To create a Section 3 Report in the Texas Integrated Grant Reporting (TIGR) portal, perform the following steps.

From the **Contracting & Compliance** top level navigation tab, select **Manage Change Requests, Single Audit & Section 3**:

Applications	Contracting & Compliance - Individual Applications Uploaded Documents Help Q Contracting & Compliance
Application Introduction You've entered the application portal for the Texas General application and allow you to see the most up-to-date status	
If you are a resident of the City of Houston or Harris Count and implementing their own Hurricane Harvey recovery p	
http://recovery.texas.gov/programs/harris-county/index.h	ntml (Harris County - Direct Allocation)
http://recovery.texas.gov/programs/houston/index.html (City of Houston - Direct Allocation)
Each application submitted will be individually evaluated b application, we encourage you to gather items such as your require you to fill out all fields and upload required docume about previous housing assistance, and various documents	ation and reconstruction services for primary, single family residences impacted by Hurricane Harvey. by the GLO and its partners to determine eligibility and funding availability. Before you begin the photo I.D., property tax records, IRS tax returns and other recovery documents. The application will entation prior to submission. Those fields include general applicant information, detailed information that will be used to confirm eligibility. Please review the following checklist to ensure you have .texas.gov//recovery/files/hap-checklist.pdf (Homeowner Assistance Program Application Document
Please visit http://recovery.texas.gov for additional details Recovery programs administered by the GLO.	regarding program eligibility for the Homeowner Assistance Program and other Hurricane Harvey
The GLO is committed to assisting Texans in the recovery p	process through this program.
Should you have additional questions, please email cdr@gl	o.texas.gov or call 1-844-893-8937 or 512-475-5000.

The **Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports** page is displayed. Click the dropdown to view contracts for the organization associated with your profile.

		Requests, Single A	Audit Certifications and Secti	ion 3 Reports			
Mana	ge Contr	act Ch	ange Req	uests,	Single /	Audit	
			ection 3 Re		3		
			uest, Single Audit Certificatio				
Open a Conu-	act and create or edit L	nari onange riequ	lest, Single Audit Ceruncau	n or beenon 5 ree	port		
	Click the dropdow	n to change the fi	lter to the	an or becault 3 Ke	port	Search	0
▼ My-		n to change the fi	lter to the	a or section 5 kg	Port	Search	٩
	Click the dropdow	n to change the fi	lter to the	Contract Number	Contract Period Begin Date	Search Contract Period End Date	Q. Grant Administrator

		equests, Single Au	lit Certifications and Sect	ion 3 Reports				
Manac	ae Contr	act Cha	ange Req	uests	Single	Audit		
			ction 3 Re		eingte			
				ports				
Open a Contrad	ct and create or edit D	raft Change Reques	t, Single Audit Certificatio	on or Section 3 R	eport			
		01	7					
▼ ABC Consul	ting -					Search	1	C
Program 🕇	Applicant 🕈	App #	Application Title	Contract Number	Contract Period Begin Date	Contract Period End Date	Grant Administrator	
Housing Competition (2015 Flood)	ABC Consulting	CDR17-0277- APP	Newton County Housing Grant - Contract 18-384-000- B093	18-384-000- B093	4/23/2018	8/31/2021	Sigler, Ron F.	•
State Infrastructure and ER – LIP: H-GAC – HUD MID (2017 Harvey 2)	ABC Consulting	CDR17-0735- APP	ABC-HVInf	20-065-123- C430	6/10/2020	8/31/2022		•
State Infrastructure and ER – LIP: H-GAC – State MID (2017 Harvey 2)	ABC Consulting	CDR17-0600- APP	Palacios-HVInf	20-065-108- C295	4/9/2020	6/30/2022	Open Contract	
State Planning	ABC Consulting	CDR17-0787-	Regional Planning	19-181-000-	2/18/2019	4/30/2022		~

The **Create, Edit and Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports** page is displayed. In the Section 3 Reports area of the page, click **Create**.

Home / Create, Edit and Submi	t Draft Change Reques	sts, Single Audit Certifications	and Section 3 Reports	
Audit Certific			-	quests, Single
			Steport	•
Use lists on this page to create, ed	lit and submit draft re	cords		
GENERAL				
Program *	Applicant	Co	ntact	Grant Administrator
State Infrastructure and ER – L	I ABC Consulti	ng Ell	edge, Michele M.	_
Contract Title	County	Co	uncil of Governments	
Palacios-HVInf	Matagorda	Ho	uston-Galveston Area Cou	nci
GLO Contract Number				
20-065-108-C295				
Draft Contract Change	Designed			
Drait Contract Change	Requests			
Draft Contract Change	Requests			© Cre
	Requests	Change Request Tyj	oe Title	Created On
		Change Request Tyj	ve Title	
	ze Request # 🕇	Change Request Tyj	e Title	
App # (Contract) Chang	ze Request # 🕇	Change Request Tyj	e Title	
App # (Contract) Chang	ge Request # ↑	Change Request Tyj	ve Title	
App # (Contract) Chang There are no records to displa	ge Request # ↑	Change Request Tyj	e Title	
App # (Contract) Change There are no records to display Draft Single Audit Certion	ge Request # ↑			Created On
App # (Contract) Chang There are no records to displa	ge Request # ↑ ty. fications	Change Request Typ		Created On
App # (Contract) Chang There are no records to displa Draft Single Audit Certi Cert Status	ge Request # ↑ ty. fications		Exceeded	Created On
App # (Contract) Change There are no records to displa Draft Single Audit Certi Cert Status Draft	ge Request # ↑ ty. fications		Exceeded	Created On
App # (Contract) Chang There are no records to displa Draft Single Audit Certi Cert Status	ge Request # ↑ ty. fications		Exceeded	Created On Created On Expenditure Threshold ↑ Click Create
App # (Contract) Change There are no records to displa Draft Single Audit Certi Cert Status Draft	ge Request # ↑ ty. fications		Exceeded	Created On
App # (Contract) Chang There are no records to displa Draft Single Audit Certi Cert Status Draft Section 3 Reports	ge Request # ↑ ty. fications		Exceeded	Created On Created On Expenditure Threshold ↑ Click Create

The Create pop up is displayed:

General Please re-open the Section 3 Re		
Please re-open the Section 3 Re		
additional information	port and provide required	
Fiscal Year *	Reporting Quarter *	
	~	
GLO Contract Number *		
20-065-108-C295		
Create		

Enter the Fiscal Year and select the Reporting Quarter:

C Create		×
General		
Please re-open the Section 3 Re additional information	eport and provide required	
Fiscal Year *	Reporting Quarter * Jun-Aug	
GLO Contract Number * 20-065-108-C295		
Create		

The Section 3 record is displayed in the table. Click **Edit**.

ction 3 Reports						
51131(6)01(3						Create
pp # (Application)	Contract Number (Application)	Fiscal Year 🕇	Reporting Quarter ↑	Submitted?	Date Submitted	
DR17-0600-APP	20-065-108-C295	2021	Jun-Aug	No		
						Edit

The **Edit** popup is displayed:

Section 3		
Fiscal Year *	Reporting Quarter *	
2021	Jun-Aug 🗸 🗸	
Grantee/Subrecipient *	GLO Contract Number *	Contact Person *
ABC Consulting	20-065-108-C295	
Total Labor Hours *	Targeted Section 3 Workers Labor Hours *	Section 3 Workers Labor Hours *
training Technical assistance to hel assistance coaching) Outreach efforts to identify Technical assistance to hel contractsct	rranging for contracting for o p Section 3 workers compete v and secure bids from Section 9 Section 3 business concerns dents with assistance in seek g for interviews, finding job v	for jobs (e.g., resume n 3 business concerns s understand and bid on ing employment including opportunities, and
connecting residents to job Division of contacts into sm business concerns Held one or more jobs fair: Provided or connected resis services or referrals Provided or connected resis	naller jobs to facilitate partici s dents with supportive service dents with supportive service	es that provide one or more
connecting residents to job Division of contacts into sn business concerns Held one or more jobs fair Provided or connected resi services or referrals Provided or connected resi of the following: work read test fees, and transportatio Assist residents with findin Assisted residents to apply educational institution	naller jobs to facilitate partici s dents with supportive service dents with supportive service liness health screenings, inter n	es that provide one or more rviews, clothing, uniform lege or a four year

Complete the form and click **Submit**:

Continue		
Section 3		
Fiscal Year *	Reporting Quarter *	
2021	Jun-Aug 🖍	
Grantee/Subrecipient	GLO Contract Number *	Contact Person *
ABC Consulting	20-065-108-C295	John Doe
Total Labor Hours *	Targeted Section 3	Section 3 Workers
500	Workers Labor Hours	Labor Hours *
	200	100
This section is required if not meet the safe harbor HUD and/or the GLO for	f, based on the labor hours reporting a benchmarks. Check all that apply. Ma monitoring reviews.	bove, the reporting agency did intain records of efforts for
Workers Direct on the job traini Indirect training such a training Technical assistance to assistance coaching) Outreach efforts to ider Technical assistance to contractst Provided or connected drafting resulents to Division of contacts int business concerns Held one or more jobs i Provided or connected pervised or connected Provided or connected	o smaller jobs to facilitate partie	or paying tuition for off-site e for jobs (e.g., resume on 3 business concerns as understand and bid on king employment including opportunities, and cipation by Section 3 eses that can provide direct eses that provide one or more

The popup closes and the system is updated to show that the Section 3 report is submitted:

ction 3 Reports						
						Create
	Contract Number		Reporting			
App # (Application)	(Application)	Fiscal Year 🕇	Quarter 🕇	Submitted?	Date Submitted	
CDR17-0600-APP	20-065-108-C295	2021	Jun-Aug	Yes	11/1/2021	
					1	
					is not immediately popul en the report was succes	