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	Subrecipient Account Verification Manage Change Requests, Single Audit & Section 3 View My Change Requests P). This portal will guide you through the tess.
If you are a resident of the City of Houston or Harris Couni and implementing their own Hurricane Harvey recovery p	View My Single Audit Certifications View My Section 3 Reports City of Houston and Harris County are developing Section 3 Reports Section 3 Reports
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)
The Homeowner Assistance Program is providing rehabilit Each application submitted will be individually evaluated be 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 documents to satisfy each of the categories. http://www.glo Checklist)	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.

	0	Requests, Single A	Audit Certifications and Secti	on 3 Reports			
Manag	ge Contr	ra <mark>ct C</mark> h	ange Req	uests,	Single /	Audit	
Certifi	ications	and Se	ection 3 Re	ports	.		
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	a at a sud amanta an a dit T	Small (Shamma Dama	ant Cinala Andis Contificatio	Continu - Do			
Open a Contra	act and create or edit D	Oraft Change Requ	est, Single Audit Certificatio	n or Section 3 Re	eport		
Open a Contra	Click the dropdown	n to change the fi	est, Single Audit Certificatio	n or Section 3 Re	eport	Search	0
y My- ←	act and create or edit D Click the dropdown organization assoc	Draft Change Requent n to change the fil ciated with your p	est, Single Audit Certification	n or Section 3 Re	port	Search	٩
Open a Contra ▼ My- ← Program ↑	Applicant 1	App #	est, Single Audit Certificatio	n or Section 3 Re Contract Number	Contract Period Begin Date	Search Contract Period End Date	Q Grant Administrator

Applications - Pri	ojects 👻 Payment Reque	sts ▼ Contracting	g & Compliance 👻 Individu	ial Applications	Uploaded Docume	nts Help Q		
Home / Man Manag Certifi	age Contract Change Red Je Contra cations a	act Cha nd See	it Certifications and Sect ange Req ction 3 Re	uests,	Single	Audit		
Open a Contra	ct and create or edit Dra	ft Change Reques	t, Single Audit Certificatio	on or Section 3 R	eport			
▼ ABC Consul	lting -					Search	h	Q
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 (2016 Floods)	ABC Consulting	CDR17-0787- APP	Regional Planning Studies	19-181-000- B574	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	
Create, Edit a	and Subi	nit Draft Ci nd Section	2 Poporto	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
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App # (Contract) Change	Requests ge Request # ↑	Change Request Tyj	e Title	Created On
App # (Contract) Chang There are no records to displa Draft Single Audit Certi	Requests	Change Request Tyj	e Title	€ Cre Created On
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App # (Contract) Change There are no records to displa Draft Single Audit Certi Cert Status Draft	Requests	Change Request Typ	e Title Exceeded No	Created On Created On Expenditure Threshold ↑
App # (Contract) Change There are no records to displa Draft Single Audit Certi Cert Status Draft Section 3 Reports	Requests	Change Request Typ Submitted By	e Title Exceeded No	Created On Created On Created On Expenditure Threshold 1
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App # (Contract) Change There are no records to displa Draft Single Audit Certi Cert Status Draft Section 3 Reports App # (Application)	Requests	Change Request Typ Change Request Typ Submitted By Submitted By	e Title Exceeded No	Created On Created On Created On Created On Create Create Create Create 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:

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						
						Create
.pp # (Application)	Contract Number (Application)	Fiscal Year 🕇	Reporting Quarter ↑	Submitted?	Date Submitted	
R17-0600-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 *
Direct on the job training in Indirect training such as an training Technical assistance to hel assistance coaching) Outreach efforts to identify Technical assistance to hel contractsct	ncluding apprenticeships ranging for contracting for o p Section 3 workers compete and secure bids from Section p Section 3 business concerns dents with assistance in seek	r paying tuition for off-site for jobs (e.g., resume n 3 business concerns s understand and bid on ing employment including upnortmitics and
Provided or connected resi drafting resumes, preparin connecting residents to job Division of contacts into su business concerns Held one or more jobs fair Provided or connected resi services or referrals Provided or connected resi	ig for interviews, finding job or is naller jobs to facilitate partici s dents with supportive service dents with supportive service	pation by Section 3 es that can provide direct
Provided or connected resi drafting resumes, prepari connecting residents to job Division of contacts into sn business concerns Held one or more jobs fair: Provided or connected resi of the following: work read test fees, and transportatio Assist residents with findir Assisted residents to apply educational institution	ing for interviews, finding job of is naller jobs to facilitate partici s dents with supportive service dents with supportive service liness health screenings, inter in ig child care for/or attend community col for or attend vocational/tech	pation by Section 3 es that can provide direct es that provide one or more rviews, clothing, uniform lege or a four year nical training

Complete the form and click **Submit**:

Continue		
Section 3		
Fiscal Year *	Reporting Quarter *	
2021	Jun-Aug 🖍	
Grantee/Subrecipient	GLO Contract	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
 Outreach efforts to gen Workers Direct on the job trainin Indirect training such a training Technical assistance to assistance coaching) Outreach efforts to ider Technical assistance to contractset Provided or connected drafting resumes, prep- connecting residents to Division of contacts int business concerns Held one or more jobs i Provided or connected services or referrals Provided ro connected of the following: work t. 	erate job applicants who are Ot ng including apprenticeships is arranging for contracting for help Section 3 workers compete ntify and secure bids from Sectic help Section 3 business concerr residents with assistance in seed aring for interviews, finding job jobs o smaller jobs to facilitate partic fairs residents with supportive servic residents with supportive servic readiness health screenings, inte	her Funding Targeted 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 eves that can provide direct eves that provide one or more provides, clothing, uniform

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	
			Note: The Da Submitted fie	te Submitted field Id shows 'Yes', the	is not immediately popu en the report was succes	lated, b ssfully s