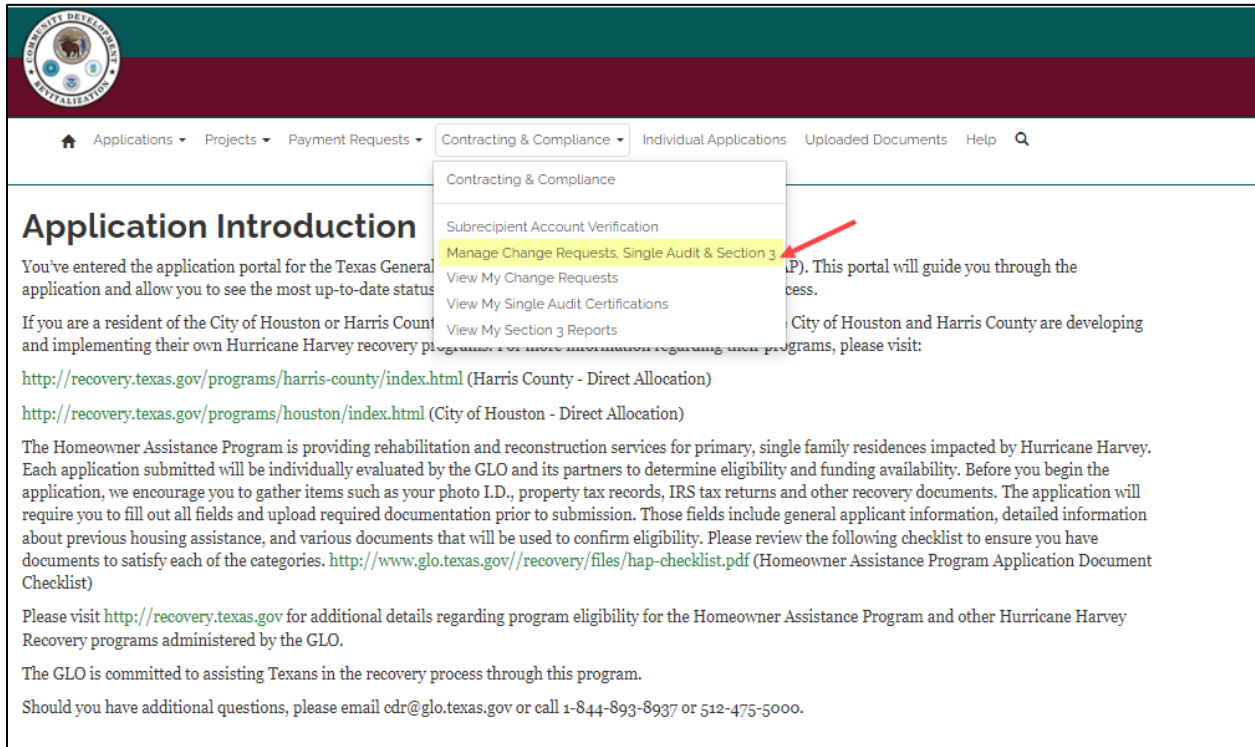
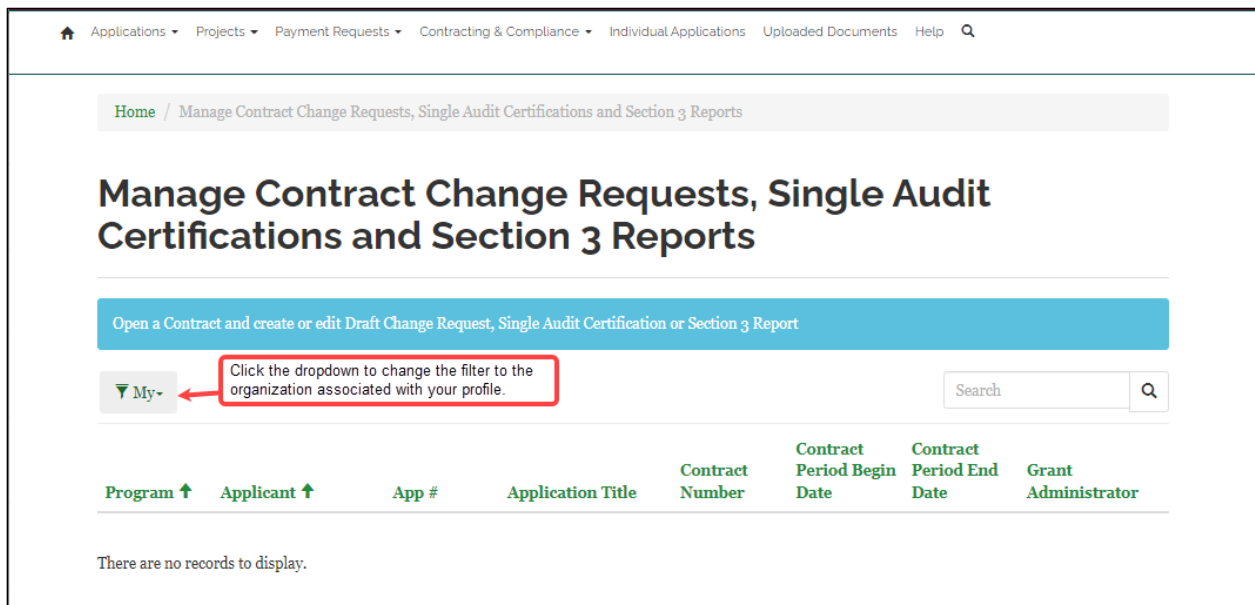


To create a Section 3 Report in the Texas Integrated Grant Reporting (TIGR) portal, perform the following steps.

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



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.



Click the dropdown to open the contract:

Home / Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports

## Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports

Open a Contract and create or edit Draft Change Request, Single Audit Certification or Section 3 Report

▼ ABC Consulting -

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. <input type="button" value="▼"/>
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	<input type="button" value="▼"/>
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	<input type="button" value="▼"/> <input type="button" value="Open Contract"/>
State Planning (2016 Floods)	ABC Consulting	CDR17-0787-APP	Regional Planning Studies	19-181-000-B574	2/18/2019	4/30/2022	<input type="button" value="▼"/>

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 Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports

## Create, Edit and Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports

Use lists on this page to create, edit and submit draft records

### GENERAL

<b>Program *</b>	<b>Applicant</b>	<b>Contact</b>	<b>Grant Administrator</b>
State Infrastructure and ER – LI	ABC Consulting	Elledge, Michele M.	—
<b>Contract Title</b>	<b>County</b>	<b>Council of Governments</b>	
Palacios-HVInf	Matagorda	Houston-Galveston Area Council	
<b>GLO Contract Number</b>			
20-065-108-C295			

Draft Contract Change Requests

[Create](#)

App # (Contract)	Change Request # ↑	Change Request Type	Title	Created On
There are no records to display.				

Draft Single Audit Certifications

[Create](#)

Cert Status	Date Submitted	Submitted By	Exceeded Expenditure Threshold ↑
Draft			No

Section 3 Reports

[Click Create](#) [Create](#)

App # (Application)	Contract Number (Application)	Fiscal Year ↑	Reporting Quarter ↑	Submitted?	Date Submitted
There are no records to display.					

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.

The Create pop up is displayed:

The screenshot shows a 'Create' pop-up window with a title bar containing a pencil icon and the word 'Create' on the left, and a close button 'x' on the right. The main content area is titled 'General' and contains the instruction: 'Please re-open the Section 3 Report and provide required additional information'. Below this, there are two input fields: 'Fiscal Year \*' (an empty text box) and 'Reporting Quarter \*' (a dropdown menu). Underneath these is the 'GLO Contract Number \*' field, which contains the value '20-065-108-C295'. At the bottom left of the form is a green 'Create' button.

Enter the **Fiscal Year** and select the **Reporting Quarter**:

This screenshot shows the same 'Create' pop-up window, but now the 'Fiscal Year \*' field contains '2021' and the 'Reporting Quarter \*' dropdown menu has 'Jun-Aug' selected. A red arrow points to the green 'Create' button at the bottom left of the form.

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

Section 3 Reports [Create](#)

App # (Application)	Contract Number (Application)	Fiscal Year ↑	Reporting Quarter ↑	Submitted?	Date Submitted
CDR17-0600-APP	20-065-108-C295	2021	Jun-Aug	No	<input type="button" value="Edit"/>

The **Edit** popup is displayed:

**Edit**

### Section 3

**Fiscal Year \***

**Reporting Quarter \***

**Grantee/Subrecipient \***

**GLO Contract Number \***

**Contact Person \***

**Total Labor Hours \***


**Targeted Section 3 Workers Labor Hours \***

**Section 3 Workers Labor Hours \***

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks. Check all that apply. Maintain records of efforts for HUD and/or the GLO for monitoring reviews.

- We have met the Section 3 benchmarks
- Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- Outreach efforts to generate job applicants who are Other Funding Targeted Workers
- Direct on the job training including apprenticeships
- Indirect training such as arranging for contracting for or paying tuition for off-site training
- Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance coaching)
- Outreach efforts to identify and secure bids from Section 3 business concerns
- Technical assistance to help Section 3 business concerns understand and bid on contractset
- Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, and connecting residents to jobs
- Division of contacts into smaller jobs to facilitate participation by Section 3 business concerns
- Held one or more jobs fairs
- Provided or connected residents with supportive services that can provide direct services or referrals
- Provided or connected residents with supportive services that provide one or more of the following; work readiness health screenings, interviews, clothing, uniform test fees, and transportation
- Assist residents with finding child care
- Assisted residents to apply for/or attend community college or a four year educational institution
- Assisted residents to apply for or attend vocational/technical training
- Assisted residents to obtain financial literacy training and/or coaching
- Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
- Provided or connected residents with training on computer use or online technologies
- Other (specify)

Complete the form and click **Submit**:

 Edit

### Section 3


**Fiscal Year \***  **Reporting Quarter \***

**Grantee/Subrecipient \***  **GLO Contract Number \***  **Contact Person \***

**Total Labor Hours \***  **Targeted Section 3 Workers Labor Hours \***  **Section 3 Workers Labor Hours \***

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks. Check all that apply. Maintain records of efforts for HUD and/or the GLO for monitoring review.


- We have met the Section 3 benchmarks
- Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- Outreach efforts to generate job applicants who are Other Funding Targeted Workers
- Direct on the job training including apprenticeships
- Indirect training such as arranging for contracting for or paying tuition for off-site training
- Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance coaching)
- Outreach efforts to identify and secure bids from Section 3 business concerns
- Technical assistance to help Section 3 business concerns understand and bid on contracts
- Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, and connecting residents to jobs
- Division of contacts into smaller jobs to facilitate participation by Section 3 business concerns
- Held one or more jobs fairs
- Provided or connected residents with supportive services that can provide direct services or referrals
- Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interviews, clothing, uniform test fees, and transportation
- Assist residents with finding child care
- Assisted residents to apply for/or attend community college or a four year educational institution
- Assisted residents to apply for or attend vocational/technical training
- Assisted residents to obtain financial literacy training and/or coaching
- Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
- Provided or connected residents with training on computer use or online technologies
- Other (specify)



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

Section 3 Reports

App # (Application)	Contract Number (Application)	Fiscal Year ↑	Reporting Quarter ↑	Submitted?	Date Submitted
CDR17-0600-APP	20-065-108-C295	2021	Jun-Aug	Yes	11/1/2021



**Note:** The Date Submitted field is not immediately populated, but if the Submitted field shows "Yes", then the report was successfully submitted.