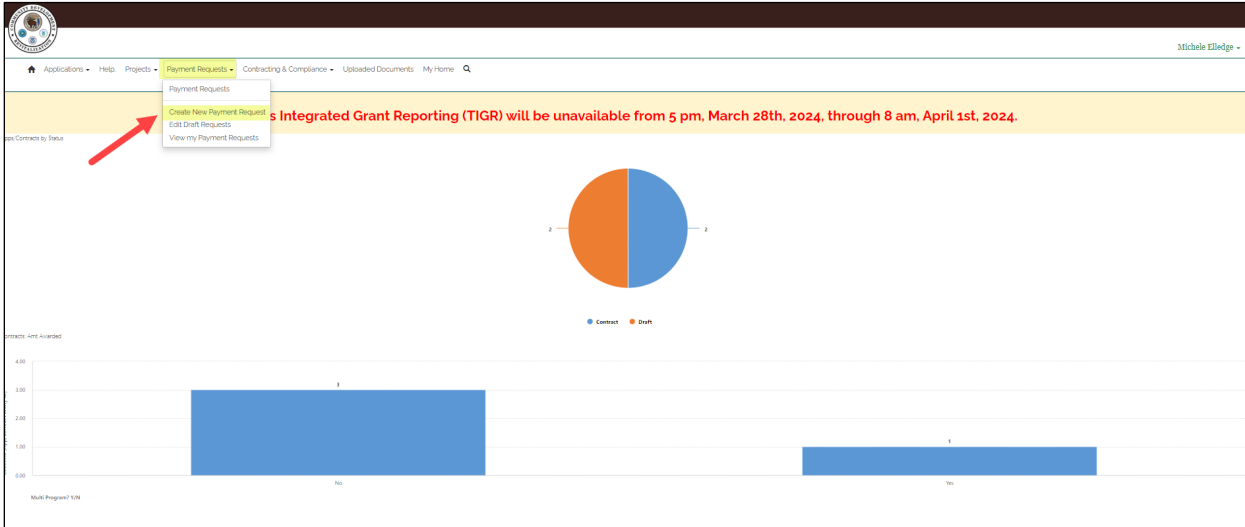


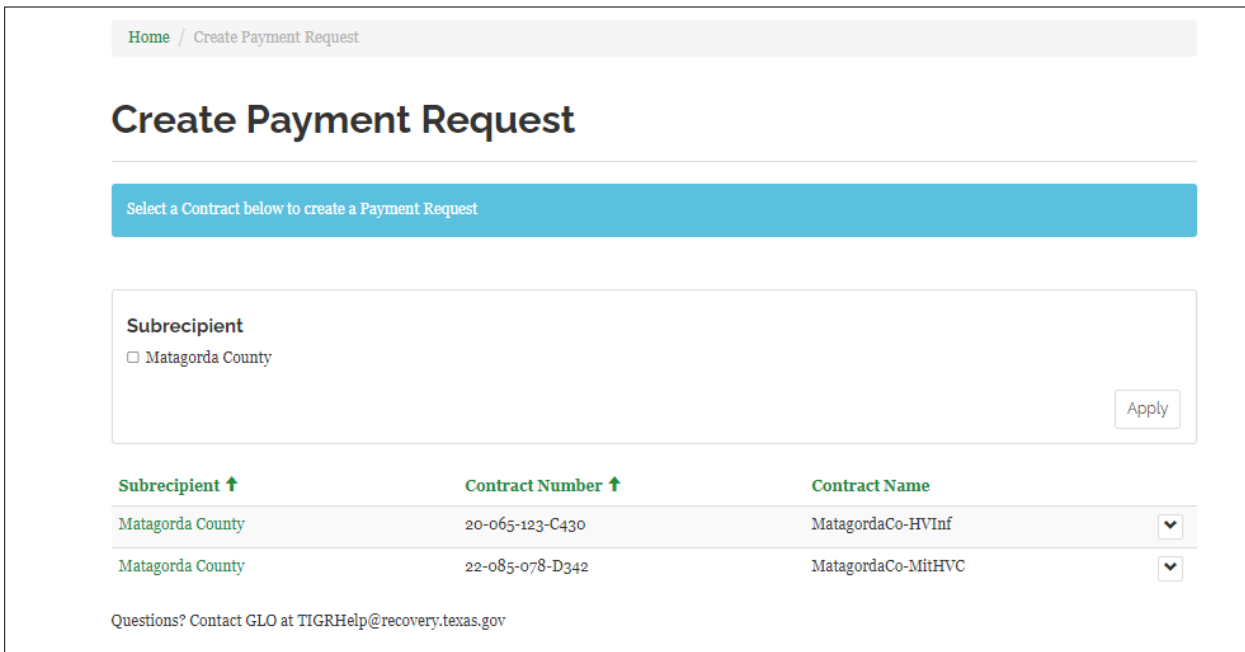
With new changes being implemented April 1, 2024, in the Texas Integrated Grant Reporting (TIGR) portal, payment requests are contract based., not DRGR Activity based. This means that payment requests can have payment request line items from multiple DRGR Activities and Projects **if the DRGR Activities exist on the same contract.**

To create a payment request in the TIGR portal do the following:

From the top level menu items, click **Payment Requests>Create New Payment Request:**



The **Create Payment Request** page is displayed with all contracts you have access to:



Each contract is listed on a separate row. Find the contract under which you want to create the payment request and click **Select**:

Home / Create Payment Request

Create Payment Request

Select a Contract below to create a Payment Request

Subrecipient

Matagorda County

Apply

Subrecipient ↑	Contract Number ↑	Contract Name	
Matagorda County	20-065-123-C430	MatagordaCo-HVInf	<input checked="" type="checkbox"/> Select
Matagorda County	22-085-078-D342	MatagordaCo-MitHVC	

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

The **Create New or Change Existing Payment Request** page is displayed. This page displays all payment requests under the contract that are in draft status.

Home / Create New or Change Existing Payment Request

Create New or Change Existing Payment Request

Create a new Payment Request or edit an existing one below.

Contract Number

20-065-123-C430

Contract Name *

MatagordaCo-HVInf

Total Obligated from Projects

\$6,948,604.00

Draft Payment Requests

The grid below shows all payment request that are in draft status.

Click to create a new payment request.


+ Create

Request No ↑	Total Requested	Services Rendered Fm	Services Rendered To	
PR-00022540-CDR	\$500.00	2/22/2022	6/16/2022	▼
PR-00032855-CDR	\$0.00	10/26/2022	2/28/2023	▼
PR-00032901-CDR	\$0.00	10/26/2022	2/28/2023	▼
PR-00034211-CDR	\$0.00	4/20/2023	4/30/2023	▼

<
1
2
>



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To create a new payment request, click [Create](#).

 **Create** ×

After creating a new Payment Request, re-open it in Edit mode and provide additional required information

Create New Payment Request

Request Type *	Final Payment?
<input type="text" value=""/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Services Rendered From *	Services Rendered To *
<input type="text" value="M/D/YYYY"/> 	<input type="text" value="M/D/YYYY"/> 
Request No	Pre-Agreement Cost
—	<input checked="" type="radio"/> No <input type="radio"/> Yes
	Status
	Draft

The [Create New Payment Request](#) popup is displayed. Select the Request Type from the drop down and enter the Services Rendered From and Services Rendered To dates as illustrated below and then click [Submit](#).

After creating a new Payment Request, re-open it in Edit mode and provide additional required information

Create New Payment Request

Request Type *

Subrecipient

Final Payment?

No Yes

Services Rendered From *

11/1/2023

Services Rendered To *

11/30/2023

Pre-Agreement Cost


No Yes

Request No

—

Status

Draft


Submit

The newly created payment request is displayed in the grid:

Create New or Change Existing Payment Request

Create a new Payment Request or edit an existing one below.

Contract Number 20-065-123-C430	Contract Name * MatagordaCo-HVInf	Total Obligated from Projects \$6,948,604.00
---	---	--

Draft Payment Requests

[+ Create](#)


Request No ↑	Total Requested	Services Rendered Fm	Services Rendered To	
PR-00038705-CDR	\$0.00	4/1/2023	9/8/2023	▼
PR-00040342-CDR		1/8/2024	1/12/2024	▼
PR-00040407-CDR	\$100.00	2/1/2024	2/2/2024	▼
PR-00040427-CDR		11/1/2023	11/30/2023	▼

[Edit](#)

< 1 2 >

Click the down arrow and select **Edit** to complete the payment request.

The **Payment Request Details** page is displayed:

Michele Elledge -

Applications • Help • Projects • Payment Requests • Contracting & Compliance • Uploaded Documents • My Home

Home / Payment Request Details

Payment Request Details

Manage Payment Request and related Line Items, Vendors and Uploaded Documents

Edit Draft Payment Request

Contract
MatagordaCo-HVInf

Request Type *
Subrecipient

Services Rendered From *
11/1/2023

Request No
PR-00040427-CDR

Project App Type

Final Payment?
 No Yes

Project App Sub-Type

Services Rendered To *
11/30/2023

Status
Draft

Pre-Agreement Cost
 No Yes

Payment Request Line Items

Create

DRGR Activity	Project	Project Budget Line Item	Project Site	Project Site Budget Line Item	Payment Amount Requested	Amount Available to Draw	Over BLI Limit	Description
---------------	---------	--------------------------	--------------	-------------------------------	--------------------------	--------------------------	----------------	-------------

There are no records to display.

Total Amt Requested

Supporting Vendor Invoice Line Items: Open Payment Request Line Item to manage Vendor Invoices

Total of Vendor Invoice Line Items
\$0.00

Vendor	Vendor Invoice Number	Payment Request Line Item	Amount supported by this invoice	Detailed Description
--------	-----------------------	---------------------------	----------------------------------	----------------------

There are no records to display.

Uploaded Documentation

Create

Program Document Template	Full Document Name	Document Title	Required	Created On
---------------------------	--------------------	----------------	----------	------------

There are no records to display.

Vendor Information

Vendor

Vendor Contract - Work Order Number

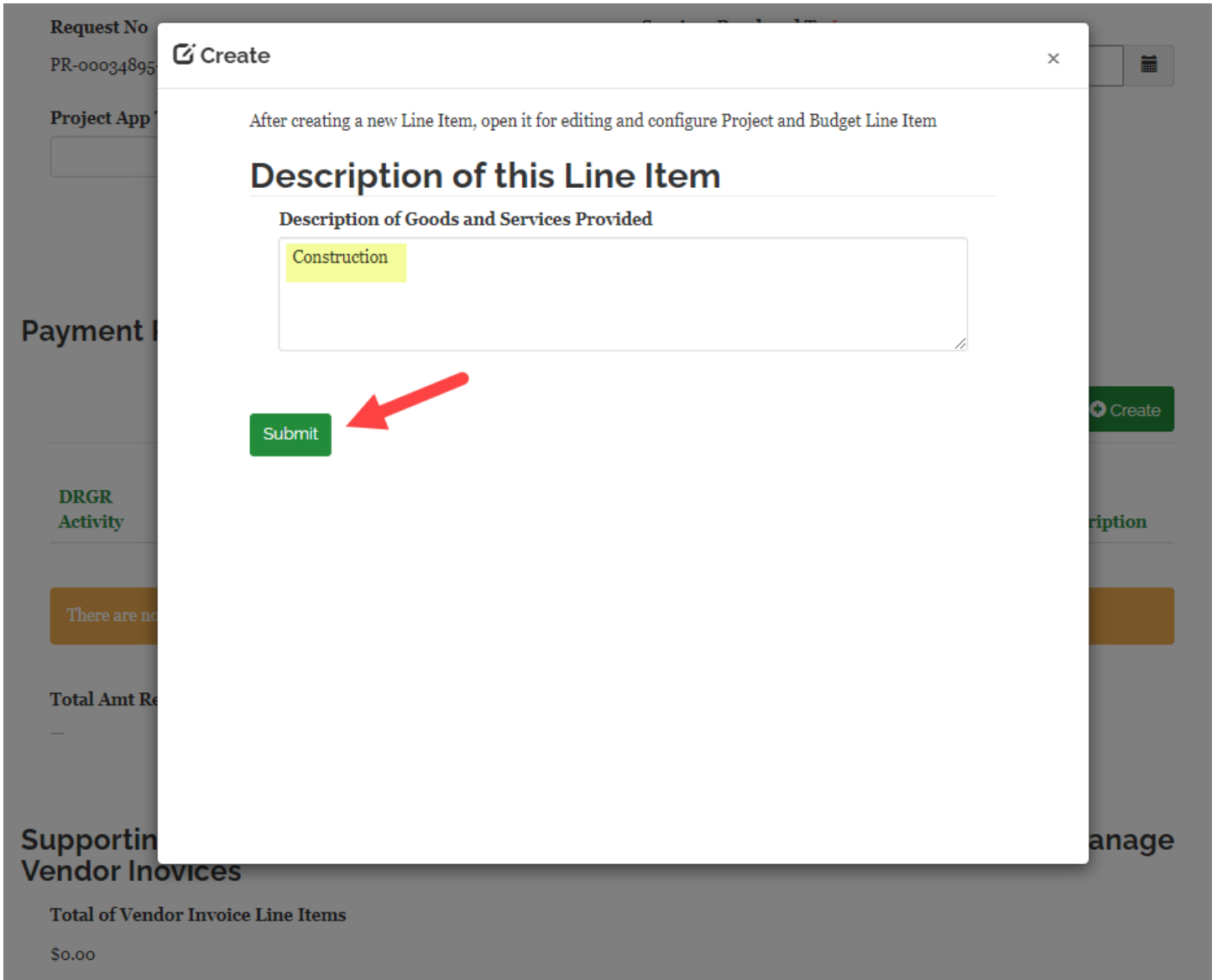
Fiscal Year Split Information

Do you need to add fiscal year allocations?

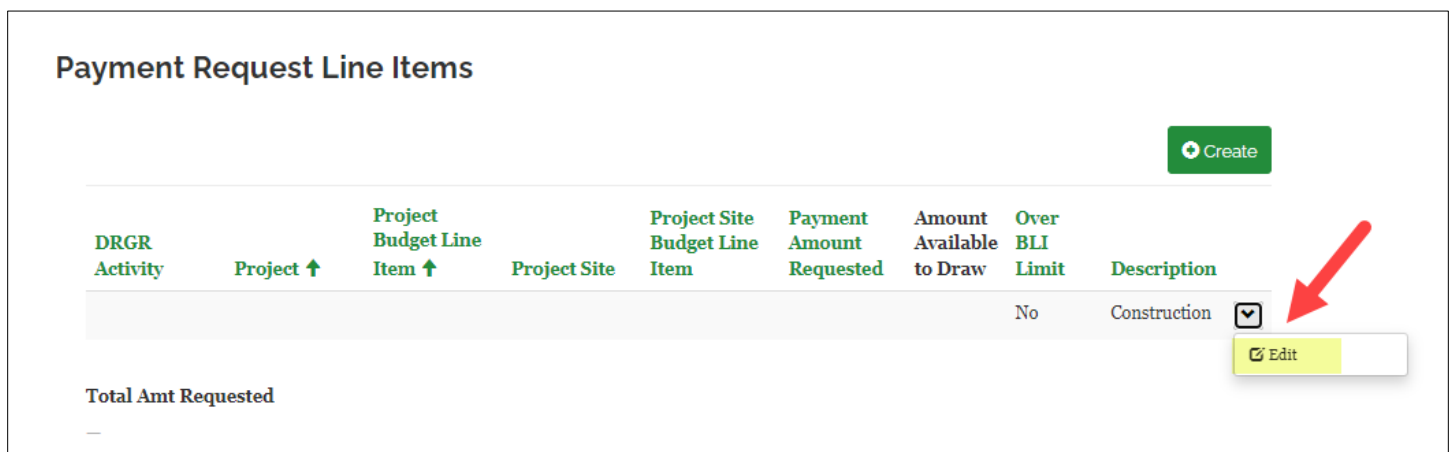
Submit

Warning: Any person who knowingly makes a false statement or omits material information in order to obtain or attempt to obtain a contract for services from the City of Chicago is subject to civil or criminal penalties under the Illinois Public Access to Information Act (5/10/2013) and the Illinois Freedom of Information Act (5/10/2013).

Click **Create** to add a payment request line item. A popup window is displayed. Enter a description for the payment request line item and click **Submit**.



The newly created payment request line item is displayed in the grid. Click the down arrow at the end of the row and select **Edit** to add information.



The system will take you through a series of steps to build the payment request line item. For a non-mitigation contract, you must select a DRGR Activity, a project, and a budget line item. For a mitigation contract, after the budget line item is selected, you must select a project site and a project site budget line item. For the example in this document, the payment request is non-mitigation. When Edit is clicked in the above screenshot, the following page is displayed:

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity | Project | Budget Line Item | Amount

Select DRGR Activity

Contract
MatagordaCo-HVInf

DRGR Activity *

Next

Click the magnifying glass to select a DRGR Activity:

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity | Project | Budget Line Item | Amount

Select DRGR Activity

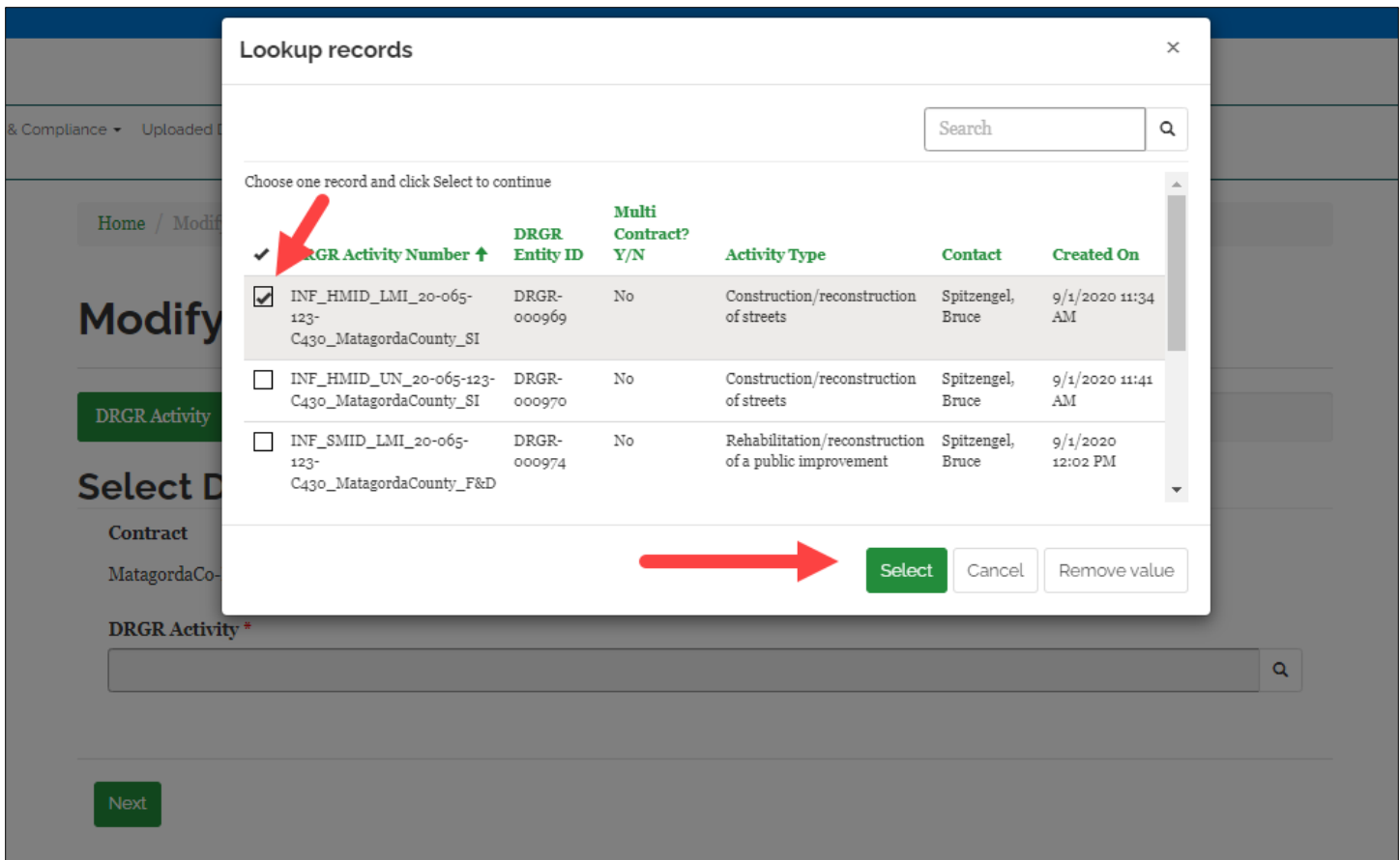
Contract
MatagordaCo-HVInf

DRGR Activity *

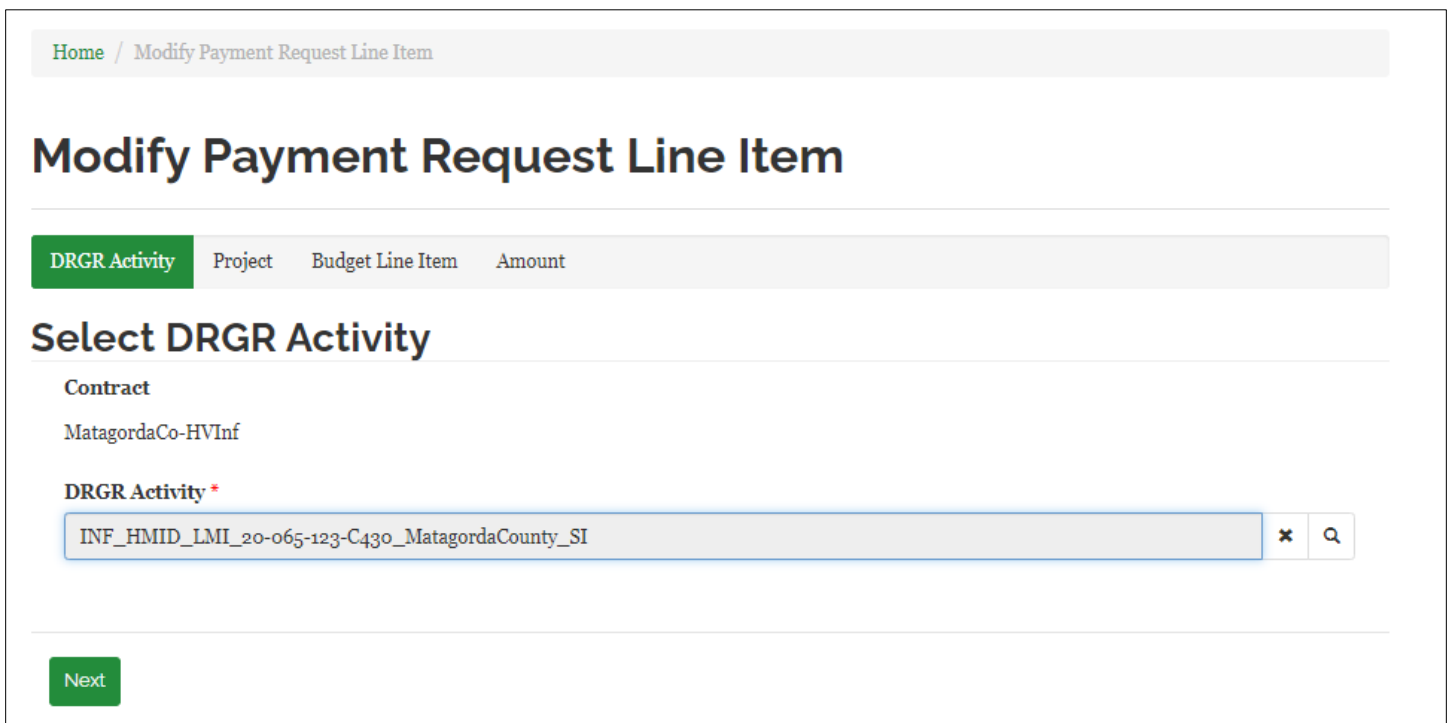
Next

Click to select a DRGR Activity.

All DRGR Activities that exist on the contract display in a popup. To select a DRGR Activity, click the checkbox and click the **Submit** button:



The popup closes and the selected DRGR Activity is populated in the field.



Click the [Next](#) button to select the project.

Modify Payment Request Line Item

DRGR Activity **Project** Budget Line Item Amount

Click to select a project.

Select Project

Project *

Previous

Next

All projects that exist under the previously selected DRGR Activity are displayed in a popup. Check the check box next to the project you want to select and click **Select**.

The screenshot shows a 'Lookup records' popup window overlaid on the 'Modify Payment Request Line Item' page. The popup contains a search bar and a table of project records. The table has the following columns: Project Title, Proj # ↑, Projects, Program Budget Code, Total Obligated from Budget Line Items, Total of Payment Request Line Items, and Balance: Obligated less Total PRLI Net. One record is visible and selected with a checkmark: Sargent-Marlin Drive, GLO17-10814-P, with values of \$354,205.00, \$241,694.72, and \$110,510.28. At the bottom of the popup are buttons for 'Select', 'Cancel', and 'Remove value'.

Project Title	Proj # ↑	Projects	Program Budget Code	Total Obligated from Budget Line Items	Total of Payment Request Line Items	Balance: Obligated less Total PRLI Net
<input checked="" type="checkbox"/> Sargent-Marlin Drive	GLO17-10814-P			\$354,205.00	\$241,694.72	\$110,510.28

The popup closes and the selected project is populated in the field:

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity ✓ Project Budget Line Item Amount

Select Project

Project *

Previous Next

Click the [Next](#) button to select a Budget Line Item.

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity ✓ Project ✓ Budget Line Item Amount

Select Budget Line Item

Budget Line Item *

Click to select a Budget Line Item

Previous Next

All budget line items on the project are displayed in a popup. Check the checkbox on the budget line that you are billing against and click [Select](#).

Lookup records

Search

✓ Name ↑	Proj # (Project)	Project	Program Budget Code	Obligated	Available for Payment
<input checked="" type="checkbox"/> Construction - Project - \$287,900.00- GLO17-10814-P	GLO17-10814-P	Sargent-Marlin Drive	Construction - Project	\$287,900.00	\$242,068.90
<input type="checkbox"/> Engineering - Project - \$43,185.00- GLO17-10814-P	GLO17-10814-P	Sargent-Marlin Drive	Engineering - Project	\$43,185.00	\$0.00
<input type="checkbox"/> Environmental - Project - \$7,500.00- GLO17-10814-P	GLO17-10814-P	Sargent-Marlin Drive	Environmental - Project	\$7,500.00	\$0.00
<input type="checkbox"/> Grant Administration - Admin - \$13,621.00-	GLO17-10814-P	Sargent-Marlin Drive	Grant Administration -	\$13,621.00	\$3,405.25

You can only create a payment request line item for budget codes that have more than \$0 in the Available for Payment column.
Select only one budget code at a time.

The popup closes and the selected budget line item is populated in the field:

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity ✓ Project ✓ Budget Line Item Amount

Select Budget Line Item

Budget Line Item *

Construction - Project - \$287,900.00- GLO17-10814-P

Click [Next](#) to continue.

The **Enter Amount Requested, Provide supporting Invoice Line Items, Review and Save** page is displayed. On this page you will build your invoice(s). The amount in the Total of Invoice Line Items field must be greater than or equal to the Payment Requested.



Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity ✓ Project ✓ Budget Line Item ✓ **Amount**

Enter Amount Requested, Provide supporting Invoice Line Items, Review and Save

Activity	Payment Request *	Budget Line Summary
INF_HMID_LMI_20-065-123-C430_Matago	PR-00040427-CDR	Program Budget Code *
		Construction - Project
		Planned/Requested Amount
		\$287,900.00
		Obligated Amount
		\$287,900.00
		Amount Available to Draw
		\$102,190.38

Please ensure that Amount Requested does not exceed Amount available to Draw from Budget Line

Payment Requested *

Description of Goods and Services Provided

Invoice Line Items: This step relates requested amount to a specific Vendor Invoice

Total of Vendor Invoice Line Items
\$0.00

Add Invoice Line Item

Click to add an invoice line item.

Vendor	Vendor Invoice Number	Payment Request Line Item ↑	Amount supported by this invoice	Detailed Description
--------	-----------------------	-----------------------------	----------------------------------	----------------------

There are no records to display.

Previous **Submit**

A popup is displayed to create/select a vendor invoice.

Create ×

Vendor Invoice

Vendor
Unique identifier for Vendor associated with Transaction.

 Click to search for vendor

Vendor Invoice Number *
Unique identifier for Vendor Invoice associated with Transaction.

Amount supported by this invoice per Payment Request Line Item *

Description, Goods and Services Rendered

Click the magnifying glass to select the vendor that is on the invoice. A popup is displayed that lists all vendors in the system:

Create ×

Lookup records

Vendor Lookup View-

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name ↑	FEMA Vendor	Vendor Type	Primary Contact
<input type="checkbox"/>	304 Construction	No		Green, Rosie
<input type="checkbox"/>	500 Abell Street	No		Clemons, Laura
<input type="checkbox"/>	8/A Builders LLC	No		Green, Rosie
<input type="checkbox"/>	A&A Constructors	No		Greenberg, Julianna
<input type="checkbox"/>	A.L. Franks Engineering, Inc.	No	Engineering Service	Young, Lydia

Enter search criteria and/or select a vendor by checking the checkbox next to the vendor's name and clicking **Select**:

Lookup records

Vendor Lookup View- Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name ↑	FEMA Vendor	Vendor Type	Primary Contact
<input checked="" type="checkbox"/>	304 Construction	No		Green, Rosie
<input type="checkbox"/>	500 Abell Street	No		Clemons, Laura
<input type="checkbox"/>	8/A Builders LLC	No		Green, Rosie
<input type="checkbox"/>	A&A Constructors	No		Greenberg, Julianna
<input type="checkbox"/>	A.L. Franks Engineering, Inc.	No	Engineering Service	Young, Lydia

< 1 2 3 4 5 >

New **Select** Cancel Remove value

The selected vendor is populated in the vendor field. Click the magnifying glass on the Vendor Invoice Number field to select or create a new invoice for the vendor. :

Create

Vendor Invoice

Vendor
Unique identifier for Vendor associated with Transaction.

304 Construction * Q

Vendor Invoice Number *
Unique identifier for Vendor Invoice associated with Transaction.

Q

Amount supported by this invoice per Payment Request Line Item *

Description, Goods and Services Rendered

Submit

The selected vendor is populated in this field.

Click to search for (or create a new invoice for the selected vendor.)

A popup is displayed with all existing invoices for the selected vendor (304 Construction):

Lookup records [X]

Search [Q]

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Title ↑	Invoice Amount	Invoice Date	Vendor
<input type="checkbox"/>	01-GRW20274	\$90,508.95		304 Construction
<input type="checkbox"/>	01r1 B699	\$161,300.00	1/1/2021	304 Construction
<input type="checkbox"/>	01r2 B699	\$65,550.00	1/1/2021	304 Construction
<input type="checkbox"/>	01r3 b699	\$11,950.00	1/1/2021	304 Construction

[New] [Select] [Cancel] [Remove value]

To use one of the existing invoices, check the checkbox next to the Title and click **Select**. To create a new invoice, click **New**. The Create a new record popup is displayed:

Create a new record [X]

General

Vendor *
Unique identifier for Contractor (Vendor) associated with Vendor Invoice.

[Search] [Q]

Invoice Number (System Generated)
—

Invoice Number *
[Text Field]

Invoice Amount *
[Text Field]

Invoice Date
[M/D/YYYY] [Calendar Icon]

Title
[Text Field]

Click to search for/select a vendor.

Select the vendor that you want to create a new invoice for and click [Select](#).

Lookup records ×

Q

Choose one record and click Select to continue

Select	<input checked="" type="checkbox"/>
Name	304 Construction
FEMA Vendor	No
Vendor Type	
Primary Contact	Green, Rosie
Select	<input type="checkbox"/>
Name	500 Abell Street

< 1 2 3 4 5 >

New Select Cancel Remove value

The selected vendor is populated in the Vendor field.

Create a new record ✕

General

Vendor *
Unique identifier for Contractor (Vendor) associated with Vendor Invoice.

304 Construction ✕ 🔍

Invoice Number (System Generated)
—


Invoice Number *
ABC123

Invoice Amount *
3000

Invoice Date
2/1/2024 📅

Title
Construction

Invoice Note

Submit 

Complete the remaining fields and click Submit. The Lookup records popup is redisplayed. This shows all invoices for the vendor.:

The screenshot shows a 'Lookup records' popup window with a search bar at the top. Below the search bar, there is a prompt: 'Choose one record and click Select to continue'. A table lists four records with columns for Title, Invoice Amount, Invoice Date, and Vendor. The first record is selected with a checkmark. At the bottom, there are four buttons: 'New', 'Select', 'Cancel', and 'Remove value'.

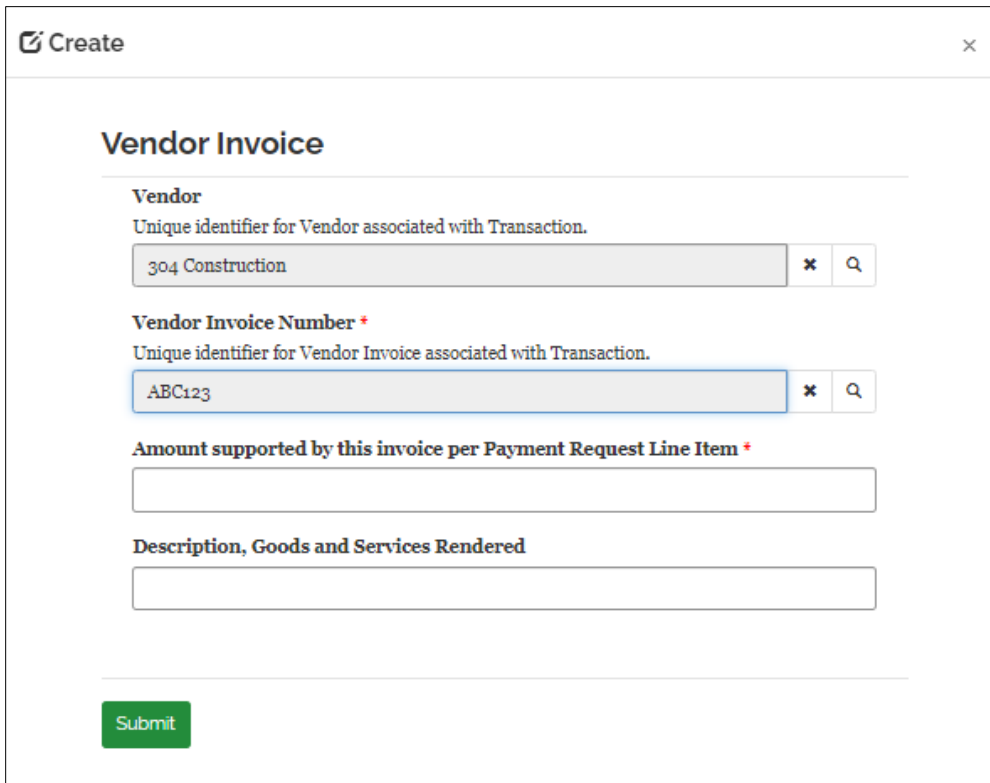
✓ Title ↑	Invoice Amount	Invoice Date	Vendor
<input type="checkbox"/> 01-GRW20274	\$90,508.95		304 Construction
<input type="checkbox"/> 01r1 B699	\$161,500.00	1/1/2021	304 Construction
<input type="checkbox"/> 01r2 B699	\$65,550.00	1/1/2021	304 Construction
<input type="checkbox"/> 01r3 b699	\$11,950.00	1/1/2021	304 Construction

Search for the vendor you created by entering the invoice number in the search field and clicking the magnifying glass:

This screenshot shows the 'Lookup records' popup window after a search. The search bar contains 'ABC123' and has a magnifying glass icon. A red callout box points to the search bar with the text 'Search by invoice number.'. The table below shows one result, 'ABC123', which is highlighted in grey and has a checkmark in the first column. A red callout box points to this row with the text 'The newly created invoice is automatically selected'. At the bottom, a red arrow points to the 'Select' button.

✓ Title ↑	Invoice Amount	Invoice Date	Vendor
<input checked="" type="checkbox"/> ABC123	\$3,000.00	2/1/2024	304 Construction

The Vendor Invoice popup is displayed with the Vendor and Vendor Invoice Number fields populated.

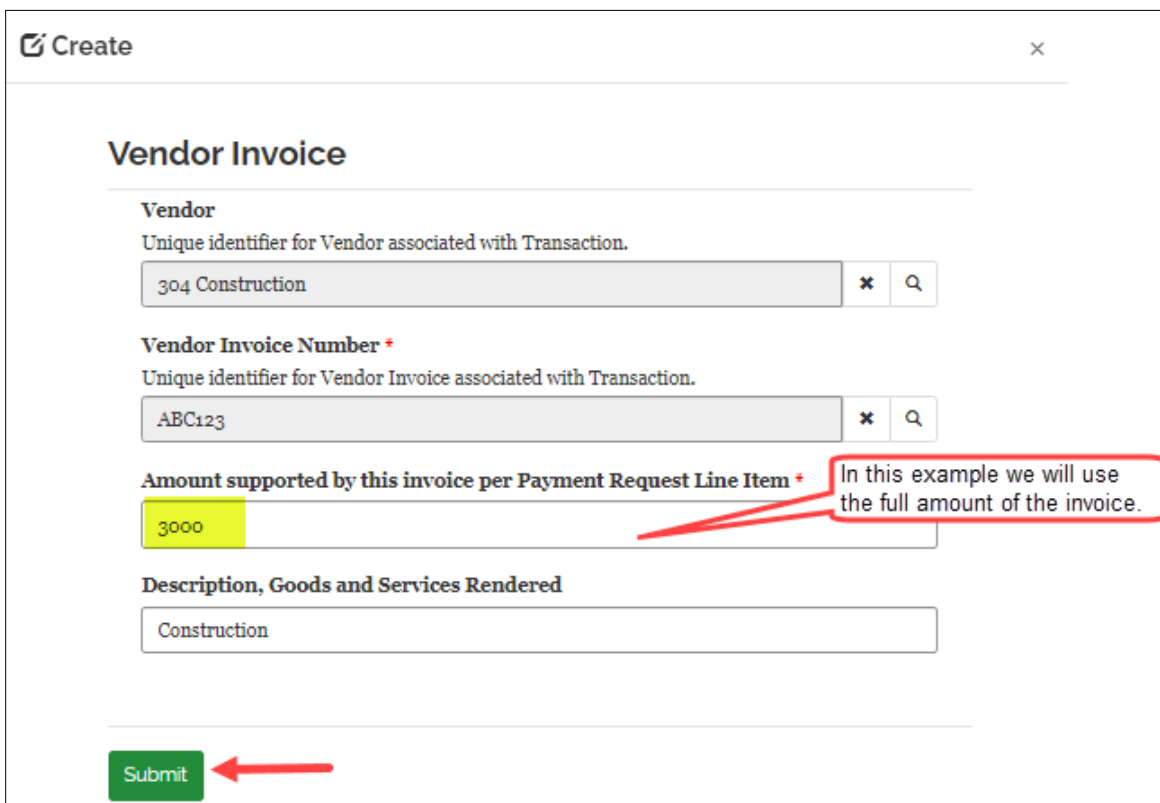


The screenshot shows a 'Create' popup window titled 'Vendor Invoice'. It contains the following fields:

- Vendor:** Unique identifier for Vendor associated with Transaction. Value: 304 Construction.
- Vendor Invoice Number *:** Unique identifier for Vendor Invoice associated with Transaction. Value: ABC123.
- Amount supported by this invoice per Payment Request Line Item *:** An empty text input field.
- Description, Goods and Services Rendered:** An empty text input field.

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

You must enter an amount in the **Amount supported by this invoice per Payment Request Line Item** field. This field is to indicate how much of the invoice you want to use on this payment request line item. Note: You can use the same invoice for additional payment request line items as long as the total of the payment request line items does not exceed the amount of the invoice.



This screenshot shows the same 'Vendor Invoice' form, but with the 'Amount supported by this invoice per Payment Request Line Item *' field highlighted in yellow and containing the value '3000'. A red callout box points to this field with the text: 'In this example we will use the full amount of the invoice.' A red arrow also points to the 'Submit' button at the bottom left.

After completing the form, click **Submit**:

The **Modify Payment Request Line Item** page is redisplayed. To add additional invoice line items for the project and budget line item, Click **Add Invoice Line Item** and complete the steps.

The screenshot shows the 'Modify Payment Request Line Item' page. At the top, there is a navigation bar with 'Applications', 'Help', 'Projects', 'Payment Requests', 'Contracting & Compliance', 'Uploaded Documents', and 'My Home'. The user 'Michele Elledge' is logged in. The page title is 'Modify Payment Request Line Item'. Below the title, there are tabs for 'DRGR Activity', 'Project', 'Budget Line Item', and 'Amount'. The 'Amount' tab is selected. The main heading is 'Enter Amount Requested, Provide supporting Invoice Line Items, Review and Save'. Below this, there is a summary table with three columns: 'Activity', 'Payment Request', and 'Budget Line Summary'. The 'Activity' is 'INF_HMID_LMI_20-065-123-C430_Matagc', the 'Payment Request' is 'PR-00040427-CDR', and the 'Budget Line Summary' includes 'Program Budget Code', 'Construction - Project', 'Planned/Requested Amount' (\$287,900.00), 'Obligated Amount' (\$287,900.00), and 'Amount Available to Draw' (\$102,190.38). Below the summary, there is a warning: 'Please ensure that Amount Requested does not exceed Amount available to Draw from Budget Line'. There are three numbered annotations: 1. A blue button labeled 'Add Invoice Line Item' is circled in red. 2. A red circle with the number '2' is next to the heading 'Invoice Line Items: This step relates requested amount to a specific Vendor Invoice'. Below this heading, the 'Total of Vendor Invoice Line Items' is shown as '\$0.00'. 3. A red circle with the number '3' is next to the 'Payment Requested' field, which is currently empty. Below it is a 'Description of Goods and Services Provided' field containing the text 'Construction'. A callout box points to the 'Payment Requested' field with the text 'Enter the payment requested.'. Another callout box points to the 'Add Invoice Line Item' button with the text 'If you have more payment request line items for the selected Activity and Project, you can'. A third callout box points to the 'Total of Vendor Invoice Line Items' with the text 'This amount is calculated; refresh the page to get it populated.'. At the bottom, there are 'Previous' and 'Submit' buttons. A small warning message is visible at the very bottom of the page.

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

DRGR Activity ✓ Project ✓ Budget Line Item ✓ Amount

Enter Amount Requested, Provide supporting Invoice Line Items, Review and Save

Activity	Payment Request *	Budget Line Summary
INF_HMID_LMI_20-065-123-C430_Matagc	PR-00040427-CDR	Program Budget Code * Construction - Project Planned/Requested Amount \$287,900.00 Obligated Amount \$287,900.00 Amount Available to Draw \$102,190.38

Please ensure that Amount Requested does not exceed Amount available to Draw from Budget Line

3 Payment Requested *

Description of Goods and Services Provided

Construction

This amount is calculated; refresh the page to get it populated.

2 Invoice Line Items: This step relates requested amount to a specific Vendor Invoice

Total of Vendor Invoice Line Items

\$0.00

1 Add Invoice Line Item

If you have more payment request line items for the selected Activity and Project, you can

Vendor	Vendor Invoice Number	Payment Request Line Item ↑	Amount supported by this invoice	Detailed Description
304 Construction	ABC123	GLO17-10814-P- PR-00040427-CDR - Construction - Project - \$287,900.00- GLO17-10814-P	\$3,000.00	Construction


Previous Submit

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Once all invoice line items are added, refresh the page to populate the Total of Invoice Line Items field. Then enter the amount in the Payment Requested field.

Click **Submit** (Note: This does not submit the payment request.)

The Payment Request Details page is displayed:

Michele Elledge

Applications • Help • Projects • Payment Requests • Contracting & Compliance • Uploaded Documents • My Home

Home / Payment Request Details

Payment Request Details

Manage Payment Request and related Line Items, Vendors and Uploaded Documents

Edit Draft Payment Request

Contract

MatagordaCo-HVInf

Request Type *

Subrecipient

Services Rendered From *

11/1/2023

Request No

PR-00040427-CDR

Project App Type

Final Payment?

No Yes

Project App Sub-Type

Services Rendered To *

11/30/2023

Status

Draft

Pre-Agreement Cost

No Yes

Payment Request Line Items

Create

DRGR Activity	Project	Project Budget Line Item	Project Site	Project Site Budget Line Item	Payment Amount Requested	Amount Available to Draw	Over B/L Limit	Description
INF_HMID_LMI_20-065-123-C430_MatagordaCounty_SI	Sargent-Marlin Drive	Construction - Project - \$287,900.00- GLO17-10814-P			\$3,000.00	\$99,190.38	No	Construction

Total Amt Requested

\$3,000.00

Supporting Vendor Invoice Line Items: Open Payment Request Line Item to manage Vendor Invoices

Total of Vendor Invoice Line Items

\$3,000.00

Vendor	Vendor Invoice Number	Payment Request Line Item	Amount supported by this invoice	Detailed Description
304 Construction	ABC123	GLO17-10814-P-PR-00040427-CDR - Construction - Project - \$287,900.00- GLO17-10814-P	\$3,000.00	Construction

Uploaded Documentation

Create

Program Document Template	Full Document Name	Document Title	Required	Created On
---------------------------	--------------------	----------------	----------	------------

There are no records to display.

Vendor Information

Vendor

Vendor Contract - Work Order Number

Fiscal Year Split Information

Do you need to add fiscal year allocations?

Submit

Warning: Any payment (including) made by this order or released to 1039 may be subject to recall or amended payment order at 1039 until 1039 is closed. Copyright © 2016, Texas Central Land Office. All rights reserved.

To add more payment request line items for other DRGR Activities, Projects and/or Project Budget Line items, click Create.

Click to upload documents.

To add more payment request line items for other DRGR Activities and projects on the same contract, click **Create** below Payment Request Line Items. To upload documents, click **Create** under Uploaded Documentation. The following steps illustrate how to upload a document.

In the Uploaded Documentation section, click **Create**. The Create popup is displayed:

Create

Program
State Infrastructure and ER - LIP: H-GAC - HUD MID (2017 Harvey 2)

Select Document Type and provide Document Title

Document Group

Document Title

Create Document

The program is automatically selected. If the contract has more than one program, click the down arrow to select the program that is related to the document you are uploading.

Click to select the document group.

The Lookup popup is displayed. Enter search criteria in the search box to filter the Document Group list as illustrated below:

Lookup records

payment

Choose one record and click Select to continue

Document Group	Document Type	Program	Required for Individual Apps	Required for Contracts	Required for Bu Li
<input type="checkbox"/> Payment Request	Expense Adjustment - Refund Support Documents	State Infrastructure and ER - LIP: H-GAC - HUD MID (2017 Harvey 2)	No	No	No

Select Cancel Remove value

To filter the list to include the document group related to payment requests, enter payment in the search field and click the magnifying glass.

Select the Document Type and click Select:

Lookup records

payment

Request	Format	Infrastructure and ER - LIP: H-GAC - HUD MID (2017 Harvey 2)				
<input checked="" type="checkbox"/>	Payment Request	Supporting Documentation	State Infrastructure and ER - LIP: H-GAC - HUD MID (2017 Harvey 2)	No	No	No

Select Cancel Remove value

Create

and select a file attachment

Document Group
Payment Request

Document Title
Payment Request Packet

Is this version of the document obsolete ?
 No Yes

File Attachments

There are no notes to display.

Attach a file
Choose File No file chosen

Click to choose the file to be uploaded.

Save and Close

Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729. Copyright © | The Texas General Land Office | All rights reserved.

Select the file to be uploaded and then click **Save and Close**. The popup closes and the uploaded document is displayed in the grid:

Payment Request Details

Manage Payment Request and related Line Items, Vendors and Uploaded Documents

Edit Draft Payment Request

Contract: MatagordaCo-HVInf

Request Type: Subrecipient

Final Payment? No Yes

Services Rendered From: 1/1/2024

Project App Sub-Type

Request No: PR-00040427-CDR

Services Rendered To: 1/31/2024

Project App Type

Status: Draft

Pre-Agreement Cost No Yes

Payment Request Line Items

DRGR Activity	Project	Project Budget Line Item	Project Site	Project Site Budget Line Item	Payment Amount Requested	Amount Available to Draw	Over ELI Limit	Description
INF_HMID_LMI_20-065-123-C430_MatagordaCounty_SI	Sargent-Marlin Drive	Construction - Project - \$287,900.00- GLO17-10814-P			\$3,000.00	\$4,190.38	No	Construction

Total Amt Requested: \$3,000.00

Supporting Vendor Invoice Line Items: Open Payment Request Line Item to manage Vendor Invoices

Total of Vendor Invoice Line Items: \$3,000.00

Vendor	Vendor Invoice Number	Payment Request Line Item	Amount supported by this invoice	Detailed Description
304 Construction	ABC123	GLO17-10814-P-PR-00040427-CDR-Construction - Project - \$287,900.00- GLO17-10814-P	\$3,000.00	Construction

Uploaded Documentation

Program Document Template	Full Document Name	Document Title	Required	Created On
Payment Request		Payment Request Packet	No	2/26/2024 9:08 AM

Click the Submit button to proceed. (This saves the payment request.)

Submit

Click the **Submit** button. Note: Clicking Submit saves the payment request, it does not submit it.

The All Draft Requests grid is displayed. To submit the payment request, click the drop-down at the end of the row and click **Submit Draft Requests**.

Subrecipient
 Matagorda County

Apply

All Draft Requests -

Search

Request No ↓	Contract Number (Contract)	Amount Requested	Services Rendered Fm	Services Rendered To	
PR-00040459-CDR			3/2/2024	3/3/2024	▼
PR-00040458-CDR	22-085-072-D331	\$0.00	2/6/2024	2/13/2024	▼
PR-00040456-CDR		\$0.00	11/25/2020	1/14/2021	▼
PR-00040454-CDR		\$100.00	2/12/2024	2/15/2024	▼
PR-00040451-CDR		\$1.00	1/1/2024	1/31/2024	▼
PR-00040450-CDR		\$0.00	5/5/2021	1/15/2023	▼
PR-00040446-CDR	20-183-001-C316	\$0.00	1/1/2024	1/31/2024	▼
PR-00040442-CDR	22-085-078-D342	\$0.00	2/1/2024	2/3/2024	▼
PR-00040441-CDR	22-061-007-D163	\$0.00	1/1/2023	1/2/2023	▼
PR-00040440-CDR			2/2/2024	2/7/2024	▼
PR-00040438-CDR	2323423434	\$20,000.00	9/1/2023	9/2/2023	▼
PR-00040436-CDR	22-160-001-E136	\$0.00	1/1/2024	2/2/2024	▼
PR-00040432-CDR	23-160-014-E332	\$0.00	1/1/2024	2/1/2024	▼
PR-00040429-CDR	18-304-017-C337	\$0.50	1/1/2024	1/30/2024	▼
PR-00040427-CDR	20-065-123-C430	\$3,000.00	1/1/2024	1/31/2024	▼
PR-00040426-CDR			10/1/2023	10/1/2023	▼

Edit
Submit Draft Request

A popup message is displayed:

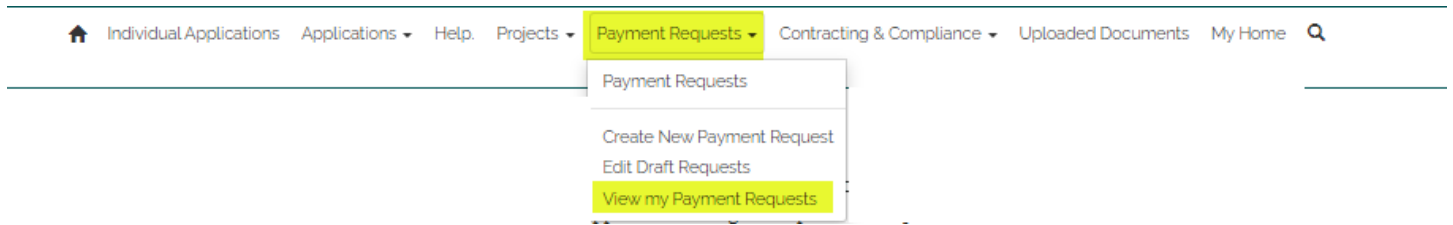
Confirm Submit ×

Please confirm that you would like to submit this draft Payment Request

Submit Cancel

Click **Submit** to submit the payment request.

To view the payment request, click Payment Requests>View My Payment Requests:



A grid displays all payment requests. Use the filter to see payment requests submitted in the last 60 days:

Home / View My Payment Requests

View My Payment Requests

View all your payment request. Switch views to see all requests; requests submitted in the last 60 days or withdrawn requests.

Subrecipient

Houston

Matagorda County

Apply

All My Payment Requests

Search [] [] Export List

All My Payment Requests	Amount	Total of Vendor Invoice	Services	Services	Payment Req Submittal Date
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The newly submitted payment request is displayed in the grid:

View My Payment Requests

View all your payment request. Switch views to see all requests; requests submitted in the last 60 days or withdrawn requests.

Subrecipient

- Houston
- Matagorda County

Apply

☰ My Payment Requests submitted in the last 60 days ▾

Search



Export List

Contract Number	Contract	Request #	Amount Requested	Total of Vendor Invoice Line Items	Status	Services Rendered Fm	Services Rendered To	Payment Request Submittal Date	
	MatagordaCo-HVInf	PR-00040470-CDR	\$11.00	\$11.00	Under Program Review	2/1/2024	2/29/2024	2/29/2024 2:06 PM	▼
	MatagordaCo-HVInf	PR-00040469-CDR	\$100.00	\$100.00	Under Program Review	2/1/2024	2/9/2024	2/29/2024 2:01 PM	▼
	MatagordaCo-HVInf	PR-00022540-CDR	\$500.00	\$300.00	Draft	2/22/2022	6/16/2022	2/29/2024 1:56 PM	▼
	MatagordaCo-HVInf	PR-00040427-CDR	\$3,000.00	\$3,000.00	Under Program Review	1/1/2024	1/31/2024	2/28/2024 2:46 PM	▼