate |
| Project Management | Lead, Alternated, Grant Administrator, Environmental, Engineering, Other |

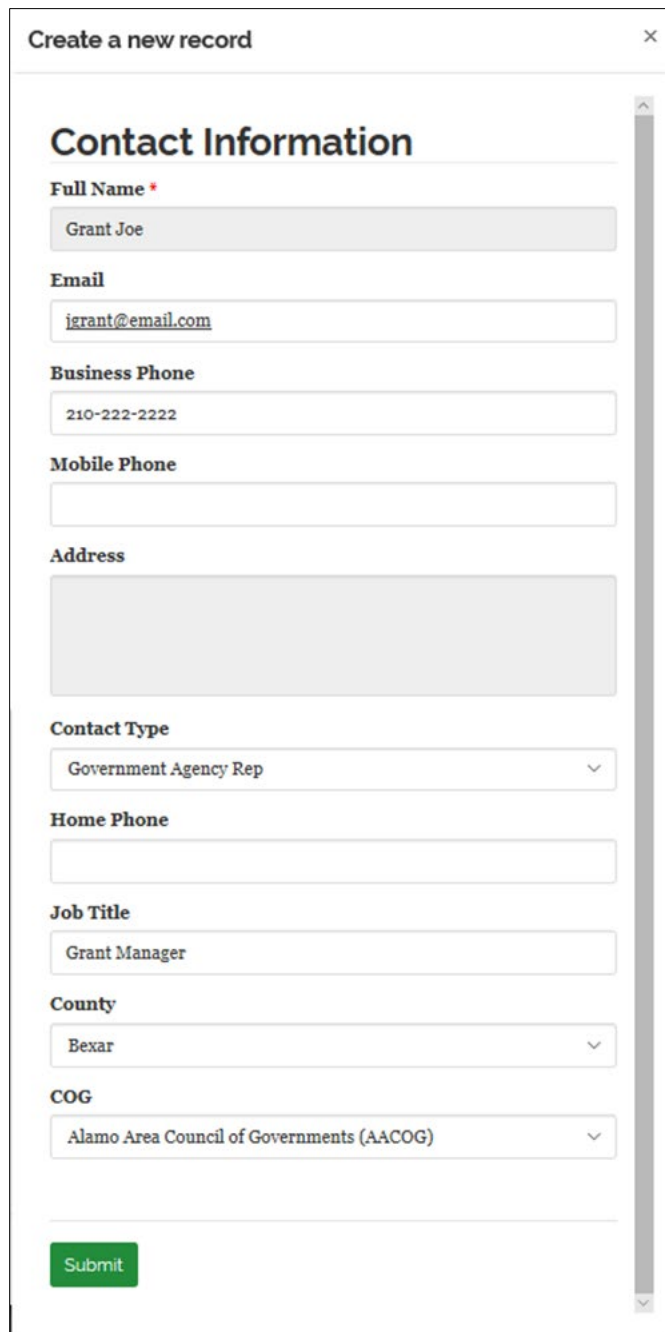
7. In the **Time Commitment (1-40 hrs/wk)**, enter the number of hours per week the stakeholder will work with the grant. In the **Years of CDBG Experience** field, enter the years of CDBG experience. Once all fields are populated, click **Create new Stakeholder**. The Grant Management tab is redisplayed with the stakeholder populated in the grid:

| Contact ↑ | Authorized Signatory | Financial Management | Procurement | Project Management | Explain Other Project Management | Time Commitment (1-40 hrs / wk) | Years of CDBG Experience |
|---------------------|----------------------|----------------------|-------------|--------------------|----------------------------------|---------------------------------|--------------------------|
| Elledge, Michele M. | Yes | Lead | Alternate | Lead | | 20 | 2 |

Figure 33

TIGR Portal – Mitigation Application and Project

8. Repeat the process outlined in the steps above to add each stakeholder involved in managing the grant.
 - 8.1. If the person does not already exist in the system (i.e. is not displayed in search results), then they can be added by clicking the **New** button (see **Error! Reference source not found.2**). The **Create a new record** popup is displayed. Complete the information in this popup, (example below) and click **Submit**:



The image shows a 'Create a new record' popup window with a close button (X) in the top right corner. The form is titled 'Contact Information' and contains the following fields:

- Full Name ***: Text input field containing 'Grant Joe'.
- Email**: Text input field containing 'jgrant@email.com'.
- Business Phone**: Text input field containing '210-222-2222'.
- Mobile Phone**: Empty text input field.
- Address**: Large empty text area.
- Contact Type**: Dropdown menu with 'Government Agency Rep' selected.
- Home Phone**: Empty text input field.
- Job Title**: Text input field containing 'Grant Manager'.
- County**: Dropdown menu with 'Bexar' selected.
- COG**: Dropdown menu with 'Alamo Area Council of Governments (AACOG)' selected.

A green 'Submit' button is located at the bottom left of the form.

Figure 34

TIGR Portal – Mitigation Application and Project

8.2. The **Lookup records** popup is redisplayed with the last name of the person that was created in the prior step populated in the search field and the record highlighted as illustrated below. Click **Select**.

| Name | Email | Phone | Role | Location |
|----------------|--|--------------|-----------------------|-----------|
| Grant, Elnora | linda.marie05@att.net | | Applicant | |
| Grant, Gina | | | Government Agency Rep | Bexar Cou |
| GRANT, HERBIE | danettekirkin@gmail.com | | Applicant | |
| Grant, Joe | jgrant@email.com | 210-222-2222 | Government Agency Rep | Bexar Cou |
| Grant, Latysha | tyshaladyg@gmail.com | 3647797764 | Applicant | |

Figure 35

8.3. The **Create** popup is redisplayed with the name of the newly created contact populated in the **Contact** field. Follow step 5 above to complete the addition of the stakeholder:

Contact *
Click the magnifying glass to search for an existing contact or to add a new contact.

Grant, Joe

Authorized Signatory

Financial Management

Procurement

Project Management

Time Commitment (1-40 hrs / wk)

Years of CDBG Experience

Create new Stakeholder

Figure 36

Once all stakeholders are added, click on the **Mitigation Projects** tab.

Mitigation Projects tab

Important note: For each mitigation application submitted, there can be only one project.

1. To add a project, click [Add new Project](#).

The screenshot shows the 'Edit Mitigation Application' page with the 'Mitigation Projects' tab selected. The page title is 'Edit Mitigation Application'. Below the title are tabs for 'General', 'Mitigation Needs', 'Citizen Participation', 'Grant Management Plan', 'Mitigation Projects', and 'Documents'. A message states 'Maximum number of Projects per Application: 1'. Below this, instructions read: 'Create new Mitigation Project. To modify and/or submit an existing Project, navigate to Projects -> Complete an Existing Draft Project menu option.' A 'Total Requested Amount' field shows a dash. An 'Add new Project' button is visible. Below is a table with columns: Proj # ↑, Project Title, County, Project Status ↑, Address 1, City, and Created On. An orange message box says 'There are no records to display.' At the bottom left is a 'Save Application' button.

Figure 37

2. The **Add new Project to my Subrecipient Application** page is displayed:

The screenshot shows the 'Add new Project to my Subrecipient Application' page. The title is 'Add new Project to my Subrecipient Application'. Below the title is a message: 'Click on Create button and continue adding Project information on the screen that opens after initial save.' The section is titled 'Project' and contains the instruction: 'Please re-open the Project and provide required additional information'. There are input fields for 'Project Title' and 'Project Type' (a dropdown menu). Below this is the 'Location' section with fields for 'Address', 'City', 'State' (dropdown menu with 'TX' selected), 'Zip', 'County' (dropdown menu with 'Travis' selected), 'Latitude', 'Longitude', and 'Type of Residence' (dropdown menu). At the bottom left is a 'Create new Project' button.

Figure 38

TIGR Portal – Mitigation Application and Project

3. Complete the information on the page (see example below) click [Create new Project](#).

Add new Project to my Subrecipient Application

Click on Create button and continue adding Project information on the screen that opens after initial save.

Project

Please re-open the Project and provide required additional information

Project Title

Project Type

Location

| | |
|---|--|
| Address <input type="text" value="100 S. Alamo"/> | City <input type="text" value="San Antonio"/> |
| State <input type="text" value="TX"/> | Zip <input type="text" value=""/> |
| Latitude <input type="text" value="29.4246893"/> | Longitude <input type="text" value="-98.4871946"/> |
| County <input type="text" value="Bexar"/> | Type of Residence <input type="text" value=""/> |

[Create new Project](#)

Figure 39

Edit Mitigation Application Project

The **Edit Mitigation Application Project** page is displayed once Create New Project is clicked from the Mitigation Projects tab. The following tabs are designed to collect information about the project:

- General
- National Objectives Information
- Beneficiary Information
- Procurement Detail
- Environmental Clearance Information
- Affirmatively Furthering Fair Housing
- Project Budget
- Project Schedule
- Documents

The General tab is the first tab that is active. It is not necessary to complete all information on one tab before proceeding to another. tab. For example, if all information required on the National Objectives Information tab is not immediately available, you can skip to any of the other tabs and return to the National Objectives Information tab once the information is available. Clicking Save Project Changes from any tab navigates back to the General tab.

General tab

The **General** tab is active when **Create New Project** is clicked from the **Mitigation Projects** tab. The **Project Title** field is populated with the title entered on the **Mitigation Projects** tab and can be updated here.

The screenshot displays the 'Edit Mitigation Application Project' interface. At the top, there is a title 'Edit Mitigation Application Project' and a grey instruction box: 'Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.' Below this is a horizontal navigation bar with tabs: 'General' (highlighted with a red box), 'National Objectives Information', 'Beneficiary Information', 'Procurement Detail', and 'Environmental Clearance Information'. Underneath are secondary tabs: 'Affirmatively Furthering Fair Housing', 'Project Budget', 'Project Schedule', and 'Documents'. A large text area contains instructions: '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. There may be more than one Activity included in a Project. For instance, a successful Mitigation Project may require a drainage facilities activity, a street improvements activity, and a water facilities activity.' Below this are two columns: 'Program' (2015 Floods State Mitigation Competition – HUD MID) and 'Subrecipient Application/Contract' (Bexar County Mitigation Application 1). The 'Project Title' field contains 'Bexar County Mitigation Project 2'. A 'Project Summary' field is empty. At the bottom left is a green 'Save Project Changes' button. A small footer at the bottom reads: 'It is a crime for any person to knowingly present false, incomplete, or misleading information through the submission of documents to any Administrator of CDRO-DR funds for the purpose of securing any benefit related to CDRO-DR programs. Copyright © The Texas General Land Office. All rights reserved.'

Figure 40

Provide a brief description of the project in the in the **Project Summary** field. as illustrated below: From this tab, you can click between any of the tabs prior to completing the information on a specific tab. To save the project, click **Save Project Changes** on any of the tabs. Complete the project summary and click the National Objectives Information tab.

TIGR Portal – Mitigation Application and Project

The **General** tab can also be displayed by:

1. Clicking **Complete an Existing Draft Project** from the **Projects** dropdown.

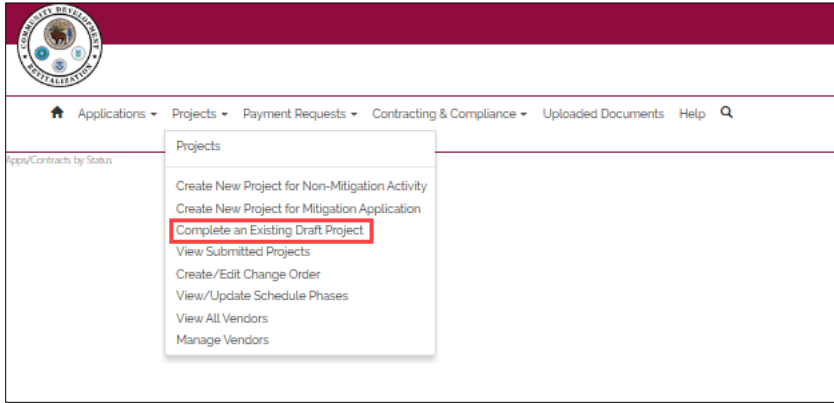


Figure 41

2. All projects in draft status are displayed. Find the project to be edited. Click the down arrow at the end of the row and select **Edit Mitigation Project**

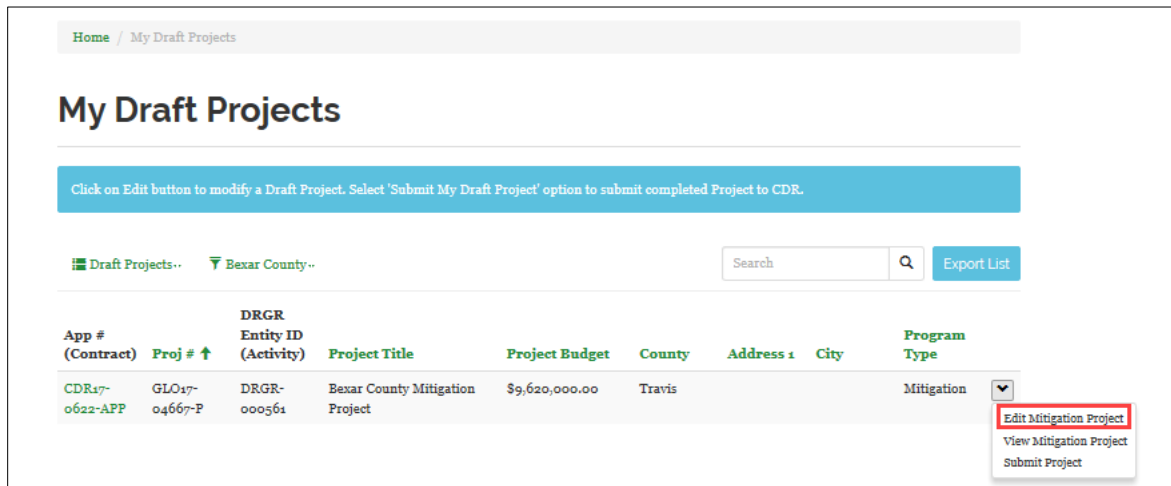


Figure 42

National Objectives tab

This tab is designed to collect information about what national objective the project principally benefits. Additionally, the total beneficiaries and total low to moderate income beneficiaries is collected on this page.

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General | **National Objectives Information** | Beneficiary Information | Procurement Detail | Environmental Clearance Information

Affirmatively Furthering Fair Housing | Project Budget | Project Schedule | Documents

All of the state's mitigation activities under this grant will meet a national objective for either (1) benefiting low- to moderate-income persons (LMI), or (2) urgent need mitigation (UNM). At least 50 percent of CDBG-MIT funds will be used to support activities that benefit LMI person, and all programs and projects will have an LMI priority. For CDBG-MIT activities, HUD approval will be required to rely on the national objective criteria for elimination of slum and blighting conditions, because this national objective generally is not appropriate in the context of mitigation activities.

As indicated in the State Mitigation Action Plan:
To qualify an application activity under the national objective of principally benefiting low-and moderate-income persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be low- and moderate-income persons.

Does the proposed project principally benefit Low- and Moderate-Income Persons or Mitigation Urgent Need?

Provide the proposed beneficiary data:

Total Beneficiaries LMI Beneficiaries % LMI Beneficiaries

Save Project Changes

Figure 43

- As outlined in the table below, some of the information that must be provided depends on the response to the question: **Does the proposed project principally benefit Low- and Moderate-Income Persons or Mitigation Urgent Need?**

| If response is: | Then: |
|--|--|
| Low and Moderate Income Persons | Checkboxes are displayed to indicate: <ul style="list-style-type: none"> LMI Area Benefit LMI Housing Activity LMI Limited Clientele (See Error! Reference source not found.) |
| <p>Does the proposed project principally benefit Low- and Moderate-Income Persons or Mitigation Urgent Need?</p> <p>Low and Moderate Income Persons</p> <p>LMI Area Benefit LMI Housing Activity LMI Limited Clientele</p> | |

Figure 44

TIGR Portal – Mitigation Application and Project

| If response is: | Then: |
|------------------------|---|
| Mitigation Urgent Need | Additional information is provided regarding Mitigation Urgent Need and a mechanism to upload any documentation available to support urgent need mitigation national objective is displayed. (See Figure 46) |

Mitigation Urgent Need

As indicated in the State Mitigation Action Plan:

HUD has waived the criteria for the established CDBG urgent need national objective as provided at 24 CFR 570.208(c) and 24 CFR 570.483(d), and instead has created a new national objective: urgent need mitigation (UNM). For CDBG-MIT activities where UNM is cited as the national objective being fulfilled, the state will demonstrate that the activity:

Addresses the current and future risks as identified in the state's Mitigation Needs Assessment of most impacted and distressed areas; and Will result in a measurable and verifiable reduction in the risk of loss of life and property.

Upload any documentation available to support urgent need mitigation national objective.

[Add New Document](#)

| Document Group (Program Document Template) | Document Type (Program Document Template) | Document Title | Created On ↑ |
|--|---|----------------|--------------|
| There are no records to display. | | | |

Figure 45

To upload a document, click Add New Document and follow the instructions as outlined starting with Figure 20. When uploading a document on this tab, select document group **National Objective Information**.

2. Enter the **Total Beneficiaries** and the **LMI Beneficiaries**. The **% LMI Beneficiaries** is calculated.

Once all the information on the National Objectives Information tab is complete, proceed to the **Beneficiary Information** tab.

Beneficiary Information tab

The Beneficiary Information tab is designed to gather information about the beneficiary identification method used. Depending on the beneficiary identification method used, different items are displayed on the page. Additionally, documents related to identifying beneficiaries can be uploaded on this page. The user also provides beneficiary race and ethnicity information and the census geographic area for the project on this tab.

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General
National Objectives Information
Beneficiary Information
Procurement Detail
Environmental Clearance Information

Affirmatively Furthering Fair Housing
Project Budget
Project Schedule
Documents

Saved

The basis for determining which residents are to be considered as beneficiaries of a proposed project can be achieved through the most recent LMSD information, or by conducting a survey of the area with approved CDBG-MIT forms.

All applications must include a project map identifying the benefit area. Target area projects must use Low and Moderate-Income Summary Data (LMSD) to document beneficiaries and must provide LMSD maps which clearly show all the census geographic areas (i.e. census tract, block group) within the applicant's jurisdiction. Locations and boundaries of all project target areas must be clearly delineated by identifiable features, such as named streets, railroads, streams, etc.

Select the beneficiary identification method used to determine this National Objective.

The race, gender, and ethnicity for the total beneficiaries claimed for the proposed project must be tabulated in the space provided.

| Total Beneficiaries, Hispanic (System Calculated) | Total Beneficiaries, Non-Hispanic (System Calculated) | Total Beneficiaries (Hispanic and Non-Hispanic) (System Calculated) |
|---|---|---|
| - | - | 0 |

Complete the race and ethnicity table. Ensure that all beneficiaries of the proposed project are identified.

| Name | Planned Response |
|---|------------------|
| White | ▼ |
| Black African American/White | ▼ |
| Asian | ▼ |
| Asian/White | ▼ |
| American Indian/Alaskan Native | ▼ |
| American Indian/Alaskan Native/Black African American | ▼ |
| Other Multi-Racial | ▼ |

Complete the gender table. Ensure that all beneficiaries of the proposed project are identified.

| Name ↑ | Planned Response |
|-----------------------------|------------------|
| Total Project Beneficiaries | ▼ |

REQUIRED: Census Geographic Area Data - Identify the census tract and block group(s) in which the project will take place

Add New Census Data

| Census Tract ↑ | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 |
|----------------------------------|----|----|----|----|----|----|----|----|----|----|
| There are no records to display. | | | | | | | | | | |

Save Project Changes

It is a crime for any person to knowingly present false, incomplete, or misleading information through the submission of documents to any Administrator of CDBG-DR funds for the purpose of receiving any benefit related to CDBG-DR programs. Copyright © - The Texas General Land Office | All rights reserved.

Figure 46

TIGR Portal – Mitigation Application and Project

1. Click on the dropdown to select a response to: **Select the beneficiary identification method used to determine this National Objective.** The table below outlines what displays on the based on the response:

| If response is: | Then: |
|--|---|
| Census | Text is displayed that provides additional information related to the use of census data. (See Error! Reference source not found.) |
| <div data-bbox="253 485 1049 667" style="border: 1px solid black; padding: 10px;"> <p>Census</p> <p>Census data should be used to the maximum extent feasible for determining the income of persons residing in service areas; therefore, the boundaries of the service area determined by the applicant for the project need to be compared with the boundaries of census divisions (tracts, block groups, etc.). The census divisions that best fall within the service area should be used for documenting the percentage of low- and moderate-income persons residing in that area. HUD-based LMESD spreadsheets are used to document this beneficiary information.</p> </div> <p data-bbox="347 674 440 699" style="text-align: center;"><i>Figure 47</i></p> | |
| Survey | Text is displayed that provides information related to the use of surveys. Additionally, a textbox is presented for the user to provide an explanation for the use of surveys and the user must provide survey begin and end dates. (See Figure 49) |
| <div data-bbox="253 919 1263 1539" style="border: 1px solid black; padding: 10px;"> <p>Select the beneficiary identification method used to determine this National Objective.</p> <p>Survey</p> <p>Survey</p> <p>A local survey is the best way to document the beneficiaries of direct benefit activities.</p> <p>Applicants using CDBG-MIT surveys to identify beneficiaries should tabulate race, gender, and ethnicity data. Applicants must also identify the survey dates and number of households benefiting. Survey forms must be complete, dated, and signed by the surveyor.</p> <p>Provide an explanation for the use of Surveys, as opposed to LMISD data.</p> <p>Survey forms must be complete, dated, and signed by the surveyor. Incomplete surveys could render the application incomplete and ineligible. Provide dates when surveying was started and completed.</p> <p>Survey Begin <input type="text"/> Survey Complete <input type="text"/></p> </div> <p data-bbox="347 1545 440 1570" style="text-align: center;"><i>Figure 48</i></p> | |

TIGR Portal – Mitigation Application and Project

| If response is: | Then: |
|-----------------|--|
| Combination | Text is displayed regarding the use of both census and survey data and the user must provide survey begin and end dates. (See Figure 50) |

Select the beneficiary identification method used to determine this National Objective.

Combination

Combination

Some projects may require a Combination of census data and individual surveys to secure accurate beneficiary data. If a combination was used, all data identified for each method is required to support final numbers and must be uploaded.

Survey forms must be complete, dated, and signed by the surveyor. Incomplete surveys could render the application incomplete and ineligible. Provide dates when surveying was started and completed.

Survey Begin

Survey Complete

Figure 49

- The race, ethnicity and gender of the beneficiaries of the project must be provided in this area. To update a race metric, click the down arrow on the associated row and click on **Update Metric.:**

The race, gender, and ethnicity for the total beneficiaries claimed for the proposed project must be tabulated in the space provided.

| Total Beneficiaries, Hispanic (System Calculated) | Total Beneficiaries, Non-Hispanic (System Calculated) | Total Beneficiaries (Hispanic and Non-Hispanic) (System Calculated) |
|---|---|---|
| | | |

Complete the race and ethnicity table. Ensure that all beneficiaries of the proposed project are identified.

| Name | Planned Response |
|---|--|
| White | <input type="button" value="▼"/> |
| Black African American/White | <input type="button" value="Update Metric"/> |
| Asian | <input type="button" value="▼"/> |
| Asian/White | <input type="button" value="▼"/> |
| American Indian/Alaskan Native | <input type="button" value="▼"/> |
| American Indian/Alaskan Native/Black African American | <input type="button" value="▼"/> |
| Other Multi-Racial | <input type="button" value="▼"/> |

Complete the gender table. Ensure that all beneficiaries of the proposed project are identified.

| Name ↑ | Planned Response |
|-----------------------------|----------------------------------|
| Total Project Beneficiaries | <input type="button" value="▼"/> |

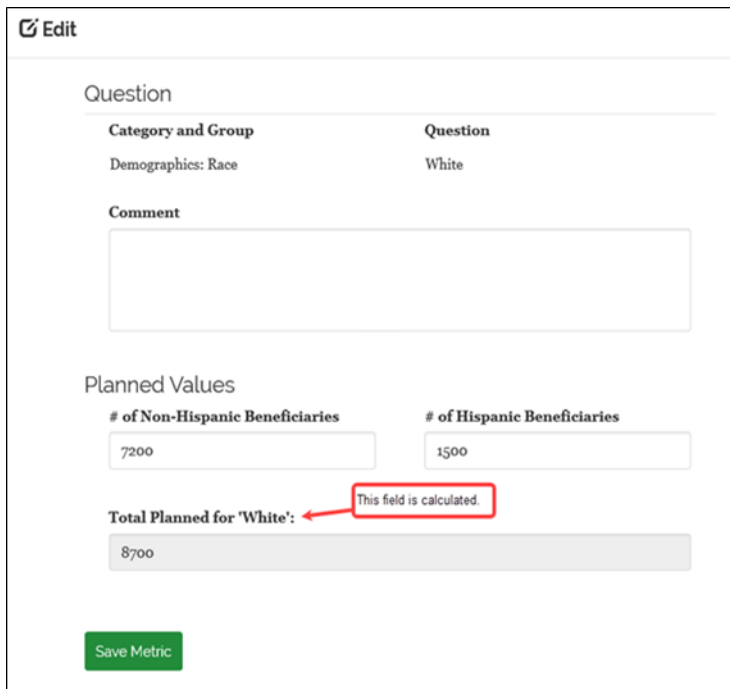
These fields are calculated based on information provided in the table below.

Click to update.

Figure 50

TIGR Portal – Mitigation Application and Project

- A popup is displayed to enter race and ethnicity information. Enter the number of Non-Hispanic and the number of Hispanic beneficiaries and click **Save Metric**. Here is an example of the completed popup.:

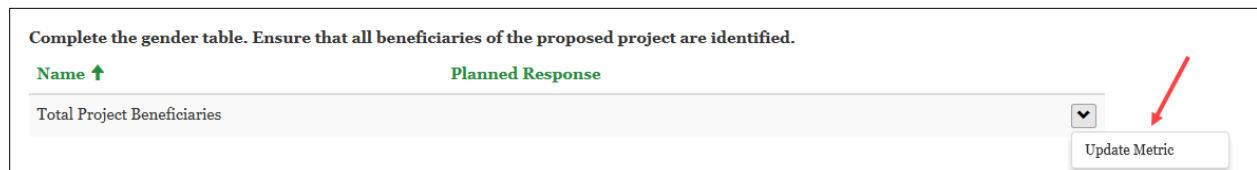


The screenshot shows a form titled "Edit" with the following sections:

- Question**:
 - Category and Group: Demographics: Race
 - Question: White
- Comment**: A large empty text area.
- Planned Values**:
 - # of Non-Hispanic Beneficiaries: 7200
 - # of Hispanic Beneficiaries: 1500
 - Total Planned for 'White': 8700 (with a red box and arrow pointing to it saying "This field is calculated.")
- Save Metric**: A green button at the bottom left.

Figure 51

- Follow steps 2 and 3 outlined above for each race. Once all information is complete, proceed to the gender table.
- Click the down arrow on the **Total Project Beneficiaries** row and click **Update Metric**.



The screenshot shows a table with the following structure:

| Name ↑ | Planned Response |
|-----------------------------|------------------|
| Total Project Beneficiaries | |

At the bottom right of the table, there is a dropdown arrow and an "Update Metric" button, which is highlighted with a red arrow.

Figure 52

TIGR Portal – Mitigation Application and Project

- A popup is displayed. Enter the number of male and number of female beneficiaries and click **Save Metric**.

Edit

Question

| Category and Group | Question |
|----------------------|-----------------------------|
| Demographics: Gender | Total Project Beneficiaries |

Comment

Planned Values

| | |
|----------------------|----------------------|
| # of Male | # of Female |
| <input type="text"/> | <input type="text"/> |

Total Planned for 'Total Project Beneficiaries': This field is calculated.

Save Metric

Figure 53

- For each census tract where the project occurs, click **Add New Census Data**.

REQUIRED: Census Geographic Area Data - Identify the census tract and block group(s) in which the project will take place

Add New Census Data

| Census Tract ↑ | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

There are no records to display.

Figure 54

- A popup is displayed. Enter the **Census Tract** number and for each block group (01 through 10), use the radio buttons to indicate if the project occurs in that block group. For example:

Create

Census Tract ↓

1101

| | |
|---|---|
| 01 <input checked="" type="radio"/> No <input type="radio"/> Yes | 02 <input checked="" type="radio"/> No <input type="radio"/> Yes |
| 02 <input type="radio"/> No <input checked="" type="radio"/> Yes | 04 <input checked="" type="radio"/> No <input type="radio"/> Yes |
| 03 <input type="radio"/> No <input checked="" type="radio"/> Yes | 06 <input checked="" type="radio"/> No <input type="radio"/> Yes |
| 07 <input type="radio"/> No <input checked="" type="radio"/> Yes | 08 <input checked="" type="radio"/> No <input type="radio"/> Yes |
| 09 <input type="radio"/> No <input checked="" type="radio"/> Yes | 10 <input checked="" type="radio"/> No <input type="radio"/> Yes |

Select Yes or No to indicate if the project occurs in the Block Group.

Submit

Figure 55

TIGR Portal – Mitigation Application and Project

Here’s an example of completed information on the **Beneficiary Information** tab:

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General
National Objectives Information
Beneficiary Information
Procurement Detail
Environmental Clearance Information

Affirmatively Furthering Fair Housing
Project Budget
Project Schedule
Documents

The basis for determining which residents are to be considered as beneficiaries of a proposed project can be achieved through the most recent LMISD information, or by conducting a survey of the area with approved CDBG-MIT forms.

All applications must include a project map identifying the benefit area. Target area projects must use Low and Moderate-Income Summary Data (LMISD) to document beneficiaries and must provide LMISD maps which clearly show all the census geographic areas (i.e. census tract, block group) within the applicant's jurisdiction. Locations and boundaries of all project target areas must be clearly delineated by identifiable features, such as named streets, railroads, streams, etc.

Select the beneficiary identification method used to determine this National Objective.

Census

Census

Census data should be used to the maximum extent feasible for determining the income of persons residing in service areas; therefore, the boundaries of the service area determined by the applicant for the project need to be compared with the boundaries of census divisions (tracts, block groups, etc.). The census divisions that best fall within the service area should be used for documenting the percentage of low- and moderate-income persons residing in that area. HUD-based LMISD spreadsheets are used to document this beneficiary information.

The race, gender, and ethnicity for the total beneficiaries claimed for the proposed project must be tabulated in the space provided.

| Total Beneficiaries, Hispanic (System Calculated) | Total Beneficiaries, Non-Hispanic (System Calculated) | Total Beneficiaries (Hispanic and Non-Hispanic) (System Calculated) |
|---|---|---|
| 0 | 10,805 | 10805 |

Complete the race and ethnicity table. Ensure that all beneficiaries of the proposed project are identified.

| Name | Planned Response |
|---|--|
| White | White: 8700; # of Non-Hispanic Beneficiaries: 7200; # of Hispanic Beneficiaries: 1500 |
| Black African American/White | Black African American/White: 2980; # of Non-Hispanic Beneficiaries: 2000; # of Hispanic Beneficiaries: 980 |
| Asian | Asian: 273; # of Non-Hispanic Beneficiaries: 273; # of Hispanic Beneficiaries: 0 |
| Asian/White | Asian/White: 400; # of Non-Hispanic Beneficiaries: 400; # of Hispanic Beneficiaries: 0 |
| American Indian/Alaskan Native | American Indian/Alaskan Native: 330; # of Non-Hispanic Beneficiaries: 330; # of Hispanic Beneficiaries: 200 |
| American Indian/Alaskan Native/Black African American | American Indian/Alaskan Native/Black African American: 600; # of Non-Hispanic Beneficiaries: 400; # of Hispanic Beneficiaries: 200 |
| Other Multi-Racial | Other Multi-Racial: 300; # of Non-Hispanic Beneficiaries: 200; # of Hispanic Beneficiaries: 300 |

Complete the gender table. Ensure that all beneficiaries of the proposed project are identified.

| Name ↑ | Planned Response |
|-----------------------------|--|
| Total Project Beneficiaries | Total Project Beneficiaries: 10805; # of Male: 6000; # of Female: 4805 |

REQUIRED: Census Geographic Area Data - Identify the census tract and block group(s) in which the project will take place

Add New Census Data

| Census Tract ↑ | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 |
|----------------|----|----|----|----|----|----|----|----|----|----|
| 1101 | No | No | No | No | No | No | No | No | No | No |

Save Project Changes

It is a condition of any project to keep high project files, transcripts, or recording information through the submittal of documents to any Administration of CDBG-DR funds for the purpose of auditing any benefits related to CDBG-DR programs. (Copyright © The Texas General Land Office - All rights reserved.)

Figure 56

8. Proceed to the Procurement Detail tab.

Procurement Detail tab

The Procurement Detail tab is designed to collect information about whether the subrecipient has entered into contracts with other entities that will work on the project. If professional or other services have been procured to work on the project, then each contract should be uploaded in addition to documents that describes the procurement process.

1. To add documents, click **Add New Document** and follow steps outlined on previous tabs to upload documents. When uploading documents on this tab, select from the Procurement Document Group.

The screenshot shows the 'Edit Mitigation Application Project' form, specifically the 'Procurement Detail' tab. At the top, there is a header 'Edit Mitigation Application Project' and a sub-header 'Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.' Below this is a navigation bar with tabs: 'General', 'National Objectives Information', 'Beneficiary Information', 'Procurement Detail' (selected), and 'Environmental Clearance Information'. Underneath are sub-tabs: 'Affirmatively Furthering Fair Housing', 'Project Budget', 'Project Schedule', and 'Documents'. A green 'Saved' notification is present. A text box contains instructions: 'Applicants must follow the procurement process guidelines set forth in 2 CFR §200.318-§200.326 for grant administration, environmental, and engineering services if using CD86-MIT Funds to pay third-party vendors for those services. These rules and regulations also apply to procurement of construction services. For better detail regarding procurement methods and requirements, refer to: <https://recovery.texas.gov/local-government/resources/procurement-contracting/index.html>'. Below this, a prompt asks: 'If Professional or other services have been procured to work on this project, provide copies of executed contracts and procurement process details for each.' An 'Add New Document' button is visible. A table header is shown with columns: 'Document Group (Program Document Template)', 'Document Type (Program Document Template)', 'Document Title', and 'Created On ↑'. An orange message box states 'There are no records to display.' Another text box provides instructions: 'Complete and upload a GLD Procurement Checklist for every service provider already procured. The GLD Procurement Checklist can be found on the GLD website at: <http://recovery.texas.gov/files/resources/contract-procurement/procurement-checklist.pdf#search=procurement%20checklist>'. Three dropdown menus are present, each with a question: 'Have you procured a third-party administrator to administer the proposed project?', 'Have you procured a third-party environmental service provider for the proposed project?', and 'Have you procured a third-party engineer for the proposed project?'. At the bottom left is a 'Save Project Changes' button. A small footer note at the bottom of the form reads: 'It is a crime for any person to knowingly provide false, or misleading, information through the collection of documents to any Administrator of CD86-MIT funds for the purpose of earning any benefit related to CD86-MIT programs. © Copyright 2020 The Texas Recovery and CD86-MIT. All rights reserved.'

Figure 57

TIGR Portal – Mitigation Application and Project

- Click on the dropdown to select a response to: **Have you procured a third party administrator to administer the proposed project?**

| If response is: | Then: |
|-----------------|---|
| No | No additional fields are displayed. |
| Yes | The following question is displayed: Will the vendor also provide environmental services? (Yes/No) And the following fields are displayed: Company Name, Contact, Email, Phone |

Have you procured a third-party administrator to administer the proposed project?

Yes

Will the vendor also provide environmental services?

Company Name

Contact

Email

Phone

Displayed when response to above question is "Yes".

Figure 58

- Click on the dropdown to select a response to: **Have you procured a third-party environmental service provider for the proposed project?**

| If response is: | Then: |
|-----------------|---|
| No | No additional fields are displayed. |
| Yes | The following fields are displayed: Company Name, Contact, Email, Phone |

Have you procured a third-party environmental service provider for the proposed project?

Yes

Company Name

Contact

Email

Phone

Displayed when response to above question is "Yes".

Figure 59

TIGR Portal – Mitigation Application and Project

- Click on the dropdown to select a response to: **Have you procured a third-party engineer for the proposed project?**

| If response is: | Then: |
|-----------------|---|
| No | No additional fields are displayed. |
| Yes | The following fields are displayed: Company Name, Contact, Email, Phone |

Have you procured a third-party engineer for the proposed project?

Yes

Company Name

Contact

Email

Phone

Displayed when response to above question is "Yes".

Figure 60

Here is an example of how the **Procurement Detail** tab may look when complete:

Home Edit Mitigation Application Project

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General National Objectives Information Beneficiary Information **Procurement Detail** Environmental Clearance Information

Affirmatively Furthering Fair Housing Project Budget Project Schedule Documents

Applicants must follow the procurement process guidelines set forth in 2 CFR 4200.318-4200.325 for grant administration, environmental, and engineering services if using CDBG-MIT funds to pay third-party vendors for those services. These rules and regulations also apply to procurement of construction services. For better detail regarding procurement methods and circumstances, refer to:

Have you procured a third-party administrator to administer the proposed project?

Yes

Will the vendor also provide environmental services?

No

Company Name

Grant Administrators Inc

Contact

Jane Doe

Email

jdoe@email.com

Phone

123-456-7890

Have you procured a third-party environmental service provider for the proposed project?

No

Have you procured a third-party engineer for the proposed project?

No

Save Project Changes

Figure 61

- Once all information on the **Procurement Detail** tab is complete, click on the **Environmental Clearance Information** tab.

Environmental Clearance Information tab

The **Environmental Clearance Information** tab is designed to collect project related environmental information. As with other tabs, additional questions may be displayed depending on responses to specific questions.

The screenshot shows the 'Environmental Clearance Information' tab selected in a navigation menu. The form contains the following sections:

- What is the current status of the project?** (Dropdown menu)
- Provide a brief narrative regarding how CDBG-MIT funding is to be used. Demonstrate that all HUD CDBG environmental requirements have been met to date. Applicants should be advised that all HUD CDBG environmental requirements must be met before reimbursement can be considered.** (Text input field)
- More information at <https://www.hudexchange.info/resource/167/environmental-review-procedures-24-cfr-58>**
- Will the proposed project site have any negative impact(s) or effect(s) on the environment per HUD environmental regulations as described?** (Dropdown menu)
- More information at <https://www.hudexchange.info/programs/environmental-review>**
- Is the proposed project site likely to require a historical resources/archaeological assessment?** (Dropdown menu)
- More information at <https://www.hudexchange.info/environmental-review/historic-preservation>**
- Is the proposed project site listed on the National Register of Historic Places?** (Dropdown menu)
- More information at <https://www.nps.gov/subjects/nationalregister/index.htm>**
- Is the proposed project site a known hazardous site?** (Dropdown menu)
- More information at <https://www.hudexchange.info/environmental-review/site-contamination>**
- Is the proposed project site located on federal lands or at a federal installation?** (Dropdown menu)
- What level of environmental review is likely needed for the proposed project site?** (Dropdown menu)
- More information at HUD Exchange**
- Provide any additional detail or information relevant to Environmental Review** (Text input field)

At the bottom left, there is a green button labeled 'Save Project Changes'. At the bottom right, there is a small copyright notice: '© 2019 HUD Exchange. All rights reserved.'

Figure 62

TIGR Portal – Mitigation Application and Project

1. Use the dropdown to select a response to: **What is the current status of the project?** (Not Yet Begun/In Progress/Completed)
2. Enter text in the textbox associated with the following statement: **Provide a brief narrative regarding how CDBG-MIT funding is to be used. Demonstrate that all HUD CDBG environmental requirements have been met to date. Applicants should be advised that all HUD CDBG environmental requirements must be met before reimbursement can be considered.**
3. Proceed to the questions outlined in the table below. additional questions may be displayed depending on responses to specific questions as outlined below:

| Question: | If response is: | Then additional questions/textboxes to provide additional information are displayed as follows: |
|--|-----------------|--|
| Will the proposed project site have any negative impact(s) or effect(s) on the environment per HUD environmental regulations as described? | Yes | If yes, or the applicant believes an issue may exist, provide a brief narrative explaining the issue. |
| Is the proposed project site listed on the National Register of Historic Places? | Yes | If yes, provide a brief narrative explaining how the historic site will be impacted. |
| Is the proposed project site in a designated flood hazard area or a designated wetland? | Yes | If yes, upload a FEMA Firmette map showing the FIRM and/or list permitting requirements in "Other Project Approvals required" below. |
| Is the project in a designated Regulatory Floodway? | Yes | If yes, is the project considered functionally dependent or a floodplain restoration activity? |
| Is the proposed project site located in a known critical habitat for endangered species? | Yes | If yes, provide a brief narrative detailing the habitat and the anticipated impact on the proposed project. |
| Is the proposed project site a known hazardous site? | Yes | If yes, provide a brief narrative detailing the hazardous site and the anticipated impact on the proposed project. |
| Is the proposed project site located on federal lands or at a federal installation? | Yes | If yes, provide a brief narrative detailing why federal land or a federal installation is required for the proposed project. |

4. Use the dropdown to select a response to: **What level of environmental review is likely needed for the proposed project site?** Categorical Exclusion/Environmental Assessment/Environmental Impact Statement.
5. If applicable, enter text in the textbox associated with the following statement: **Provide any additional detail or information relevant to Environmental Review.**
6. When the information on the **Environmental Clearance Information** tab is complete, proceed to the [Affirmatively Furthering Fair Housing](#) tab.

Affirmatively Furthering Fair Housing tab

The Affirmatively Furthering Fair Housing (AFFH) tab is designed to collect information about activities related to furthering fair housing that have occurred and/or those that are planned if a grant is awarded.

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General National Objectives Information Beneficiary Information Procurement Detail Environmental Clearance Information

Affirmatively Furthering Fair Housing Project Budget Project Schedule Documents

Saved

Identify activities already achieved to further fair housing, and those activities to be undertaken if an award is made by CDBG-DR and when that activity will be complete. Upload any backup documentation to support your efforts.

| Name ↑ | Comment Planned |
|------------|-----------------|
| Activity 1 | ▼ |
| Activity 2 | ▼ |
| Activity 3 | ▼ |
| Activity 4 | ▼ |
| Activity 5 | ▼ |

Save Project Changes

It is a crime for any person to knowingly prevent files, documents, or webpages from being accessed through the scheduled of documents to any Administrator of CDBG-DR funds for the purpose of securing any benefit related to CDBG-DR programs.

Figure 63

1. To add an activity, click the down arrow on an Activity row (i.e. Activity 1, Activity 2 etc.) and click **Update Metric**.

Affirmatively Furthering Fair Housing Project Budget Project Schedule Documents

Saved

Identify activities already achieved to further fair housing, and those activities to be undertaken if an award is made by CDBG-DR and when that activity will be complete. Upload any backup documentation to support your efforts.

| Name ↑ | Comment Planned |
|------------|-----------------|
| Activity 1 | ▼ |
| Activity 2 | ▼ |
| Activity 3 | ▼ |
| Activity 4 | ▼ |
| Activity 5 | ▼ |

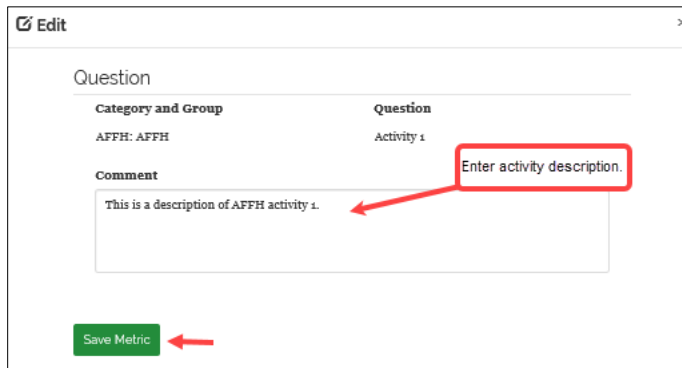
Save Project Changes

It is a crime for any person to knowingly prevent files, documents, or webpages from being accessed through the scheduled of documents to any Administrator of CDBG-DR funds for the purpose of securing any benefit related to CDBG-DR programs.

Figure 64

TIGR Portal – Mitigation Application and Project

2. The following. Enter information in the **Comment** box related to the activity and click **Save Metric**.



Edit

Question

Category and Group **Question**
AFFH: AFFH Activity 1

Comment

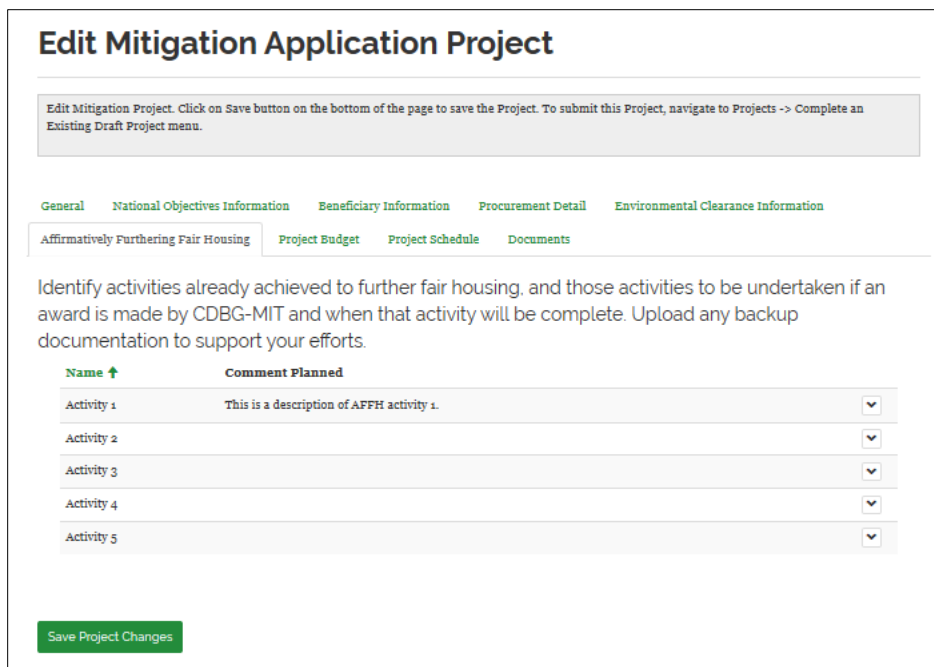
This is a description of AFFH activity 1.

Enter activity description.

Save Metric

Figure 65

3. The AFFH tab is redisplayed with the activity created in the previous step displayed on the table:



Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General National Objectives Information Beneficiary Information Procurement Detail Environmental Clearance Information

Affirmatively Furthering Fair Housing Project Budget Project Schedule Documents

Identify activities already achieved to further fair housing, and those activities to be undertaken if an award is made by CDBG-MIT and when that activity will be complete. Upload any backup documentation to support your efforts.

| Name ↑ | Comment Planned |
|------------|---|
| Activity 1 | This is a description of AFFH activity 1. |
| Activity 2 | |
| Activity 3 | |
| Activity 4 | |
| Activity 5 | |

Save Project Changes

Figure 66

Once this tab is complete, proceed to the **Project Budget** tab.

Project Budget tab

On this tab, project budget information is provided. Mitigation project budgets must range between \$3,000,000.00 and \$10,000,000.00.

1. To add a budget activity, click **Add Budget Activity**.

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General National Objectives Information Beneficiary Information Procurement Detail Environmental Clearance Information

Affirmatively Furthering Fair Housing **Project Budget** Project Schedule Documents

Saved

The Project Level Budget represents summary data compiled as each Activity and Site are defined. Applicants are expected to present a thorough budget at the site level that includes all elements required for an eligible and successful project. Construction or public facilities budgetary information must be provided by a professional engineer or architect licensed to practice in the state of Texas. Original sealed construction and public facilities budgetary information must be maintain in local file structure.

Comprehensive budget information will include CDBG-MIT Construction, CDBG-MIT Engineering, CDBG-MIT Acquisition, CDBG-MIT Environmental, and CDBG-MIT Administration costs. These totals must equal the amount requested on the required Application for Federal Assistance SF-424 (SF-424).

| | | |
|---------------------------------------|---------------------------------------|--|
| Minimum Total Amount Requested | Maximum Total Amount Requested | Maximum # of Activities per Project |
| \$3,000,000.00 | \$10,000,000.00 | 20 Activities |

Total Estimated/Original Project Budget

—

Budget Activities

Add Budget Activity

| Program Budget Code ↑ | Planned/Requested Amount ↑ | Total Other Funds | Activity Total |
|------------------------------|-----------------------------------|--------------------------|-----------------------|
|------------------------------|-----------------------------------|--------------------------|-----------------------|

There are no records to display.

It is a crime for any person to knowingly present false, incomplete, or misleading information through the submittal of documents to any Administrator of CDBG-DR funds for the purpose of securing any benefit related to CDBG-DR programs.

Figure 67

TIGR Portal – Mitigation Application and Project

- The **Add New Budget Activity** page is displayed. Click the magnifying glass on the **Project Budget Code** field.

Add New Budget Activity

Descriptions

Click on Create button to save this record and then reopen it to select Budget Code, provide Site information and budget and upload required documents

Program Budget Code *

General Description

Detailed Description

Save New Budget Activity

It is a crime for any person to knowingly present false, incomplete, or misleading information through the submission of documents to any Administrator of CDBG-DR funds for the purpose of securing any benefit related to CDBG-DR programs.

Figure 68

- The **Lookup records** popup is displayed. Highlight the row with the Program Budget Code to be used and click **Select**:

Lookup records

Search

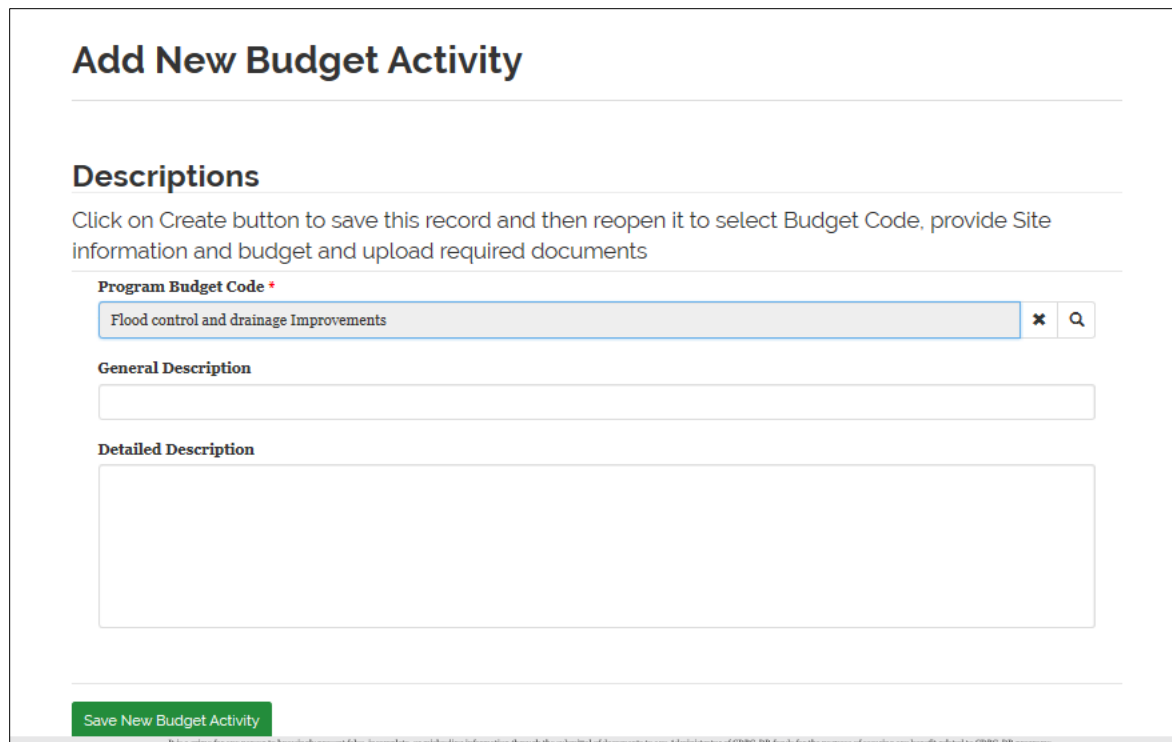
| ✓ Name ↑ | Budget Activity Line Item Cap | Activity Category | Activity Group | Display Order ↑ |
|---|-------------------------------|---|---|-----------------|
| ✓ Flood control and drainage Improvements | | Flood control and drainage Improvements | Flood control and drainage Improvements | 100 |
| Infrastructure improvements - Water Facilities | | Infrastructure improvements | Water Facilities | 200 |
| Infrastructure improvements - Sewer Facilities | | Infrastructure improvements | Sewer Facilities | 300 |
| Infrastructure improvements - Street Improvements | | Infrastructure improvements | Street Improvements | 400 |

< 1 2 >

Select Cancel Remove value

Figure 69

- The **Add New Budget Activity** is redisplayed with the **Program Budget Code** field populated with the item selected as illustrated below.



Add New Budget Activity

Descriptions

Click on Create button to save this record and then reopen it to select Budget Code, provide Site information and budget and upload required documents

Program Budget Code *

Flood control and drainage Improvements

General Description

Detailed Description

Save New Budget Activity

It is a crime for any person to knowingly present false, incomplete, or misleading information through the submission of documents to any Administrator of CDBG-DR funds for the purpose of securing any benefit related to CDBG-DR programs.

Figure 70

- 4.1. Enter information in the **General Description** field
- 4.2. Enter information in the **Detailed Description** field
- 4.3. Click [Save New Budget Activity](#).
- 4.4. The **Modify Budget Activity for Mitigation Project** page is displayed with the **Program Budget Code** in the previous steps displayed on the page. The next step is to add the project site.

5. To add a project site, click **Add New Project Site**.

Home / Modify Budget Activity for Mitigation Project

Modify Budget Activity for Mitigation Project

General

2015 Floods State Mitigation Competition – HUD MID

Project
Bexar County Mitigation Project 2

Program Budget Code * This is the Program Budget Code selected on the Add New Budget Activity page.

Item Cost (Calculated based on Site Budget)
Flood control and drainage Improvements —

Project Sites for this Activity. Provide Site and Site Budget Information.

| Total Requested from Site Budget | Total Other Funds | Activity Total |
|----------------------------------|-------------------|----------------|
| — | \$0.00 | \$0.00 |

[Add New Project Site](#)

| Site Number ↑ | Total Requested Grant Funds | Total Other Funds | Total Grant & Other Funds | Site Title ↑ |
|----------------------------------|-----------------------------|-------------------|---------------------------|--------------|
| There are no records to display. | | | | |

Uploaded Documents

[Add New Document](#)

| Program Document Template ↑ | Document Title ↑ | Required for Budget Lines (Program Document Template) | Created On |
|----------------------------------|------------------|---|------------|
| There are no records to display. | | | |

[Save Budget Activity](#)

Figure 71

TIGR Portal – Mitigation Application and Project

5.1. The **Create new Project Site** page is displayed.

5.1.1. Enter information in the fields (i.e. **Site Title, Site Description, Street Address, Street Limits on Street, From Street, To Street, Zip Code, City, County, Latitude, Longitude, Scope of Work**).

Create new Project Site

Project Sites & Locations

| | |
|---------|-------------|
| Program | Site Number |
| - | - |

Site Title *

Site Description

Street Address

Street Limits on Street

From Street

To Street

Zip Code

City

County

State

TX

Latitude

Longitude

Scope of Work

As previously indicated, applicants must follow the procurement process guidelines set forth in 2 CFR §200.318 §200.326 for procurement of construction services. For better detail regarding procurement methods and requirements, refer to: <https://recovery.stead.gov/local-government/resources/procurement-contracting/index.html>

Have you procured construction services for the proposed project?

Construction completion method to be used

Will acquisition of real property or any activity requiring compliance with URA be required?

Applicants must follow 2 CFR 200 rules and regulations in the procurement of construction services. For better detail regarding procurement methods and requirements, refer to 2 C

Districts and Elected Officials

| | | |
|----------------------|----------------------|----------------------|
| Cong. Rep | State Rep | State Senator |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cong. Rep District # | State Rep District # | State Senator Dist# |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Create New Project Site

Figure 72

TIGR Portal – Mitigation Application and Project

5.1.2. Use the dropdown to respond to: **Will acquisition of real property or any activity requiring compliance with URA be required?** If the response is 'Yes', then additional fields/questions are displayed as illustrated below:

Will acquisition of real property or any activity requiring compliance with URA be required?
Yes

Estimated Number of Parcels

If yes, has acquisition been completed, in progress, or will need to be acquired?

If yes, provide a brief narrative describing the acquisition activities required.

Figure 73

5.1.3. In the **District and Elected Officials** section, using the magnifying glass search mechanism, select the elected official if available. To do so, click the magnifying glass next to the associated field.

Districts and Elected Officials

Cong. Rep

State Rep

State Senator

Cong. Rep District #

State Rep District #

State Senator Dist#

Figure 74

5.1.3.1. The **Lookup records** popup is displayed. Use the search field to search for the elected official, if found, highlight the row and click **Select**. If not found, select **Cancel**.

Lookup records

Search

| Full Name | Email | Business Phone | Contact Type | Parent Organization | Address : City | Address : Phone |
|-----------------|-------|----------------|--------------|---------------------|----------------|-----------------|
| Gonzales, Jesse | | | | | | |
| Kirk, Tasha | | | | | Houston | |
| Little, David | | | | | Austin | |
| Shankle, Maxine | | 409-383-3842 | | | Jasper | |
| Reed, Shirley | | 929-417-6164 | | | West Columbia | |
| Miner, Glenn | | 070-200- | | | Dickinson | |

< 1 2 3 4 5 6 7 8 ... 500 >

Figure 75

TIGR Portal – Mitigation Application and Project

5.1.4. Once the page is complete, click **Create New Project Site**. The **Edit Project Site** page is displayed **Site Budget**, **Site Metrics** and **Documents** sections.) as illustrated below.

Edit Project Site

Project Sites & Locations

Program: 2015 Floods State Mitigation Competition – HUD MID Site Number: S-000782

Site Title:

Site Description:

Street Address:

Street Limits on Street: From Street: To Street:

Zip Code:

City: County: State:

Latitude: Longitude:

Scope of Work:

As previously indicated, applicants must follow the procurement process guidelines set forth in 2 CFR 200.218-200.329 for procurement of construction services. For better detail regarding procurement methods and requirements, refer to: <http://www.floods.state.tx.us/Portals/0/Document%20Library/Procurement%20guidelines%20index.html>

Have you procured construction services for the proposed project?

Construction completion method to be used:

Will acquisition of real property or any activity requiring compliance with URA be required?

Applicants must follow 2 CFR 200 rules and regulations in the procurement of construction services. For better detail regarding procurement methods and requirements, refer to 2 CFR 200.218-200.329.

Districts and Elected Officials

Cong. Rep: State Rep: State Senator:

Cong. Rep District #: State Rep District #: State Senator Distr:

Site Budget

Specify Site Budget Information

Total Requested Grant Funds: \$0.00 Total Other Funds: \$0.00 Total Grant & Other Funds: \$0.00

[Add New Site Budget Code](#)

| Amount Requested ↑ | Site Budget Code | Other Funds | Site Budget Total | Name | Created On | Budget Line Item |
|----------------------------------|------------------|-------------|-------------------|------|------------|------------------|
| There are no records to display. | | | | | | |

Site Metrics

Name ↑ Comment Planned Numeric Resp Planned

Linear Feet of Public Improvement:

Number of public improvements:

Documents [Upload a Document](#)

| Document Group (Progress Document Template) | Full Document Name ↑ | Document Title | Created On |
|---|----------------------|----------------|------------|
| There are no records to display. | | | |

[Save and Close](#)

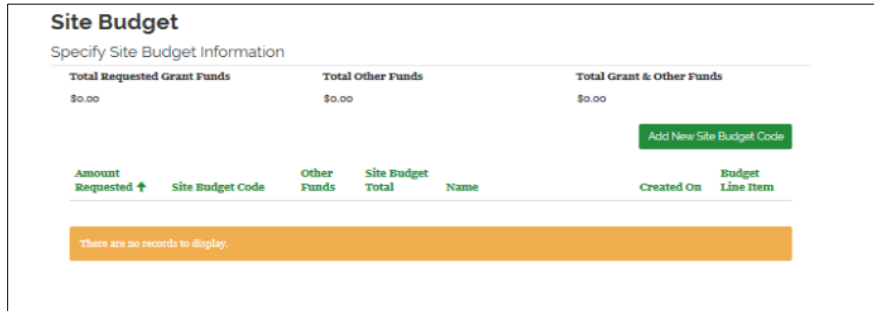
System may be used to track project status, progress, and other information through the upload of documents to our information system. All documents are subject to review and approval by the project manager. All documents are subject to review and approval by the project manager.

Figure 76

TIGR Portal – Mitigation Application and Project

The next step is to add the project site budget.

- To complete the project site budget, click **Add New Site Budget Code** (below is a partial screenshot of the Edit Project Site page in the previous screenshot).



Site Budget
Specify Site Budget Information

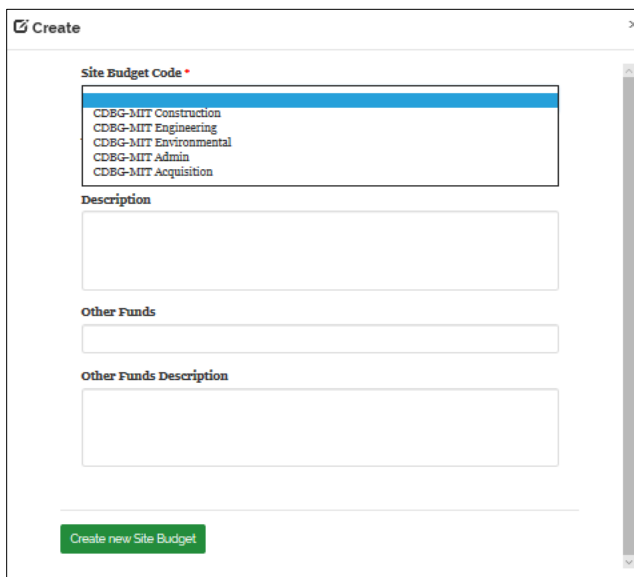
| | | |
|------------------------------------|--------------------------|--------------------------------------|
| Total Requested Grant Funds | Total Other Funds | Total Grant & Other Funds |
| \$0.00 | \$0.00 | \$0.00 |

[Add New Site Budget Code](#)

| Amount Requested ↑ | Site Budget Code | Other Funds | Site Budget Total | Name | Created On | Budget Line Item |
|----------------------------------|------------------|-------------|-------------------|------|------------|------------------|
| There are no records to display. | | | | | | |

Figure 77

- The following popup is displayed. To select the **Site Budget Code**, click the dropdown to select the specific code (Construction, Engineering, Environmental, Admin or Acquisition):



Create

Site Budget Code *

- CDBG-MIT Construction
- CDBG-MIT Engineering
- CDBG-MIT Environmental
- CDBG-MIT Admin
- CDBG-MIT Acquisition

Description

Other Funds

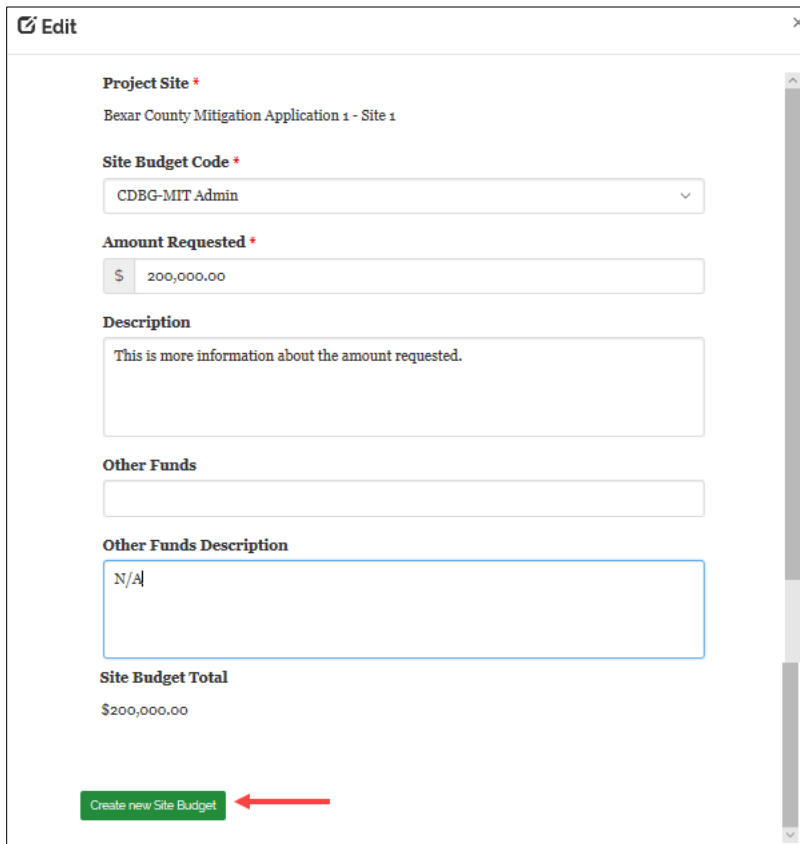
Other Funds Description

[Create new Site Budget](#)

Figure 78

TIGR Portal – Mitigation Application and Project

- 6.2. Enter information in the **Amount Requested** and **Description** fields and, if applicable, in the **Other Funds** and **Other Funds Description**; see example below. Once complete, click **Create new Site Budget**.



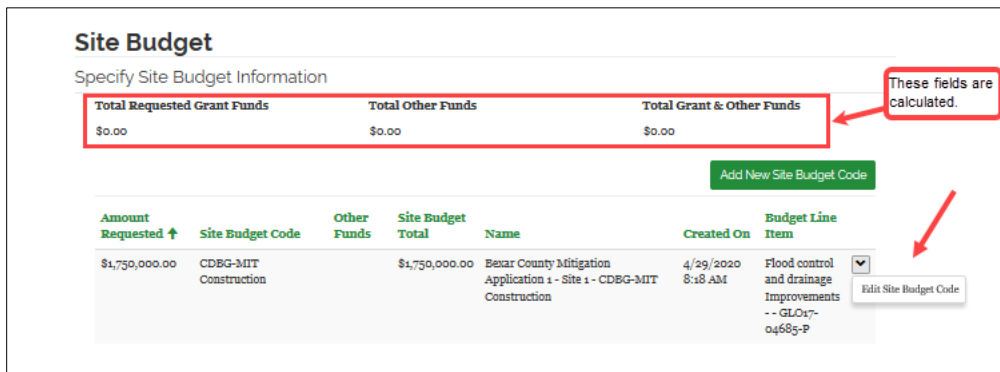
The screenshot shows an 'Edit' popup window with the following fields:

- Project Site ***: Bexar County Mitigation Application 1 - Site 1
- Site Budget Code ***: CDBG-MIT Admin
- Amount Requested ***: \$ 200,000.00
- Description**: This is more information about the amount requested.
- Other Funds**: (Empty field)
- Other Funds Description**: N/A
- Site Budget Total**: \$200,000.00

A green button labeled 'Create new Site Budget' is at the bottom left, with a red arrow pointing to it.

Figure 79

- 6.3. The popup is closed and the Site Budget section is redisplayed with the newly added site budget code. If it is necessary to update the information, click the dropdown arrow at the end of the row, to select **Edit Site Budget Code**:



The screenshot shows the 'Site Budget' section with a summary table and a list of budget items.

Summary Table:

| Total Requested Grant Funds | Total Other Funds | Total Grant & Other Funds |
|-----------------------------|-------------------|---------------------------|
| \$0.00 | \$0.00 | \$0.00 |

Note: A red box highlights the summary table with the text 'These fields are calculated.'

Budget Line Item Table:

| Amount Requested ↑ | Site Budget Code | Other Funds | Site Budget Total | Name | Created On | Budget Line Item |
|--------------------|-----------------------|-------------|-------------------|--|-------------------|--|
| \$1,750,000.00 | CDBG-MIT Construction | | \$1,750,000.00 | Bexar County Mitigation Application 1 - Site 1 - CDBG-MIT Construction | 4/29/2020 8:18 AM | Flood control and drainage Improvements -- GLO17-04685-P |

Note: A red arrow points to a dropdown arrow at the end of the row, which has opened to show an 'Edit Site Budget Code' option.

Figure 80

6.4. Continue to add site budget codes as needed by following the steps outlined above. Once all budget codes are added, refresh the page to populate the calculated fields. Below is a screenshot of the **Site Budget** section after all budget codes are added and the page is refreshed:

| Specify Site Budget Information | | | | | | |
|--|------------------------|-------------------|-------------------|---|-------------------|--|
| Total Requested Grant Funds | | Total Other Funds | | Total Grant & Other Funds | | |
| \$3,300,000.00 | | \$0.00 | | \$3,300,000.00 | | |
| Add New Site Budget Code | | | | | | |
| Amount Requested ↑ | Site Budget Code | Other Funds | Site Budget Total | Name | Created On | Budget Line Item |
| \$200,000.00 | CDBG-MIT Admin | | \$200,000.00 | Bexar County Mitigation Application 1 - Site 1 - CDBG-MIT Admin | 4/29/2020 9:47 AM | Flood control and drainage Improvements -- GLO17-04685-P |
| \$375,000.00 | CDBG-MIT Environmental | | \$375,000.00 | Bexar County Mitigation Application 1 - Site 1 - CDBG-MIT Environmental | 4/29/2020 9:45 AM | Flood control and drainage Improvements -- GLO17-04685-P |
| \$500,000.00 | CDBG-MIT Engineering | | \$500,000.00 | Bexar County Mitigation Application 1 - Site 1 - CDBG-MIT Engineering | 4/29/2020 9:38 AM | Flood control and drainage Improvements -- GLO17-04685-P |
| \$2,225,000.00 | CDBG-MIT Construction | | \$2,225,000.00 | Bexar County Mitigation Application 1 - Site 1 - CDBG-MIT Construction | 4/29/2020 8:18 AM | Flood control and drainage Improvements -- GLO17-04685-P |

Figure 81

7. The next step is to add Site Metrics. (Below is a partial screenshot of the **Edit Project Site** page where site metrics information is provided.) The two site metrics that are collected for mitigation project sites are: linear feet of public improvement and number of public improvements. To edit one of these metrics, click the down arrow on the associated row and click **Edit Metric**.

| Name ↑ | Comment Planned | Numeric Resp Planned |
|-----------------------------------|-----------------|----------------------|
| Linear Feet of Public Improvement | | |
| Number of public improvements | | |

Figure 82

7.1. A popup is displayed. Enter information in the fields and click **Save**..:

| Metric Group | Metric Category | Metric Type |
|--------------|-----------------|--------------|
| Metric | Construction | Whole Number |

Question
Linear Feet of Public Improvement

Comment

Numeric Resp
12700

Save

Figure 83

7.2. The popup closes and the information entered in the popup is displayed in the Site Metrics table:

| Name ↑ | Comment Planned | Numeric Resp Planned |
|-----------------------------------|-----------------|----------------------|
| Linear Feet of Public Improvement | | 12700 |
| Number of public improvements | | |

Figure 84

8. The next step is to upload documents. (Below is a partial screenshot of the **Edit Project Site** page where documents are uploaded. To upload documents click **Upload a Document** and follow the instructions outlined previously in this document. Select from Document Group 'Project'.

Upload a Document

| Document Group (Program Document Template) | Full Document Name ↑ | Document Title | Created On |
|--|----------------------|----------------|------------|
| There are no records to display. | | | |

Figure 85

TIGR Portal – Mitigation Application and Project

Here is an example of the completed **Edit Project Site** page:

Edit Project Site

Project Sites & Locations

Program
2015 Floods State Mitigation Competition – HUD MID

Site Title
Bexar County Mitigation Application - Site 1

Site Description
Flood control measures will be put into place.

Street Address
400 S. Alamo

Street Limits on Street
400 - 800

Zip Code
78201

City
San Antonio

Latitude

Site Number
S-000782

From Street
Oak

To Street
Pecan

County
Bexar

State
TX

Longitude

Scope of Work
This is a description of the scope of work.

As previously indicated, applicants must follow the procurement process guidelines set forth in 2 CFR §200.318-§200.326 for procurement of construction services. For better detail regarding procurement methods and requirements, refer to: <https://www.feds.gov/procurement/procurement-contracting/index.html>

Have you procured construction services for the proposed project?
Yes

Construction completion method to be used
Competitive sealed bid/contract

Will acquisition of real property or any activity requiring compliance with URA be required?
No

Applicants must follow 2 CFR 200 rules and regulations in the procurement of construction services. For better detail regarding procurement methods and requirements, refer to 2 C

Districts and Elected Officials

Cong. Rep [Search] **State Rep** [Search] **State Senator** [Search]

Cong. Rep District # 20 **State Rep District #** 125 **State Senator Dist#** 26

Site Budget

Specify Site Budget Information

| | | |
|------------------------------------|--------------------------|--------------------------------------|
| Total Requested Grant Funds | Total Other Funds | Total Grant & Other Funds |
| \$3,300,000.00 | \$0.00 | \$3,300,000.00 |

[Add New Site Budget Code](#)

| Amount Requested | Site Budget Code | Other Funds | Site Budget Total | Name | Created On | Budget Line Item |
|------------------|------------------------|-------------|-------------------|---|-------------------|--|
| \$100,000.00 | CDBG-MIT Admin | | \$100,000.00 | Bexar County Mitigation Application - Site 1 - CDBG-MIT Admin | 4/29/2020 9:47 AM | Flood control and drainage improvements - - GLO2-04683-P |
| \$375,000.00 | CDBG-MIT Environmental | | \$375,000.00 | Bexar County Mitigation Application - Site 1 - CDBG-MIT Environmental | 4/29/2020 9:45 AM | Flood control and drainage improvements - - GLO2-04683-P |
| \$500,000.00 | CDBG-MIT Engineering | | \$500,000.00 | Bexar County Mitigation Application - Site 1 - CDBG-MIT Engineering | 4/29/2020 9:38 AM | Flood control and drainage improvements - - GLO2-04683-P |
| \$2,325,000.00 | CDBG-MIT Construction | | \$2,325,000.00 | Bexar County Mitigation Application - Site 1 - CDBG-MIT Construction | 4/29/2020 8:18 AM | Flood control and drainage improvements - - GLO2-04683-P |

Site Metrics

| Name | Comment Planned | Numeric Resp Planned |
|-----------------------------------|-----------------|----------------------|
| Linear Feet of Public Improvement | | 12700 |
| Number of public improvements | | |

Documents

[Upload a Document](#)

| Document Group (Program Document Template) | Full Document Name | Document Title | Created On |
|--|--------------------|----------------|-------------------|
| Project | | Maps | 4/30/2020 7:35 AM |

[Save and Close](#)

Figure 86

Page 57

May 29, 2020

TIGR Portal – Mitigation Application and Project

When the Edit Project Site page is complete, select **Save and Close**. The **Modify Budget Activity for Mitigation Project** page is displayed as illustrated below:

[Home](#) / [Modify Budget Activity for Mitigation Project](#)

Modify Budget Activity for Mitigation Project

General

2015 Floods State Mitigation Competition – HUD MID

Project
Bexar County Mitigation Project 2

Program Budget Code * **Item Cost (Calculated based on Site Budget)**
Flood control and drainage Improvements \$3,300,000.00

Project Sites for this Activity. Provide Site and Site Budget Information.

| Total Requested from Site Budget | Total Other Funds | Activity Total |
|----------------------------------|-------------------|----------------|
| \$3,300,000.00 | \$0.00 | \$3,300,000.00 |

[Add New Project Site](#)

| Site Number ↑ | Total Requested Grant Funds | Total Other Funds | Total Grant & Other Funds | Site Title ↑ |
|---------------|-----------------------------|-------------------|---------------------------|--|
| S-000782 | \$3,300,000.00 | \$0.00 | \$3,300,000.00 | Bexar County Mitigation Application 1 - Site 1 |

Uploaded Documents [Add New Document](#)

| Program Document Template ↑ | Document Title ↑ | Required for Budget Lines (Program Document Template) | Created On |
|----------------------------------|------------------|---|------------|
| There are no records to display. | | | |

[Save Budget Activity](#)

It is a crime for any person to knowingly present false, incomplete, or misleading information through the submission of documents to any Administrator of CSBG DR funds for the purpose of securing any benefit related to CSBG DR programs. Copyright © The Texas General Land Office. All rights reserved.

Figure 87

Proceed to the **Project Schedule** tab.

Project Schedule tab

1. The Project Schedule tab is designed to collect information about the project phases, start and end dates. To add a project phase, click **Add New Project Phase**.

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General National Objectives Information Beneficiary Information Procurement Detail Environmental Clearance Information
Affirmatively Furthering Fair Housing Project Budget **Project Schedule** Documents

The schedule requested here is the Project Level Schedule. Identify the time needed to complete every activity and ensure a full and eligible project. Activity Level schedules must be uploaded separately.

Add New Project Phase

| Project Phase | Start Date ↑ | Length (months) | End Date (calculated) ↑ | Phase Status |
|----------------------------------|--------------|-----------------|-------------------------|--------------|
| There are no records to display. | | | | |

Save Project Changes

Figure 88

- 1.1. The following popup is displayed. Click the dropdown arrow in the **Project Phase** field to select the project. Enter or select the start date and enter the length in months of the project phase and click **Submit**.

Create

General

Project

Project

—

Dates and Status

Project Phase * Start Date * Length (months) *

End Date (calculated)

—

Phase Status * Project Completion Status Date Completed

Not Executing Initial <33% Complete —

Submit

Figure 89

TIGR Portal – Mitigation Application and Project

The **Project Schedule** tab is redisplayed with the project phase listed in the grid:

Edit Mitigation Application Project

Edit Mitigation Project. Click on Save button on the bottom of the page to save the Project. To submit this Project, navigate to Projects -> Complete an Existing Draft Project menu.

General National Objectives Information Beneficiary Information Procurement Detail Environmental Clearance Information

Affirmatively Furthering Fair Housing Project Budget **Project Schedule** Documents

The schedule requested here is the Project Level Schedule. Identify the time needed to complete every activity and ensure a full and eligible project. Activity Level schedules must be uploaded separately.

Add New Project Phase

| Project Phase | Start Date ↑ | Length (months) | End Date (calculated) ↑ | Phase Status |
|------------------------|--------------|-----------------|-------------------------|---------------|
| Start-Up Documentation | 5/1/2020 | 2 | 7/1/2020 | Not Executing |

Save Project Changes

Figure 90

2. Continue to follow the steps outlined above to add all applicable project phases. Once all phases are added, proceed to the **Documents** tab.

Documents tab

Documents previously uploaded (except for those uploaded associated with the project budget) are displayed on this tab. To add additional documents, click **Create** and follow the steps previously outlined to upload the document.

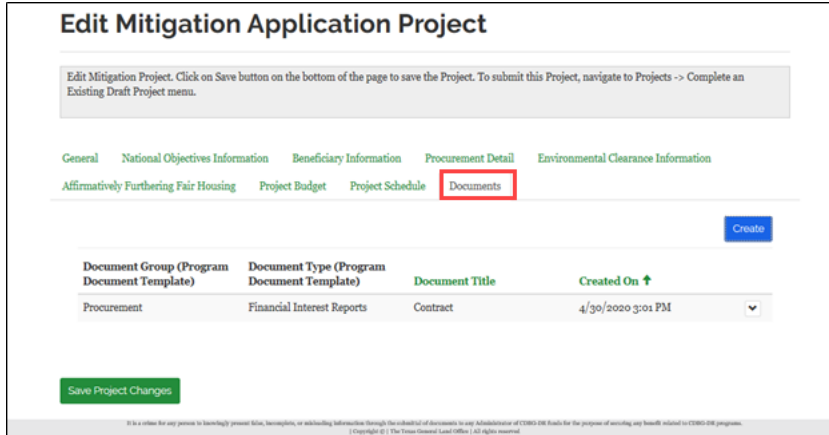


Figure 91

Submitting the Mitigation Project

The Mitigation Project must be submitted prior to the submission of the Mitigation Application. To submit the project, perform the following steps:

1. Click the down arrow next to the Projects top level navigation and select **Complete an Existing Draft Project**:

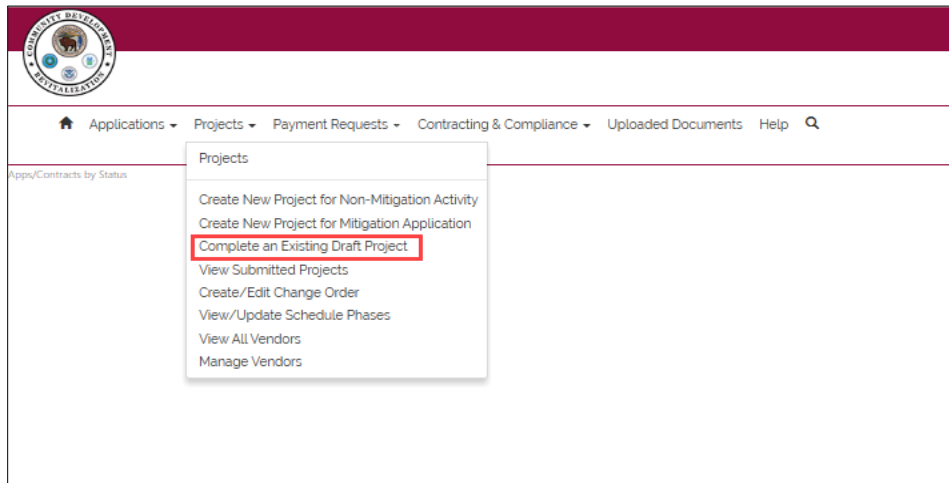


Figure 92

2. The **My Draft Projects** page is displayed. On this page, all projects in draft status are listed. Find the project to be submitted and click on the down arrow at the end of the row. Click **Submit Project**.

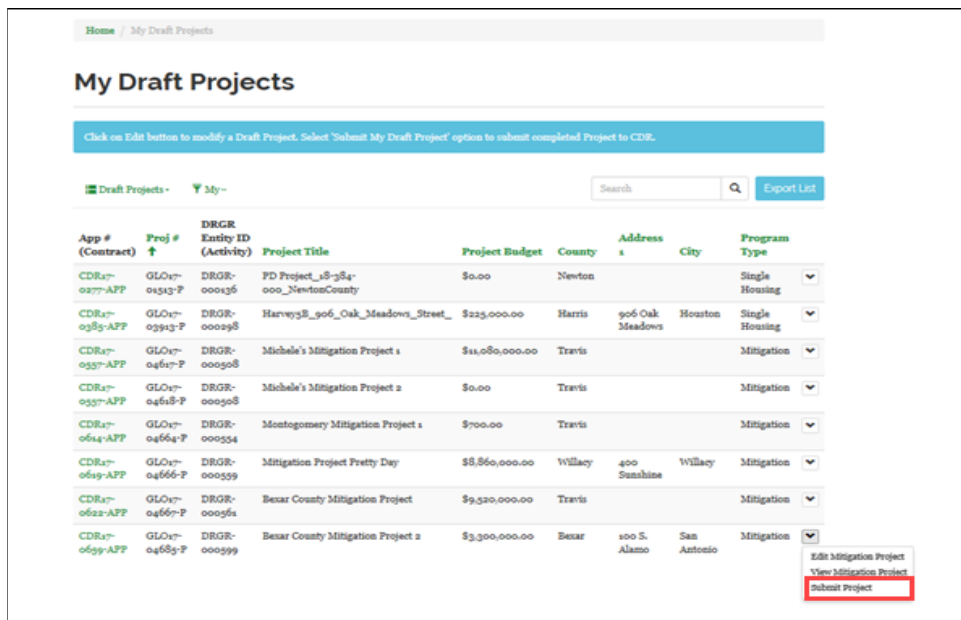


Figure 93

TIGR Portal – Mitigation Application and Project

2.1. A confirmation popup is displayed as illustrated below. To submit the project, click **Run Workflow**. A confirmation message is displayed indicating the project is submitted.

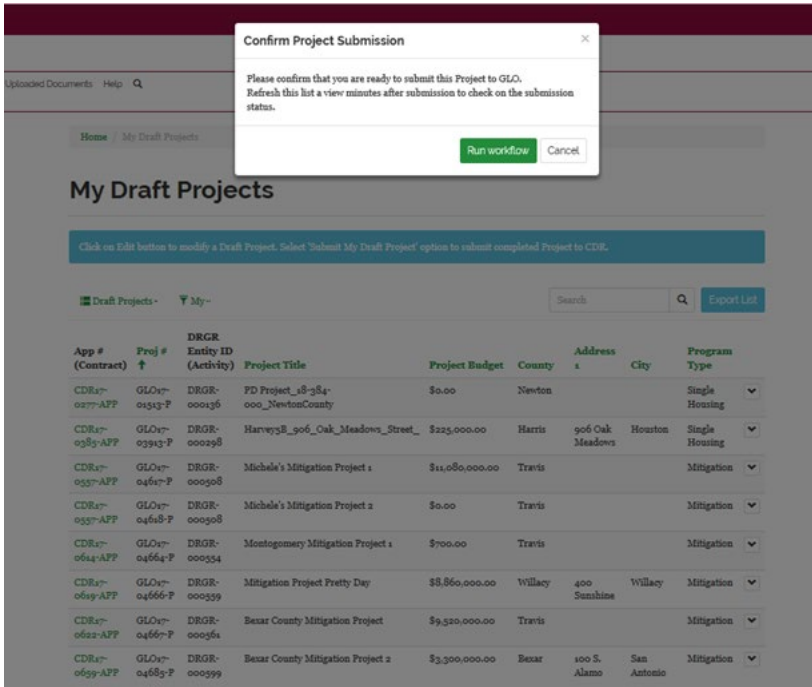


Figure 94

2.2. The **My Draft Projects** page is redisplayed, but the project submitted will not be listed in the grid. To view submitted projects, click **View Submitted Projects** from the **Projects** dropdown:

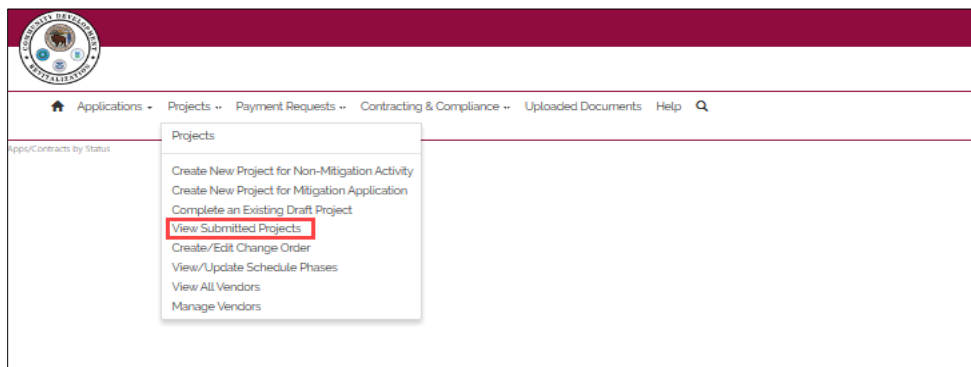


Figure 95

TIGR Portal – Mitigation Application and Project

3. The **Submitted Projects** page is displayed:

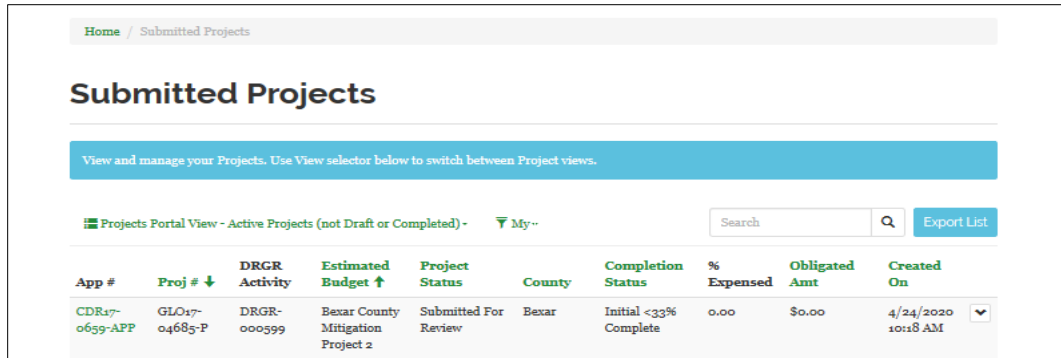


Figure 96

4. **Note:** If an attempt is made to submit a project but there is an issue with the project, then the project will not be submitted. These projects can be viewed by selecting **Draft Projects that failed to Submit** on the **My Draft Projects** page.

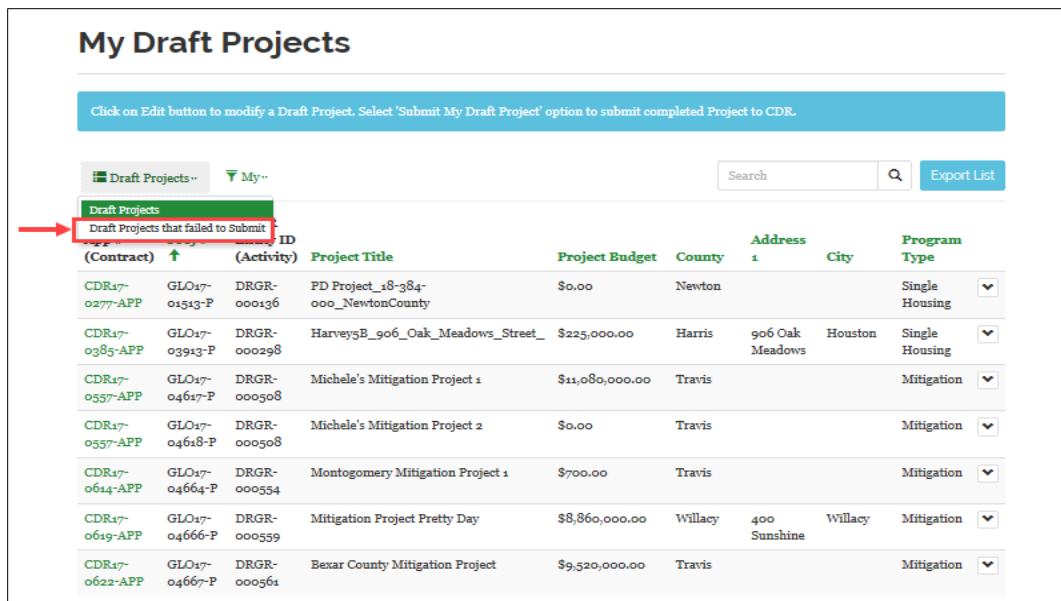


Figure 97

TIGR Portal – Mitigation Application and Project

4.1. The page will refresh and show any projects that did not successfully submit; below is an example:

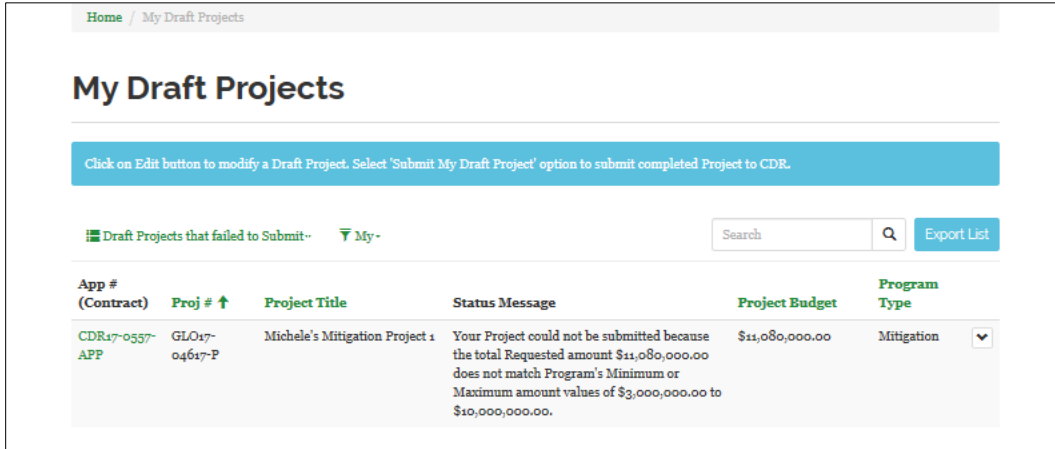


Figure 98

4.2. To address any issue, click the dropdown at the end of the row and select **Edit Mitigation Project**.

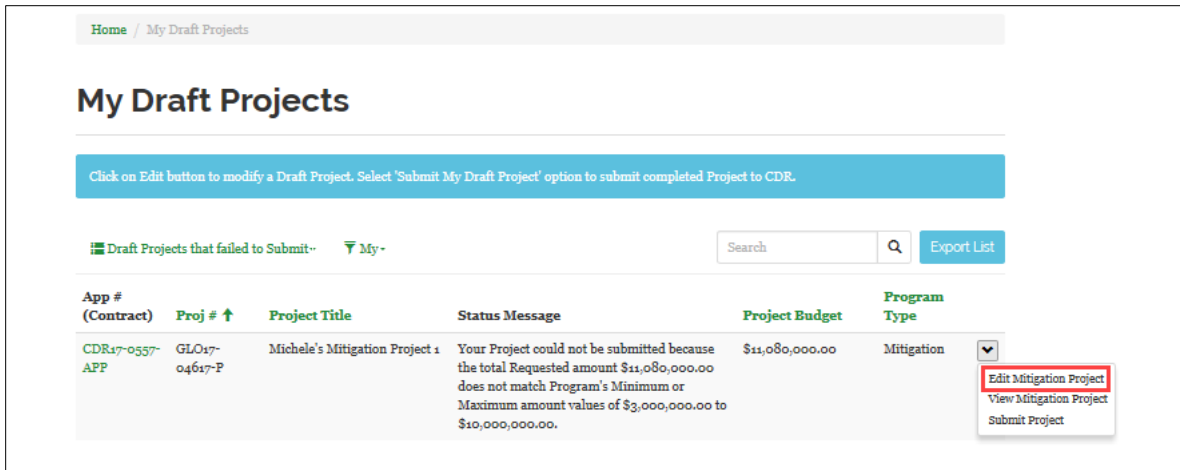


Figure 99

Submitting the Mitigation Application

Once the mitigation project is submitted, the application can be submitted. **Note that once the application is submitted, it cannot be changed.**

1. To submit the mitigation application, click **Complete an Existing Draft** from the Applications dropdown:

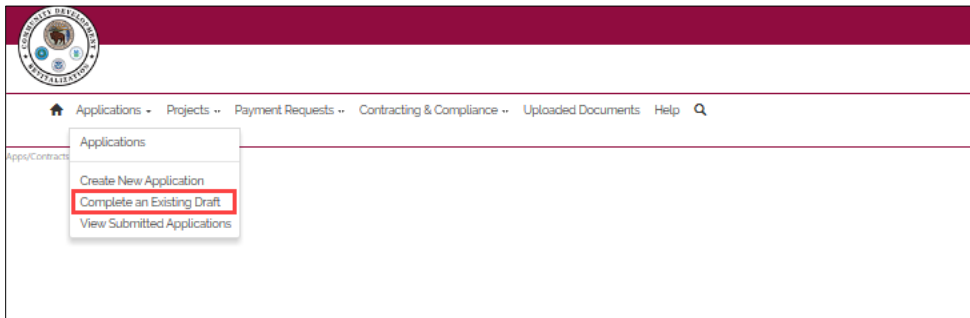


Figure 100

2. The **Complete an Existing Draft** page is displayed. Click the down arrow at the end of the row on the application to be submitted. Click **Submit Mitigation Application**.

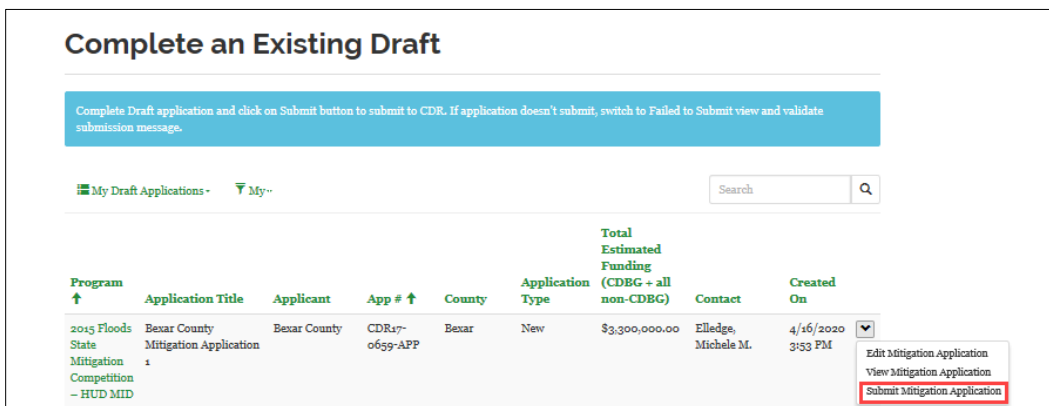
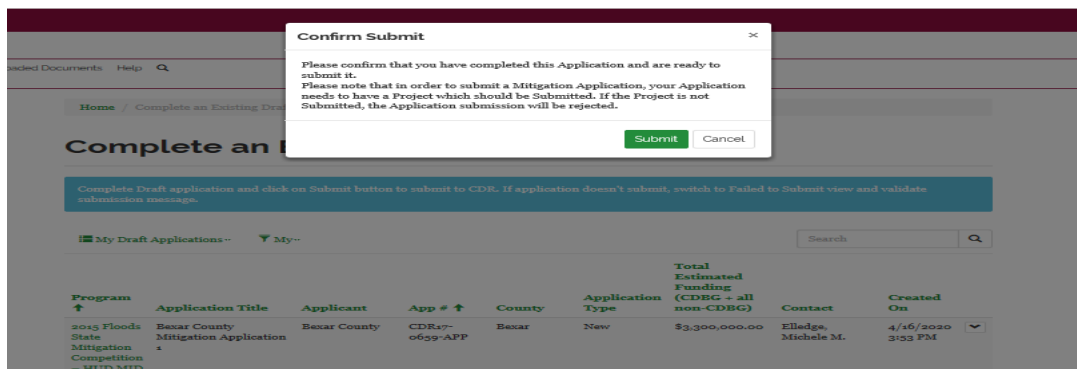


Figure 101:

3. A confirmation message is displayed. Click **Submit** to submit the application. If the application is successfully submitted, a confirmation message will be displayed.:



TIGR Portal – Mitigation Application and Project

Figure 102

4. To view submitted applications, click **View Submitted Applications** from the **Applications** dropdown:

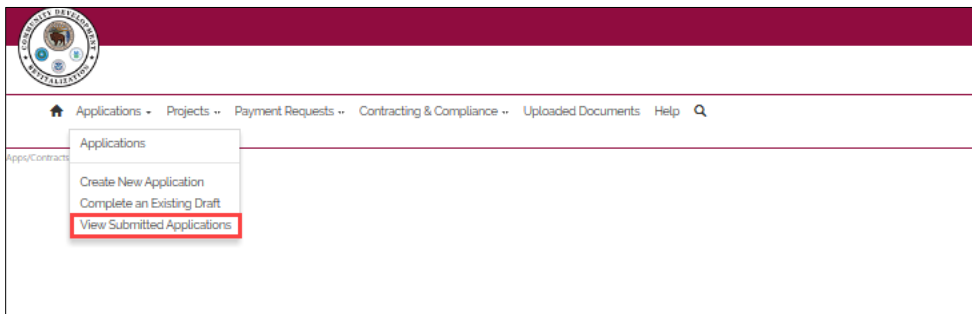


Figure 103

4.1. The **Submitted Applications** page is displayed with a listing of all applications previously submitted. The status of application when it is first submitted is **'Initial Review'**.

Submitted Applications

View status of previously submitted application

Submitted Applications · My · Search [Q] Export List

| App # | Application Title | Application Status | Date Submitted | Program ↑ | Applicant ↑ | County | Requested Budget | Total Estimated Funding (CDBG + all non-CDBG) |
|------------------|-------------------------------------|--------------------|----------------|--|--------------|--------|------------------|---|
| CDR17-0659-APP 1 | Bexar County Mitigation Application | Initial Review | 5/28/2020 | 2015 Floods State Mitigation Competition – HUD MID | Bexar County | Bexar | \$3,300,000.00 | \$3,300,000.00 |

Figure 104

The status is updated as the application is reviewed.