

Texas General Land Office

Community Development & Revitalization

User Guide to the Texas Integrated Grant Reporting (TIGR) Portal



DRAFT - Version 1.3



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Introduction to the User Guide

The TIGR Portal is the external-facing component of the larger Texas Integrated Grant Reporting (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) 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 program initiated after 2018 are managed in TIGR.

The purpose of this document is to provide TIGR Portal users with step-by-step instructions on carrying out the three basic functions of the Portal: submitting applications, managing projects and submitting payment requests. The target audience for this guide is primarily entities external to the GLO such as subrecipients (cities, counties, COGs) and contract grant administrators.

This user guide does not attempt to address topics of general grant management. A solid understanding of grant administration terms and processes will be required to successfully use the Portal.

This guide will be updated periodically in order to more clearly describe how to use the Portal and as enhancements are made to the Portal. Suggestions for improvements and updates are welcomed and should be emailed to TIGRhelp@recovery.texas.gov



Chapter 1 – Navigation in the TIGR Portal

This chapter will cover some of the basic navigation features within the Portal as well as some of the unique features for accessing information. The information in this chapter will apply to all of the functions of the Portal application and therefore it is important that you understand each of these features before you begin using the Portal.

First, users will launch the TIGR Portal through the following link:

<https://cdrportalprd.dynamics365portals.us>

The TIGR Portal can be accessed with a web connection from any of the following web browsers:

Internet Explorer v 11
Microsoft Edge
Google Chrome v68+
Firefox v60+



Note: TIGR does not support other browsers such as Safari, Opera, etc.

Logging into the TIGR Portal

First, check the box at the bottom of the home page acknowledging the terms and conditions and then click the link at the upper right of the page to sign in.

Sign in with the User ID that you were provided and your password.

If you have forgotten your User ID or

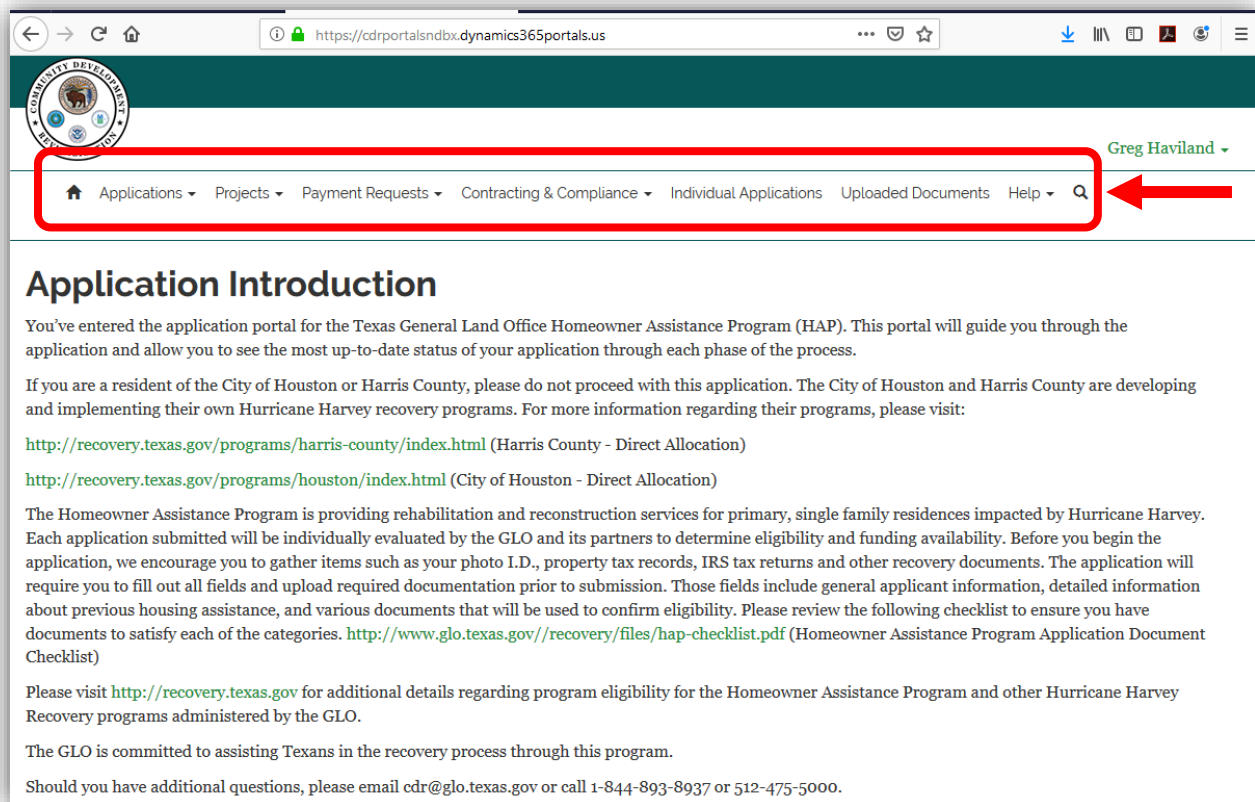
send an email to TIGRhlp@recovery.texas.gov

If you have forgotten your password, click on the link entitled **Forgot your password?**

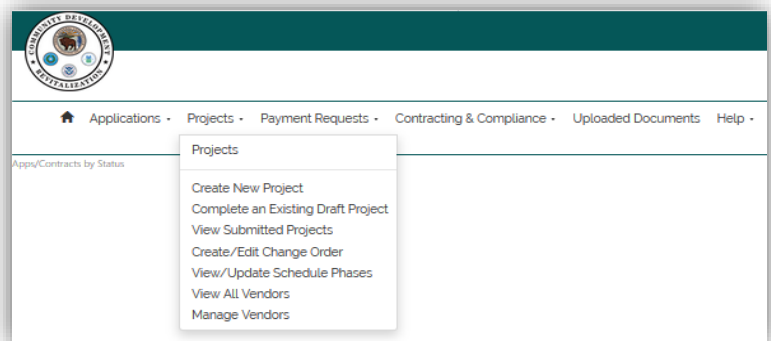


Basic Navigation

The primary tool for navigation in the TIGR Portal is the menu bar at the top of every page. The menu is laid-out based on the chronological lifecycle of a grant.



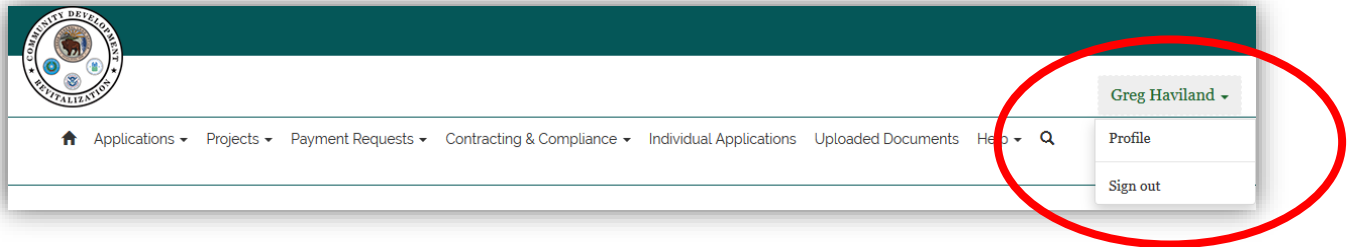
Each of the menu options contains functions within that category. This is an example of the functions available under the Project menu.





Your TIGR Portal Profile

Each registered user can access their name, organization and contact information through their Profile. To access this information, open the menu under your name and select **Profile**.



Here you can change your password

If you make any changes, make sure to click **Update** to save these. Be careful about changing your organization as this will impact the information that you can see in the rest of the Portal.

Profile

Greg Haviland

Profile

Security

Change Password

To change "Password" click on "Change Password" option listed under Security. If your Full Name, Organization or Email Address has changed, please send an email to tigrhelp@pgo.texas.gov with the updated information.

If Business Phone, Mobile Phone, FAX or Business Address has changed, enter the updated information in the related fields and click Update.

Your Information

Full Name *
Haviland Greg

E-mail
greg.haviland.ctr@recoo

Contact Type
Government Agency

Organization
Coastal Bend COG

Business Phone
(512) 475-5000

Mobile Phone
(512) 970-3419

Fax

Contact Address
1700 N Congress Ave
Austin TX 78701

How may we contact you? Select all that apply.

☒ Email
☒ Fax
☒ Phone
☒ Mail

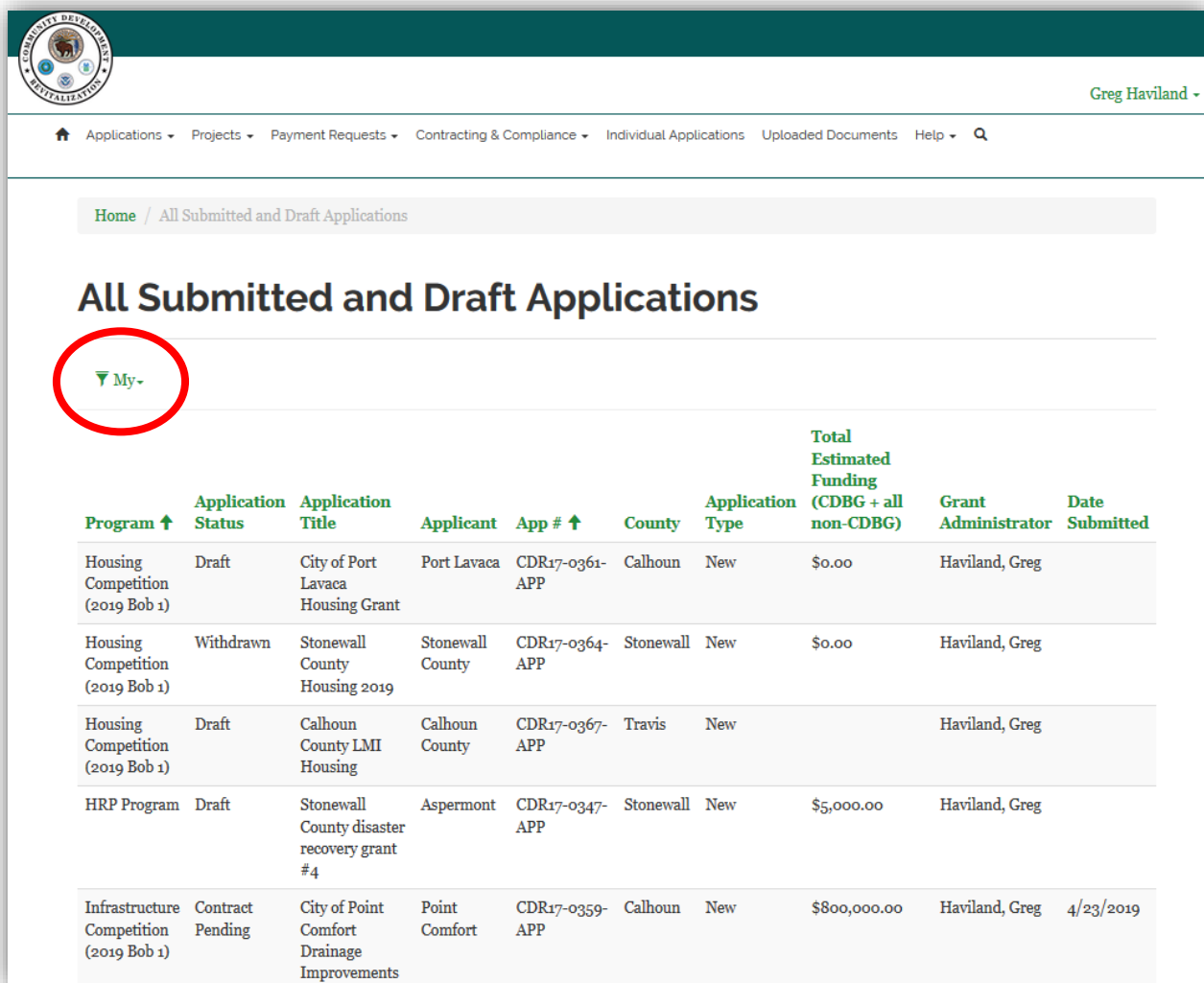
Update



Filtering: My vs My Organization

On many of the landing pages TIGR will present the user with a list of entries. These landing pages are used when viewing previously-entered applications, projects, or payments. On these pages, the filter in TIGR defaults to 'My', which will be those items that you have personally entered, or they have been entered using your user ID.

The figure below shows all of the applications that my personal User ID has entered as evidenced by the default filter 'My'.



The screenshot shows the TIGR Portal interface. At the top, there is a navigation bar with the following links: Applications, Projects, Payment Requests, Contracting & Compliance, Individual Applications, Uploaded Documents, and Help. The user's name, Greg Haviland, is displayed in the top right corner. Below the navigation bar, there is a breadcrumb trail: Home / All Submitted and Draft Applications. The main heading is 'All Submitted and Draft Applications'. Below this heading, there is a filter dropdown menu with a red circle around the 'My' option. The table below lists the applications:

Program ↑	Application Status	Application Title	Applicant	App # ↑	County	Application Type	Total Estimated Funding (CDBG + all non-CDBG)	Grant Administrator	Date Submitted
Housing Competition (2019 Bob 1)	Draft	City of Port Lavaca Housing Grant	Port Lavaca	CDR17-0361-APP	Calhoun	New	\$0.00	Haviland, Greg	
Housing Competition (2019 Bob 1)	Withdrawn	Stonewall County Housing 2019	Stonewall County	CDR17-0364-APP	Stonewall	New	\$0.00	Haviland, Greg	
Housing Competition (2019 Bob 1)	Draft	Calhoun County LMI Housing	Calhoun County	CDR17-0367-APP	Travis	New		Haviland, Greg	
HRP Program	Draft	Stonewall County disaster recovery grant #4	Aspermont	CDR17-0347-APP	Stonewall	New	\$5,000.00	Haviland, Greg	
Infrastructure Competition (2019 Bob 1)	Contract Pending	City of Point Comfort Drainage Improvements	Point Comfort	CDR17-0359-APP	Calhoun	New	\$800,000.00	Haviland, Greg	4/23/2019



User Guide to the TIGR Portal

The Portal has the ability to display all of the items entered either by you or by anyone in your Organization. In this case the City of Houston. On all of these landing pages you have an option of filtering by My or My Organization. **Be aware of this filter, this trips up many users.**

Home / All Submitted and Draft Applications

All Submitted and Draft Applications

▼ Houston ▼

My
Houston

Program ↑	Application Status	Application Title	Applicant	App # ↑	County	Application Type	Total Estimated Funding (CDBG + all non-CDBG)	Grant Administrator	Date Submitted
HAP - Business Rules Testing	Draft	2017-HOPE-City of Houston	Houston	CDR17-0339-APP	Harris	New		LeMay, Casey	
HRP Program	Draft	SNF	Houston	CDR17-0368-APP	Travis	New		Shropshire, Tandra	
HRP Program	Draft	B&A	Houston	CDR17-0369-APP	Harris	New		Shropshire, Tandra	
Infrastructure Competition (2015 Flood)	Withdrawn	TEST ENV	Houston	CDR17-0365-APP	Travis	New		Hernandez, Hector C.	

What appears in your filter is the organization that is in your profile.

Home / Profile

Profile

Greg Haviland

Profile

Security

Your Information

Full Name *
Haviland Greg

E-mail
greg.haviland.ctr@recon

Contact Type
Government Agency

Organization
Houston

Business Phone
(512) 475-5000

Mobile Phone
(512) 555-1212

Fax



Data-Specific Filtering

In addition to the **My/My Organization** filtering on landing pages, many also have an additional set of filters that vary according to the data that is being presented. These filters can be used to further refine the tabular information that is presented. These filters are in addition to the **My/My Organization** filters.

Activity	Project Title	County	Project Status ↑	Completion Status	Percentage Expensed	Total Obligated	Address 1	City
CDR17-0340- GLO17-01578-P APP	General Rehabilitation	Harris	Draft	Initial <33% Complete	0.00		1200 Main St	Katy
CDR17-0358- GLO17-01587-P APP	Seadrift Street and Road Repairs (Bob)	Calhoun	Application Approved	Initial <33% Complete	0.43	\$1,000,000.00	All municipal streets south of Broadway between 15th st and Fig St.	Seadrift

The specific filters that are displayed are topical and will vary depending on the landing page that you are on. Look for these when as you navigate through TIGR. Other examples of these filters include:



Table Sorting

In addition to the filtering capabilities in the TIGR Portal, all the pages where tables of data are displayed with headers at the top of the tables can be sorted. This applies whether the data is related to applications, payments, uploaded documents or submitted reports. Below is an example.

All Submitted and Draft Applications

▼ My -

Program	Application Status	Application Title	Applicant	App # ↑	County	Application Type	Total Estimated Funding (CDBG + all non-CDBG)	Grant Administrator	Date Submitted
HRP Program	Draft	Stonewall County disaster recovery grant #4	Aspermont	CDR17-0347-APP	Stonewall	New	\$5,000.00	Haviland, Greg	
Infrastructure Competition (2019 Bob 1)	Contract Pending	City of Point Comfort Drainage Improvements	Point Comfort	CDR17-0359-APP	Calhoun	New	\$800,000.00	Haviland, Greg	4/23/2019
Infrastructure Competition (2019 Bob 1)	Initial Review	Port O'Connor Drainage Improvements	Calhoun County	CDR17-0360-APP	Calhoun	New	\$2,200,000.00	Haviland, Greg	
Housing Competition (2019 Bob 1)	Draft	City of Port Lavaca Housing Grant	Port Lavaca	CDR17-0361-APP	Calhoun	New	\$0.00	Haviland, Greg	
Infrastructure Competition (2019 Bob 1)	Program Team Review	City of Port Lavaca Infrastructure Grant	Port Lavaca	CDR17-0362-APP	Calhoun	New	\$28,000,000.00	Haviland, Greg	4/29/2019

By clicking on any Green-Colored header title, the entire represented dataset will be resorted according to that column, in ascending order. Clicking on the same title again will re-sort the data in descending order. Use this in conjunction with the filtering functions.

With certain programs there may be hundreds or thousands of applications, projects or payments. Rather than just flipping through pages of data, now you can more easily find the entry that you are looking for by using combinations of these filters and sorting options:

- My/My Organization
- Data-Specific Filtering
- Table Sorting



Searching Within the TIGR Portal

For certain data fields in TIGR the user is asked to select from a list of records. Often there are hundreds of records from which the user must choose. Examples where you may have to sift through many records include:

- Individuals or Applicants
- Organizations (cities, counties, COGs)
- Vendors
- Programs
- Document Templates

The figure below shows the search page that appears when you are asked to select the name of a person (contact) in the system. In this case there are 1,080 names from which to select, presented in 108 blocks of ten contacts. You can tab through all of these until you find the name you are looking for, or you can use the native search feature in the TIGR Portal.

Lookup records

Contacts Lookup View Search

x342

Adams, Shelia	shelia.adams.ctr@recovery.texas.gov		Applicant
Adams, Tanya	tanya.adams.ctr@recovery.texas.gov		Applicant
Adler, Steve	rey.arellano@austintexas.gov	(512) 978-2100	Elected Official (City)
Ajala, Tessie	Tessie.Ajala.glo@recovery.texas.gov	(512) 475-5136	Government Agency Rep
Akin, Matt	matt.akin.ctr@recovery.texas.gov	(512)	Government

< 1 2 3 4 5 6 7 8 ... 108 >

Select Cancel Remove value

Ten names
per page

108 pages
of names



User Guide to the TIGR Portal

If you are presented with a long list of records from which to choose, use the search box in the upper right-hand corner. In the example below the user wants to find the **City of Port Aransas**. The easiest way to find this entry is to perform a **Wildcard Search**. In TIGR, the * (asterix) symbol acts as a wildcard.

Lookup records

Subrecipient/Account Lookup View

Subrecipient/Account ✓ Name ↑	Email	Main Phone	Grantee ID	Primary Contact	Address 1: City
Aransas County		(361) 790-0122			Rockport
Aransas Pass		(361) 758-5301			Aransas Pass
Port Aransas		(361) 749-4111			Port Aransas

Select Cancel Remove value

If I enter the word ***aransas*** (with an asterix on each end) and click **Select**, TIGR will show me all of the entries that have the word **aransas** in them.

The asterix on each end is important, it says that you don't care what text precedes the word '**aransas**' or what text follows as long as '**aransas**' is in the title.

This wildcard search returned three entries all of which have the word Aransas somewhere in the name. Now, mark on the entry for Port Aransas and click **Select** when you are done.

This is generally an easier way to find what you are looking for rather than paging through hundreds of entries.

This works in ANY search box in TIGR

Lookup records

Subrecipient/Account Lookup View

Subrecipient/Account ✓ Name ↑	Email	Main Phone	Grantee ID	Primary Contact	Address 1: City
Aransas County		(361) 790-0122			Rockport
Aransas Pass		(361) 758-5301			Aransas Pass
✓ Port Aransas		(361) 749-4111			Port Aransas

Select Cancel Remove value



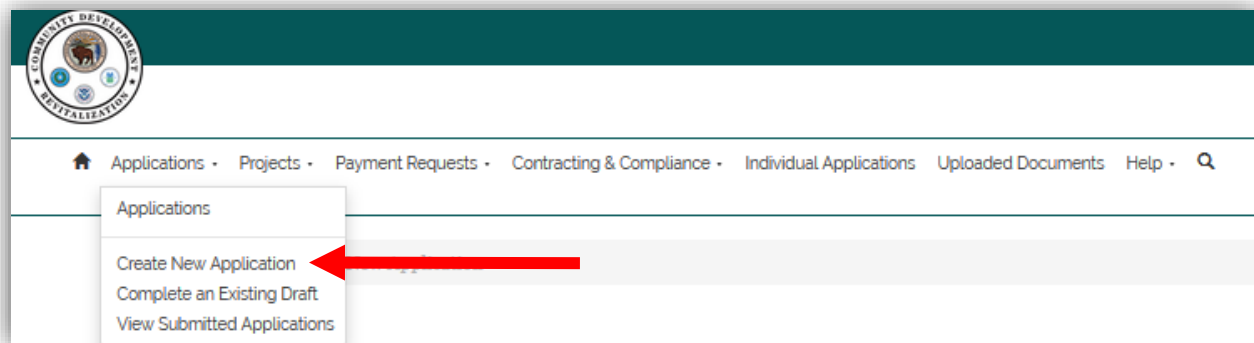
Chapter 2 – Submitting Applications

This chapter describes the process for entering, submitting and viewing applications in the TIGR Portal. Completed applications are submitted for review and approval; once approved, they become contracts. In the past, for some grant programs, the grant application and project application were part of a single process. However, in TIGR, these processes have been separated. Chapter 3 of this User Guide describes the steps for creating a project.

Creating a New Application

Step 1: Enter General Information

To start a new grant application the user needs to first enter general information about the request. To begin, pull down the Applications menu and select **Create New Application**.



This will bring up the **Create New Application** window



Enter the information in the **General** section of the **Create New Application** window. You are required to answer ALL questions in this section.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.

1 General

GENERAL

Program Type *
Infrastructure

Program *
Infrastructure Competition (2)

County *
Nueces

Construction Pre-Application
☒ No ☐ Yes

FY End Date
9/30/2019

Application Title *
Ocean Drive Drainage Improvements

Applicant
Corpus Christi

Application Type *
New

Construction Application
☒ No ☐ Yes

Authorized Representative
Miller, Tem

Council of Governments
Coastal Bend Council of Governments

Contact *
Contreras, Cynthia L.

Grant Administrator
Haviland, Greg

Is application subject to review by state executive order 12372 process?
YES - application made available to State Executive order 12372 for review on:

NO

Enter the Program Type. Options include:

- Single Housing
- Housing
- Buyout and Acquisition
- DALHR
- Planning
- Multiple Housing
- Infrastructure
- MHU (Mobile Housing Units)
- Direct Lease
- Administration



User Guide to the TIGR Portal

Applicant: This is the subrecipient or entity making the application.

Contact: This is the primary point of contact for the applicant and the user name that the Portal will use when displaying **My** applications. See Chapter 1 of this User Guide for more information on the **My vs My Organization** filter.

Program: This is the program for which you are applying. It is very important that you select the correct program, and many of the programs have similar names. Therefore, if you are unsure which program to select, contact your GLO Grant Manager.

	Haviland, Greg	Greg	Haviland	ETS - Loblolly Trainer	Gove Agen
✓ Mayor	Miller, Tem	Tem	Miller	City Mayor	Elect Offici
	Saenz, Carlos	Carlos	Saenz	Vendor GrantWorks HAP	Gove Agen
	Salazar, Shelly	Shelly	Salazar	Vendor GrantWorks HAP	Appli

When searching for the Applicant, Contact, Grant Administrator or Authorized Representative, remember to use a wildcard search to filter the records.

When you have responded to all of the questions select

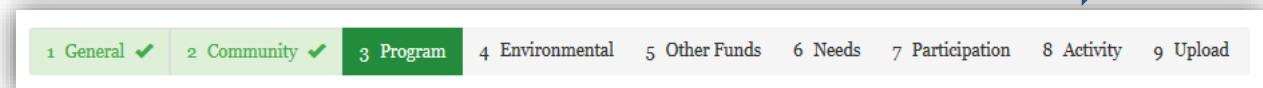
Next



User Guide to the TIGR Portal

Step 2: Enter Community Needs

From the General Information section to application submission the process is linear and is represented by the menu bar at the top of the page. The TIGR Portal was designed to guide you through the application process.



The information in the General section is required for all applications, however, not all of the remaining sections are required for all programs. Check with your GLO Grant Manager to determine if any of the remaining sections are not required for the program to which you are applying.

To respond to the Community Needs questions, click on the down arrow to the right of each question and select **Edit**.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.

1 General ✓ 2 Community ✓ 3 Program 4 Environmental 5 Other Funds 6 Needs 7 Participation 8 Activity 9 Uploads

Community Needs

Taking into consideration the disaster-related damage described, citizen participation responses, and the assessment of housing and affirmatively furthering fair housing, provide a list (in priority order) of all the disaster-related needs that are still unmet.

Metric Type	Name ↑	Comment Planned
Text Only	1) Describe community needs	Drainage improvements along Ocean Dr
Text Only	2) Describe community needs	Replace culverts and catchments
Text Only	3) Describe community needs	Grade improvements along select sections of Ocean Dr
Text Only	4) Describe community needs	
Text Only	5) Describe community needs	

Previous **Save**

This will pull up a pop-up box to allow you to respond to the question. Repeat this process for all questions that you intend to answer.

Edit

Question

Metric Group	Metric Category	Metric Type
Community Need	Community Need	Text Only

Question

4) Describe community needs

Comment

Save

Click **Save** when you are done to continue to the **Program Specifics** page.



User Guide to the TIGR Portal

Step 3: Respond to Program Specifics

You may be asked one or more questions in the Program Specifics section. To respond click on the down arrow to the right of each question and select **Edit**.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.

1 General ✓ 2 Community ✓ 3 Program 4 Environmental 5 Other Funds 6 Needs 7 Participation 8 Activity 9 Uploads

Program Specifics

Metric Type	Name ↑	Comment Planned	Planned Response
Text Only	What methods and criteria were used to prioritize the projects in the application, including affirmatively furthering fair housing?		<div>▼ Edit</div>

Previous **Next**

Edit

Question

Metric Group	Metric Category	Metric Type
Infrastructure	Program Specific	Text Only

Question

What methods and criteria were used to prioritize the projects in the application, including aff

Comment

Save

This will pull up a pop-up box to allow you to respond to the question. Repeat this process for all questions that you intend to answer.

Click **Save** when you are done to continue to the **Environmental Questions**.

TIGR Tip: It is a really good idea to periodically save the information as you are entering it. Scroll to the bottom of the page and select the **Save** button. After saving you can continue to enter information.



User Guide to the TIGR Portal

Step 4: Respond to Environmental Questions

To provide responses to the environmental questions click on the down arrow to the right of each question and select **Edit**.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.

- 1 General ✓ 2 Community ✓ 3 Program ✓ 4 Environmental 5 Other Funds 6 Needs 7 Participation 8 Activity 9 Uploads

Environmental

All funded applications **MUST** comply with federal regulations regarding environmental clearance before funds will be released. An Environmental Exemption form providing clearance for planning and administration activities must be attached.

Metric Type	Name	Comment Planned	Planned Response	Display Order
Text Only	What is the current status of the project (not yet begun/in progress/completed)?		7000	▼ Edit Response
Text Only	What level of environmental review is likely needed for this project/site?		7450	▼
Text Only	Provide any additional detail or information relevant to Environmental Review		7500	▼
Yes / No / N/A	Will the assistance requested have any negative impact(s) or effect(s) on the environment?		7050	▼

< 1 2 3 >

Previous Next

This will pull up a pop-up box to allow you to respond to the question. Repeat this process for all questions that you are required to answer.

Click **Save** when you are done to continue to the **Other Funds** Questions.

Edit

Question

Metric Group	Metric Category	Metric Type
General	Environmental	Text Only

Question

What is the current status of the project (not yet begun/in progress/completed)?

Comment

Save



User Guide to the TIGR Portal

Step 5: Respond to Questions on Other Funds

To provide responses to the questions relating to the other sources of funds that may be available click on the down arrow to the right of each question and select **Edit**.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.

1 General ✓ 2 Community ✓ 3 Program ✓ 4 Environmental ✓ 5 Other Funds 6 Needs 7 Participation 8 Activity 9 Uploads

Other Funds

Metric Type	Question	Response	Planned Response	Display Order
Yes / No / N/A	Is this project a proposed FEMA funding match? If yes, include information in the specific Project Detail section and budget section.			5100
Yes / No / N/A	Did the applicant have insurance coverage on the proposed project? If yes, please provide the name of the insurance company, and the amount claimed and received for the project.			5200
Yes / No / N/A	If the applicant had insurance coverage, but a claim was not filed, please explain.			5300
Yes / No / N/A	Are local funds or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available.			5400

< 1 2 >

Previous Next

This will pull up a pop-up box to allow you to respond to the question. In addition to a text response, these may also require a **Yes/No/NA** response. Repeat this process for all questions that you intend to answer.

Click **Save** when you are done to continue to the **Needs and Long-Term Planning Questions**.

Edit

Metric Group	Metric Category	Metric Type
FEMA	Duplication of Be	Yes / No / N/A

Question

Is this project a proposed FEMA funding match? If yes, include information in the specific Pro

Comment

Yes/No/NA Resp

Save



User Guide to the TIGR Portal

Step 6: Enter Description of Need and Long-Term Planning








To provide responses to the needs and long-term planning questions click on the down arrow to the right of each question and select **Edit**.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.


1 General ✓ 2 Community ✓ 3 Program ✓ 4 Environmental ✓ 5 Other Funds ✓ 6 Needs 7 Participation 8 Activity 9 Uploads

DESCRIPTION OF NEED(S) & LONG-TERM PLANNING

Metric Type	Name ↑	Comment Planned	Planned Response	Display Order
Yes / No / N/A	Are there any persons/entities with a reportable interest to disclose? If so, submit From A503 with this application.		1600	 
Text Only	Considering the local post-disaster evaluation of hazard risks, responsible flood plain management, future extreme weather/natural disaster events, and long-term risks, describe how the proposed project promotes sustainable long-term recovery.		3000	
Yes / No / N/A	Damages to the proposed project were unanticipated and beyond the control of the local government.		400	
Text Only	Describe any current and/or future planned compliance codes to mitigate hazard risks.		1500	
Text Only	Describe any instances, within the last 5 years, where the applicant has applied for affordable housing funds and did not receive funds.		1300	
Text Only	Describe any instances, within the last 5 years, where the applicant has not accepted funds for affordable housing.		1400	

< 1 2 3 >

Previous **Next**

 **Edit**

Question

Metric Group	Metric Category	Metric Type
Housing Needs	Description of Ne	Yes / No / N/A

Question

Are there any persons/entities with a reportable interest to disclose? If so, submit From A503

Comment

Yes/No/NA Resp

Save

This will pull up a pop-up box to allow you to respond to the question. In addition to a text response, these may also require a **Yes/No/NA** response. Repeat this process for all questions that you intend to answer.

Click **Save** when you are done to continue to the **Citizen Participation Questions**.



User Guide to the TIGR Portal

Step 7: Enter Information on Citizen Participation

The Citizen Participation page requires the applicant to demonstrate that there has been opportunity for citizen input. Respond to the two questions and then enter information on each opportunity that your organization has held for citizen participation.

Citizen participation can include the following

Assessment Types:

- Public Hearing
- Community Meeting
- Community Survey
- Existing Study
- Other

Click **Create** to pull up a pop-up box to allow you enter information about each opportunity for citizen participation.

After you have entered each participation opportunity click Submit to save this record and add another if necessary.

Click **Next** when you are done to continue to the **Activities** page.



User Guide to the TIGR Portal

Step 8: Create Activities and Budgets

This section allows the user to describe the activities proposed by this application as well as the budget for each activity. To begin, select **Create** to enter the first activity.

Create New Application

Applicants are required to answer all questions, if not applicable please enter N/A for response.

1 General ✓ 2 Community ✓ 3 Program ✓ 4 Environmental ✓ 5 Other Funds ✓ 6 Needs ✓ 7 Participation ✓ 8 Activity 9 Uploads

After creating a new Activity please return to edit this Activity and enter required Budget, Census and other necessary information

Activities

Create

Activity Number	Activity Type ↑	County	Total Planned Budget	Created On
There are no records to display.				

Previous Next

A new window will appear that will ask for information by **DRGR Activity Type**. The first step is to select a **DRGR Activity Type** from the drop-down list box.

Activity Type: DRGR Activity Types are selected from a fixed list based on Federal HUD standards. Separate budgets and activity descriptions are required for each **DRGR Activity Type**. The current list of **DRGR Activity Types** is presented below.

Create

After creating a new Activity, open the Activity form again and supply required Budget and Census information

General

Activity Summary

Activity Title *

Activity Type *

Activity Description

Is this activity voluntary or involuntary?
☒ Voluntary ☐ Involuntary

Program Type



DRGR Activity Types as of January 2019

Acquisition - buyout of residential properties
Acquisition - general
Acquisition of buildings for the general conduct of government
Acquisition of relocation properties
Acquisition, construction, reconstruction of public facilities
Administration
Affordable Rental Housing
Capacity building for nonprofit or public entities
Clearance and demolition
Code enforcement
compensation for disaster-related issues (Louisiana and Texas)
Construction of buildings for the general conduct of government
Construction of new housing
Construction of new replacement housing
Construction/reconstruction of streets
Construction/reconstruction of water lift stations
Construction/reconstruction of water/sewer lines or systems
Debris removal
Dike/dam/stream-river bank repairs
Disposition
Econ. Development or recovery activity that creates/retains jobs
Homeownership Assistance (with waiver only)
Homeownership Assistance to low-and moderate-income
Housing incentives to encourage resettlement
Planning
Privately owned utilities
Public Services
Rehabilitation/reconstruction of a public improvement
Rehabilitation/reconstruction of other non-residential structures
Rehabilitation/reconstruction of public facilities
Rehabilitation/reconstruction of residential structures
Relocation payments and assistance
Rental Assistance (waiver only)
Tourism (waiver only)



User Guide to the TIGR Portal

Once a **DRGR Activity Type** has been selected, enter the remaining information in this window:

Activity Title

Activity Description

Voluntary/Involuntary indicator

Program Type - this is automatically populated once this record is saved

Activities to resolve the problem and anticipated outcomes

End use of acquired property

Finance Grant # - this information is not required, and the field will be removed in future versions of the TIGR Portal.

Location Descriptions

County – This currently defaults to Travis, please select the correct county based on the location of this activity.

Select **Submit** when this information is complete. This will return you to the Activities window.

Create

After creating a new Activity, open the Activity form again and supply required Budget and Census information

General

Activity Summary

Activity Title *

Activity Type * Acquisition - Gen

Activity Description

Is this activity voluntary or involuntary? ☒ Voluntary ☐ Involuntary

Program Type —

Actions to resolve the problem and anticipated outcomes

If a property is being acquired, in this activity, what is the end use of the property?

Finance Grant #

Location

Location Description

Street <input type="text"/>	Longitude <input type="text"/>
City <input type="text"/>	Latitude <input type="text"/>
County Travis	State <input type="text"/>
Zip Code <input type="text"/>	

Submit



User Guide to the TIGR Portal

You should now see your new activity record displayed in the table of activities

Edit Application

All applicants are required to answer all questions, if not applicable please enter N/A for response.

1 General ✓ 2 Community ✓ 3 Program ✓ 4 Environmental ✓ 5 Other Funds ✓ 6 Needs ✓ 7 Participation ✓

8 Activity 9 Upload

Edit Activity to provide Budget and Census required information

Activities

Select Edit to enter budget info

A new header record has been created

Activity Title	Activity Type ↑	County	Total Planned Budget	Created On	
Replacement of Sineage	Construction/reconstruction of streets	Calhoun		2/27/2019 2:19 PM	<div><div>▼</div><div>Edit</div></div>

No budget has been entered yet

Now that you have entered and saved the General activity information, TIGR has created a header record for this activity and has added budget fields to the record. You will now need to add the proposed budget information for this activity.

Re-open the record by selecting **Edit** to the right of the new activity line and provide the remaining information for this activity. This section of the application is lengthy. It will ask for information regarding the planned budget, how your application meets national objectives and the demographics of impacted populations.

Non-CDBG funds

Non-CDBG Fund Type

Non-CDBG Amount

Use of Non-CDBG Funds

The Activity Summary window will open and re-display the General Activity Summary information that you entered to establish this Activity. Scroll down below General Activity Summary information and respond to the questions in the section on Non-CDBG Funding.



User Guide to the TIGR Portal

Each activity in your application will have one or more budget lines. The budget lines that are displayed in this section are unique to the program to which you are applying.

Not all of these budget line items (**Program Budget Codes**) will apply to your application. Enter information only for those budget lines that are required for your application. If you are unsure about which budget lines to use, contact your GLO Grant Manager.

Planned Budget for this Activity

Budget Line Items - Planned

Program Budget Code ↑	Obligated Amount	Planned/Requested Amount	Net Expensed	Balance
Acquisition - Project				
Construction - Project				
Engineering - Project				
Environmental - Project				
Grant Administration - Admin				
Special Environmental - Project				

Total Planned Budget (CDBG) \$0.00

Total Planned Budget (All Sources Combined) \$0.00

To enter budget information, select **Edit** next to the appropriate budget line.

Enter the planned/requested budget amount for this **Program Budget Code** and select **Submit**.

Milestones for this **Budget Line Item** may not appear if there are none established for this **Program Budget Code**.

Repeat this process for each budget line for this **Activity**.

Edit

Budget Line Item

Program Budget Code *

Construction - Project

Obligated Amount

—

Planned/Requested Amount

Milestones for this Budget Line Item

There are no records to display.

Submit



User Guide to the TIGR Portal

National Objective Information

Low-Mod

Does the activity benefit low-and moderate-income persons?
☒ No ☐ Yes

☐ LMI Area Benefit Method Used ☐ LMI Limited Clientele Method Used ☐ LMI Housing Activity Method Used

☐ LMI Jobs Method Used ☐ LMHI Housing Incentive ☐ LMH Housing Benefit

☐ LMB Buyout ☐ LMH Down Payment Assistance

Slum and Blight

Does the activity prevent or eliminate Slums or Blighted areas?
☒ No ☐ Yes

☐ Area Basis ☐ Spot Basis

Has the proposed project area been officially designed as a slum or blighted area?
☒ No ☐ Yes

What conditions are present to designate and qualify the area as a slum or blighted area?

Describe the boundaries of the slum or blighted area.

Percent of Deteriorated Buildings in the area, at the time of designation. (enter as decimal value)

Using the drop-down list box to select among the National Objectives that this application intends to meet. These currently include:

NSP Only-LH-25% Set-Aside
NSP Only-LMMI
NSP Only-LMMJ
RIF
TA
Low/Mod
Slums and Blight
Urgent Need
N/A

Answer the questions regarding national objectives for low- and moderate-income individuals, if applicable to your application, as well as the questions regarding slum and blight areas.

Continue to scroll down the window and respond to the questions regarding urgent need, if appropriate for your application. Provide the beneficiary identification method used for your justifications.

Urgent Need

Does the activity address Urgent Need?
☒ No ☐ Yes

Do existing conditions pose serious and immediate threats to the health or welfare of the community?
☒ No ☐ Yes

Were conditions officially identified Urgent Need within 18 months of the event?
☒ No ☐ Yes

If yes, explain

Justification

Provide justification of the beneficiary identification method used to meet the National Objective.

National Objective



Demographics and Benefit Area

Benefits

City-wide Benefit
☒ No ☐ Yes

County-wide Benefit
☒ No ☐ Yes

Area Benefit
☒ No ☐ Yes

Direct Benefit
☒ No ☐ Yes

Beneficiary Identification Method(s)

HUD LMISD info was used to identify beneficiaries.
☒ No ☐ Yes

Number of beneficiaries identified via HUD LMISD

Approved TxCDBG survey used to identify beneficiaries
☒ No ☐ Yes

Number of beneficiaries identified via TxCDBG Survey

Total Surveyed

Number of LMI

LMI %

Census Geographic Area Data

[Add Record](#)

Census Tract	01	02	03	04	05	06	07	08	09	10	Created On
↑											

There are no records to display.

Census or Texas State Data Center map provided
☒ No ☐ Yes

Next enter the demographic information and identify the methods used for identifying beneficiaries.

To add information about a census tract, select [Add Record](#).

Provide information for the census tract. Repeat this process as required.

Create

Census Tract

01
☒ No ☐ Yes

02
☒ No ☐ Yes

03
☒ No ☐ Yes

04
☒ No ☐ Yes








User Guide to the TIGR Portal

The final information requested for this **DRGR Activity** is to respond to the metrics questions on demographics. Select **Edit** next to the metric to which you intend to respond. This will open a new window to allow you to provide your response.

Edit

Demographics

App/Report Metrics

Metric Type	Name ↑	Comment Planned	Planned Response
Whole Number	# American Indian/Alaskan Native		
Whole Number	# American Indian/Alaskan Native and Black/African American		
Whole Number	# American Indian/Alaskan Native and White		
Whole Number	# Asian		
Whole Number	# Asian and White		

Click on **Save** to close the window and repeat this process for the remaining metric questions.

Once you have completed the metrics section, scroll to the bottom of the window and select **Submit**.

Edit

Metric Category

Metric

Metric Type



Whole Number

Question

Asian and White

Comment

Numeric Resp

Repeat Step 8 for each proposed DRGR Activity in this application.



User Guide to the TIGR Portal

Step 9: Upload Documents

Upload all of the documents that you are required in order to submit this application for review and approval. Select the **Upload New File** button at the bottom right of the **Document Uploads** page to begin the process.

The screenshot shows the 'Document Uploads' page with a navigation bar at the top containing tabs 1 through 9. Tab 9, 'Upload', is selected. Below the navigation bar, the page title 'Document Uploads' is displayed. At the bottom right, there is a blue button labeled 'Upload New File', which is highlighted by a red arrow.

Provide a **Document Title** and select **Save**. Examples of document titles could include:

- Affidavit of Child Support
- Proof of ID – Driver License
- Deed of Title
- County Flood Map

The screenshot shows a 'Create' form with a title 'Please re-open Upload document and provide required additional information.' Below this is a label 'Document Title' followed by a text input field. At the bottom of the form is a green 'Save' button.

This will return you to the **Document Uploads** page and you should that the system has created a record for your document. To continue, click on the arrow to the right of the record that was created and select **Edit**.

The screenshot shows the 'Document Uploads' page with a table of uploaded documents. The table has columns: 'Program Doc Template', 'Full Document Name', 'Document Title', 'Required', and 'Created On'. A red arrow points to a dropdown arrow next to the 'Created On' column for the first record, which is highlighted. Below the dropdown arrow is an 'Edit' button.

Program Doc Template	Full Document Name	Document Title	Required	Created On
↑	--CDR47-0363-APP-County flood map	County flood map		8/2/2019 5:25 PM



User Guide to the TIGR Portal


Next, select from among a pre-defined list of **Document Templates**. These templates are just a way to group similar documents. Each program has its own unique set of Document Templates based on the types of activities defined in programs Action Plan.

To select from the list of **Document Templates**, click on the magnifying glass icon.

Edit

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

Document Template



Document Title


File Attachments

Note Text

Attach a file *

No file selected.

Lookup records

Search 

Project	Construction	Infrastructure	No	No	No
Project	Construction - Notice to Proceed	Infrastructure Competition (2019 Bob 1)	No	No	No
✓ Project	Construction - Other Supporting Documents	Infrastructure Competition (2019 Bob 1)	No	No	No
Project	Construction - Pre-Construction Conf Report	Infrastructure Competition (2019 Bob 1)	No	No	No

< 1 2 3 4 5 **6** 7 8 ... 14 >

Page through the document types assigned to this Program and select the one most appropriate for the document that you are about to upload. If you have a question regarding the appropriate Document Template, contact your GLO Grant Manager.

Click next to the selected document type and then click **Select** to continue.



User Guide to the TIGR Portal

Now you can upload the actual document. First click on [Add Note](#) to begin.

Edit

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

Document Template

HoAP Project Initial Documents x Q

Document Title

Project Initial Documents

File Attachments

Note Text

There are no notes to display.

Add note

Submit

Include in this field a note that more fully describes the document or clarifies any inconsistencies or questions within the application.

Select the [Browse](#) button and select the file that you wish to upload

Select [Submit](#) to complete the upload

Add note

*** Note**

IMS Project Number XXX-XXXXX

Attach a file

Browse... No file selected.

Add note **Cancel**

Repeat this process if additional documents are required.

If you have a question about which documents are required for initial submission contact your GLO Grant Manager.



Finally, after uploading all of your documents and selecting **Continue** you will be notified that your application has been saved. However, **you have not yet submitted your application.**

A screenshot of the "Edit Application" page. The title "Edit Application" is at the top. Below it is a grey box with the text: "All applicants are required to answer all questions, if not applicable please enter N/A for response." Further down is a green box with the text: "Application saved successfully. Please submit the application." A red arrow points from the right side of this green box towards the left. At the bottom of the page, it says: "Questions? Contact GLO at (512) 463-5001".

Prior to submitting your application, it will remain in Draft status. You can still make modify most of your application while it is Draft status. However, once you submit the application for review and approval the system will prevent you from making further changes. If you do need to make changes to a submitted application, contact your GLO Grant Manager.

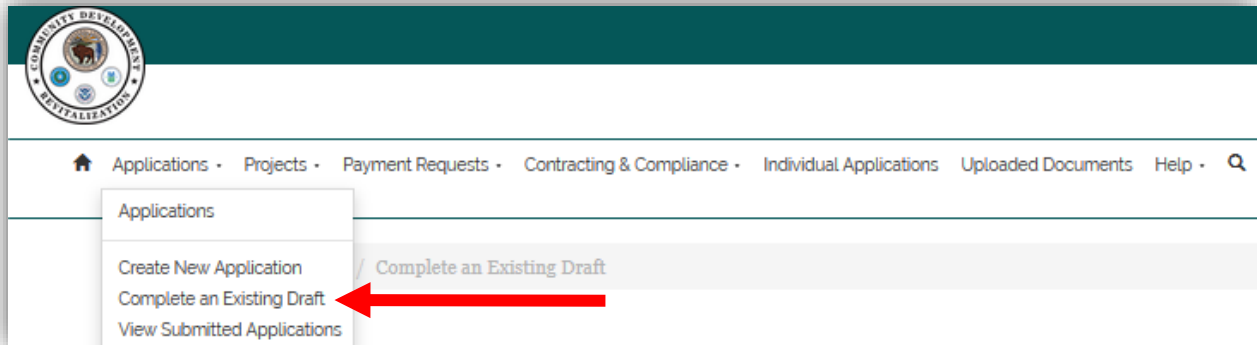


User Guide to the TIGR Portal

Step 10: Submit the Application

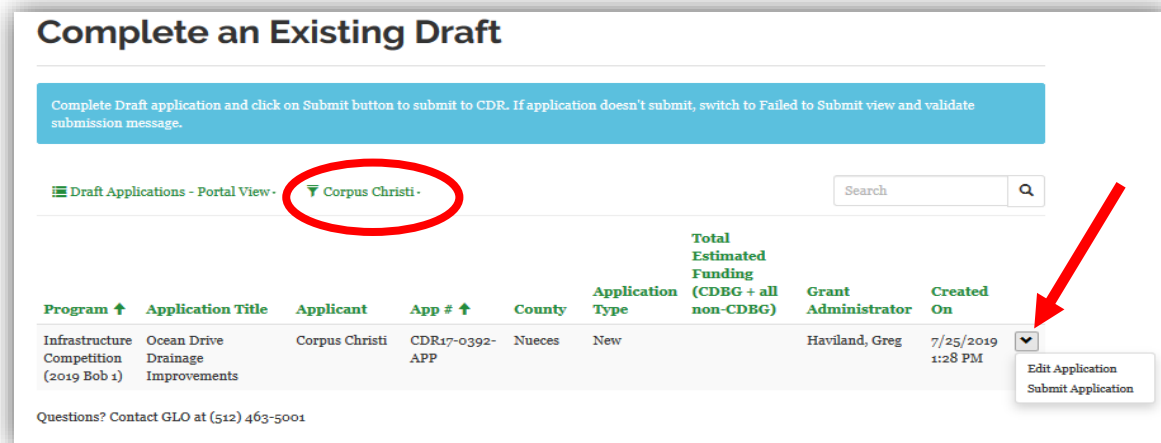
Once the application is complete and you have provided all of the information required to get your application approved, the next step is to formally submit the application.

To submit an application, return to the **Applications Menu** and select **Complete an existing Draft**.



This will open the list of all of your (or your Organization's) draft applications.

Remember that if you are not listed as the **Contact** for this draft application it will not show up under the **My** filter. In this case, change the filter to the **Organization** (in this case Corpus Christi) and your draft application should appear on the list. If you are not seeing the application under either condition, check your profile.



Select the down arrow to the right of your application. You can either **Edit** the draft or **Submit Application** for review and approval. Once you submit the application, you can not alter it unless you contact your Grant Manager.

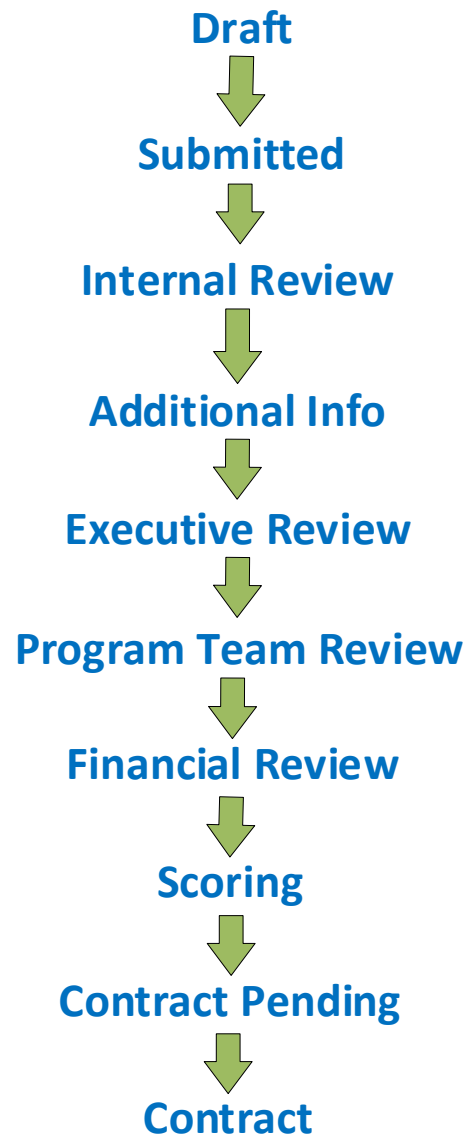


Status and Stages of Review

As an application moves through the review and approval process, its status changes. An unsubmitted application remains in Draft status. Once it has been submitted, TIGR assigns it to Submitted. From there it goes through formal reviews until it is finally approved and becomes a Contract.

The diagram to the right shows the full end-to-end states of an application in TIGR.

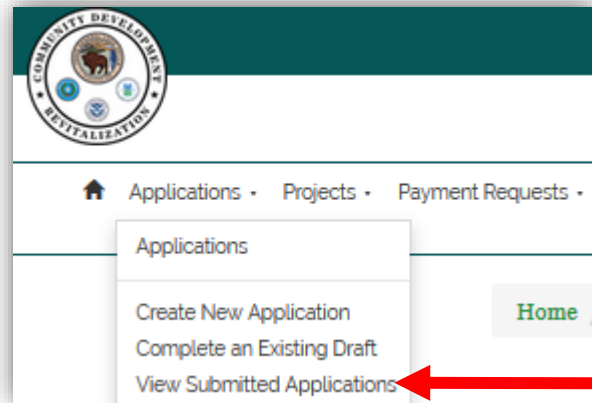
In addition, an application that is no longer being considered can be placed into **Withdrawn** or **Closeout** status.





Step 11: Validate Submission

In order to view the current status of your application and to ensure that it has been placed into Submitted status, return to the Applications Menu and select View Submitted Applications.



This will bring up a list of all the applications that have been submitted by you or your organization. From here you see the current status and view your application, but you will not be able to alter the application once it has been submitted and it appears in this window.

Submitted Applications									
View status of previously submitted application									
Submitted Applications - My-									
App #	Application Title	Application Status	Date Submitted	Program ↑	Applicant ↑	County	Requested Budget	Total Estimated Funding (CDBG + all non-CDBG)	
CDR17-0364-APP	Stonewall County Housing 2019	Withdrawn		Housing Competition (2019 Bob 1)	Stonewall County	Stonewall	\$0.00	\$0.00	▼
CDR17-0350-APP	City of Houston Signalization Repairs	Contract	3/25/2019	Infrastructure Competition (2015 Flood)	Houston	Harris	\$100,000.00	\$120,000.00	▼
CDR17-0360-APP	Port O'Connor Drainage Improvements	Initial Review		Infrastructure Competition (2019 Bob 1)	Calhoun County	Calhoun	\$2,200,000.00	\$2,200,000.00	▼
CDR17-0359-APP	City of Point Comfort Drainage Improvements	Contract	4/23/2019	Infrastructure Competition (2019 Bob 1)	Point Comfort	Calhoun	\$800,000.00	\$800,000.00	▼
CDR17-0362-APP	City of Port Lavaca Infrastructure Grant	Program Team Review	4/29/2019	Infrastructure Competition (2019 Bob 1)	Port Lavaca	Calhoun	\$28,000,000.00	\$28,000,000.00	▼
CDR17-0358-APP	City of Seadrift Hurricane Bob Repairs	Contract	4/1/2019	Infrastructure Competition (2019 Bob 1)	Seadrift	Calhoun	\$12,500,000.00	\$12,500,000.00	▼

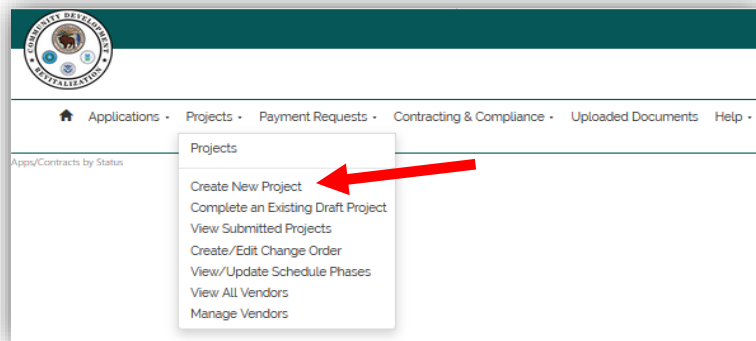


Chapter 3 - Managing Projects

This chapter describes the process for entering, submitting and managing projects in the TIGR Portal. Whereas the creation and submission of an application is a one-time activity, projects have their own lifecycle which may last months or years. This chapter will describe the steps in the Portal that are necessary to enter and maintain projects throughout their duration.

Submitting Projects for Approval

To begin the process of creating a draft project for approval and submission, select the down arrow to the right of **Projects** and select **Create New Project**. This will open the **Create Project** window.



Once you open the **Select DRGR Activity to Create Project** window, you will need to select the DRGR Activity under which this project will be created. The Activity will pull project configuration information from the Program.



Home / Select Activity to Create Project

Select Activity to Create Project

▼ Houston -

My Houston

contract #	Activity # ↑	Title	Type	Created On
19-147-001-B489	19-147-001-DA_CM-HAP-LMI_Houston	Houston Harvey HoAP City Managed RER - LMI	Rehabilitation/reconstruction of residential structures	6/28/2019 3:05 PM
19-147-001-B489	19-147-001-DA_CM-HAP-UN_Houston	Houston Harvey HoAP City Managed RER - UN	Rehabilitation/reconstruction of residential structures	6/28/2019 3:08 PM
CDR17-0340-APP	CDR17-0340-APP-DRGR-000207	Houston - HOPE - LMI	Rehabilitation/reconstruction of residential structures	12/20/2018 3:40 PM
CDR17-0350-APP	CDR17-0350-APP-DRGR-000214	Replacing traffic signals	Rehabilitation/reconstruction of a public improvement	3/25/2019 11:04 AM

Questions? Contact GLO at (512) 463-5001

The default filter will be **My**, which displays all the Contracts (Activities) that were entered by your UserID.

Change this filter to **the Subrecipient**. To display all the Contracts (Activities) relevant to the Subrecipient.

Find the program name under the Title column. Select the program with the correct national objective. Note that there may be similar activities are on different rows and there are multiple pages of programs. You may see the program mentioned but make sure it's not administration or project delivery for the program. Select the correct activity by clicking on the down arrow on the far right of the screen.

It is critical that you select the correct DRGR Activity. If you are unsure which Activity to select, contact your GLO Grant Manager.

Home / Select Activity to Create Project

Select Activity to Create Project

▼ Houston -

App #	Contract #	Activity # ↑	Title	Type	Created On
CDR17-0391-APP	19-147-001-B489	19-147-001-DA_CM-HAP-LMI_Houston	Houston Harvey HoAP City Managed RER - LMI	Rehabilitation/reconstruction of residential structures	6/28/2019 3:05 PM
CDR17-0391-APP	19-147-001-B489	19-147-001-DA_CM-HAP-UN_Houston	Houston Harvey HoAP City Managed RER - UN	Rehabilitation/reconstruction of residential structures	6/28/2019 3:08 PM
CDR17-0340-APP	CDR17-0340-APP-DRGR-000207		Houston - HOPE - LMI	Rehabilitation/reconstruction of residential structures	12/20/2018 3:40 PM
CDR17-0350-APP	CDR17-0350-APP-DRGR-000214		Replacing traffic signals	Rehabilitation/reconstruction of a public improvement	3/25/2019 11:04 AM

Questions? Contact GLO at (512) 463-5001

Select the option: **Open Activity Form**. This will open the **Add New Project** window.



From this screen, click on the **Create** button, which will open a pop-up window. Enter the fields in this window.

The screenshot shows the 'Add New Project to this Activity' page. At the top, there is a navigation bar with links: Applications, Projects, Payment Requests, Contracting & Compliance, Uploaded Documents, and Help. Below the navigation bar, the page title is 'Add New Project to this Activity'. A sub-header reads: 'Click on 'Create' button to add a New Project to Activity. After Creating a new Project, Edit it to provide additional required information'. The main content area contains a table with the following data:

Activity Number	Activity Title *	Activity Type *	Total Obligated
19-147-004-...DA_CM-HAP-LMI	Houston Harvey HoAP City Man	Rehabilitation/reconstruction o	\$173,898,329.00

Below the table, there is a section for 'Application Name *' with the value 'Houston - HoAP: City Managed'. At the bottom of the page, there is a 'Projects' section with a search bar and a 'Create' button. A red arrow points to the 'Create' button. Below the 'Projects' section, there is a table with the following headers: 'Proj #', 'Project Title', 'Address 1', and 'Total Obligated'. The table is currently empty, and a message at the bottom states: 'There are no records to display.'

A Note on Program Types:

This process of creating the initial project record will use the DRGR Activity that you initially selected to pull configuration information from the Program that will populate the appropriate sections of the project application, as well as the questions, metrics, milestones, for your project. In the TIGR Portal there are five different Program Types, each of which will require that information that may be unique to that Program Type. The five Program Types currently in the TIGR Portal are:

- Housing
- Single Housing
- Multiple Housing
- Infrastructure
- Buyout & Acquisition

There may be additional Program Types added to TIGR and the TIGR Portal in the future.



User Guide to the TIGR Portal

Step 1: Enter General Information & Location (Required for All Projects)

Enter the information required in this section.

Create

Project

Please re-open the Project and provide required additional information

Project Title

Harvey RER - 13102 Catalina Village Dr

Owner Subrecipient (Note: If you change the subrecipient to an account you don't belong to, you will not be able to see the project in the future)

Houston

Application Type

Reconstruction

Contact (Applicant)

Jones, Chuck

Location

Address

13102 Catalina Village Dr

City

Houston

State

TX

Zip

77038

County

Harris

For Project Titles, many programs have a naming convention that is specific to that program. This may include the name of the disaster, the funding source or other information. Ask your Grant Manager if your program has a standard for naming projects



User Guide to the TIGR Portal

To enter the subrecipient, click on the magnifying glass to begin the search, then execute the following steps:

- 1) Enter a portion of the subrecipients name such as *Houston* (with asterisks) then click on the magnifying glass icon. This will limit the results to only those entries with 'Houston' in the name.
- 2) Click on the appropriate line
- 3) Click on **Select** to complete the selection

Subrecipient/Account Name	Email	Main Phone	Grantee ID	Primary Contact	Address 1: City
Bunker Hill Village		(713) 467-9762			Houston
Harris County		(713) 274-7000		Atkins, Craig	Houston
Hilshire Village		(713) 973-1779			Houston
✓ Houston		(832) 394-6200			Houston

TIGR Tip: If you are presented with a long list of records from which to choose, do a **Wildcard Search**. In TIGR, the * symbol acts as a wildcard.

Example: If the name you are searching for is “**City of Houston**” rather than scroll through a list of hundreds of names, type ***Houston*** (with an Asterix on each end) into the search field and only those names that include the word ‘Houston’ will appear. **This works in ANY search box in TIGR !**

The County defaults to Travis, change it to the correct county for this address.

Latitude and longitude must be entered as numeric values (e.g. 30.279, and -97.739). The easiest way to find Lat and Long: use Google Maps and perform a *ctrl + right click* over the location. Lat and Long will appear in a pop-up box along with the address.

This will create a header record for the project. TIGR will automatically close the pop-up window and bring you back to the **Add New Project** page. Your new project should now be displayed.



User Guide to the TIGR Portal

Step 2: Enter the Project Details

(Required for All Projects)

Creating projects is a two-stage process. Now that the Project Header Record has been created, open the project to provide additional detail. Select **Edit** from the drop-down box to the right of your project.

Home / Add New Project to this Activity

Add New Project to this Activity

Click on 'Create' button to add a New Project to Activity. After Creating a new Project, Edit it to provide additional required information

Activity Number	Activity Title *	Activity Type *	Total Obligated
19-147-001-DA_CM-HAP-LMI	Houston Harvey HoAP City Man	Rehabilitation/reconstruction o	\$173,898,329.00

Application Name *

Houston - HoAP: City Managed

Projects

Search [] [] [Create]

Proj # ↑	Project Title	Address 1	Total Obligated
GLO17-01603-P	Harvey RER - 13102 Catalina Village Dr	13102 Catalina Village Dr	\$0.00

[Edit]

[Submit]

Note: The Project Number has been automatically assigned.

The information that you previously entered to create the record is at the top of this page. Scrolling down, you will find sections that are tailored to the type of project you are entering, based on the Program established in TIGR.



Step 3: Enter Multi-Family Housing Information (Multi-Family Projects Only)

Enter the required Multi-Family Housing information. Check with your GLO Grant Manager to determine which information must be entered prior to submission.

Multi-Family Housing: Project Units		
Total # Of Units (calculated)	Estimated Cost Per Unit (Base)	
0	—	

Multi-Family Housing: Subrecipient Responses		
I have read Program Guidelines	Convicted of any crime	Applicant Legally Formed
Yes	No	Yes
Convicted of State or Fed Felony	Subject to law enforcement action	Violated State or Fed Laws
No	No	No
Debarred, suspended or terminated	Elderly Populations	Pre 1978 Project
No	Unknown	No
Number of LMI Units	Square Footage	Cost per Sq Ft
24	82000	
HUD Funds Deobligated in last 12 months	Applicant in good standing with Secretary of State	
No	Yes	

Total # of Units (calculated) and **Estimated Cost Per Unit (Base)** are calculated by the TIGR system once the project has been approved: these fields are display only.

Respond to the remaining questions in the Multi-Family section.

Cost per Sq Ft is another field that is calculated by TIGR after a project is approved and it is display only.



Step 4: Enter the Household Composition and Demographics (Housing, Single Housing, Buyout & Acquisition & Multi-Family Projects)

Enter the required Household Composition and Demographics information by clicking on the **Create Record** button in that section of the page.

Home / Edit My Draft Project

Edit My Draft Project

Provide Project data and related record information

General

Sub-Recipient\COG —	Program Type Single Housing	Activity 19-147-001-__DA_CM-HAP-LMI_Houston
Project Title Harvey RER - 13102 Catalina Village Dr	Application Type Reconstruction	Project Status Draft
Completion Status Initial <33% Complete	Percentage Expensed 0.00	
Project Start (NTP) —	Project Completion —	Closeout Completion —
Planned Start <input type="text"/>	Planned Completion <input type="text"/>	

Household Composition and Demographics

[Create record](#)

Member ↑	Relationship to Head of Household
There are no records to display.	



Create

Household Composition

You may re-open Household Composition form if you need to provide additional information

Member <input type="text"/>	Date of Birth <input type="text"/>	Is Dependent <input checked="" type="radio"/> No <input type="radio"/> Yes
Are you a Military Veteran? <input checked="" type="radio"/> No <input type="radio"/> Yes	Ethnicity <input type="text"/>	Race <input type="text"/>
Relationship to Head of Household <input type="text"/>	Gender <input type="text"/>	Fulltime Student <input checked="" type="radio"/> No <input type="radio"/> Yes
Does Household Member have a source of income? <input checked="" type="radio"/> No <input type="radio"/> Yes	Income Source <input type="text"/>	Adjusted Gross Income <input type="text"/>

Submit

An applicant may already be in the system if they have applied previously for another program, but most of the time you will need to enter their information.

Click **Submit** when complete.

Reopen the Member Record by clicking on the caret (down arrow) to the left of the entry.

Household Composition and Demographics

Create record

Member ↑	Relationship to Head of Household	
Bones, Brandy	Applicant / Head of Household	▼ Edit

At the bottom of the Pop-Up Box, a section will appear allowing you to enter any special needs that apply to this Household Member. These may include



User Guide to the TIGR Portal

- Elderly
- Disability
- Colonia Resident
- Homeless
- Migrant Farm Worker
- Public Housing Resident
- Wounded Warrior

If an applicant has more than one Special Need, repeat this process by re-selecting the Create button.

Special Needs

Create

Special Need ↑

There are no records to display.

Submit

Repeat this Step for each member of the household.



User Guide to the TIGR Portal

Step 5: Enter Environmental Information (All Projects)

Your program may or may not require that an environmental review be completed before the project can be submitted. All will require that a review of some kind be performed before the

Environmental

[ERR Number ↑](#) [Review Status](#) [ERR Title](#) [Date Submitted](#) [Date Approved](#)

There are no records to display.

[Create](#)

project can be approved. Regardless of when you enter it, begin by clicking on the **Create** button in the Environmental section of this page.

Provide a title for this ERR and select **Submit**.

Now that you have given the ERR a title, you will need to provide the detailed information for this record. Begin by selecting Edit from the right side of the ERR listed below.

Create

Environmental Review Record

Please re-open the ERR and provide required additional information

Environmental Review Record Title

[Submit](#)

Environmental

[ERR Number ↑](#) [Review Status](#) [ERR Title](#) [Date Submitted](#) [Date Approved](#)

TiER-0000112	Pending	Initial Environmental Review		Edit View
--------------	---------	------------------------------	--	--

[Create](#)



User Guide to the TIGR Portal

Respond to the questions for this ERR. At a minimum you must select the Environmental Contact for the Subrecipient and the Level of Review for this ERR.

Environmental Review Record

Environmental Review Record Title
Initial Environmental Review

Review Status *
Pending

ENV Contact *
[Search]

Date Submitted
[Calendar]

Date Approved
[Calendar]

Additional Info
[Text Area]

Level of Review *
CEST

Mitigation

Asbestos
[Dropdown]

Contamination
[Dropdown]

Clean Air
[Dropdown]

Floodplain
[Dropdown]

Airport Hazards
[Dropdown]

Wild and Scenic Rivers
[Dropdown]

Endangered Species
[Dropdown]

Coastal Barrier
[Dropdown]

page continued below.....

100 Year?
[Dropdown]

500 Year?
[Dropdown]

Not in FP
[Dropdown]

Wetlands
[Dropdown]

Sole Source Aquifer
[Dropdown]

Survey for End Sp
[Dropdown]

LBP
[Dropdown]

Milestones & Dates

Edit selected milestone only when submitting Target & Actual Dates

Milestone Type ↑	Title	Date Submitted for Review	Date Approved	Status
There are no records to display.				

Submit

If the individual that you would like to name as the Environmental Contact is not in the TIGR list, contact your Grant Manager.

You may not have environmental milestones at this point in the project. You can return to this record and review these later in the project.

Click on **Submit** when you are ready to save this information and move on to the next section.



Step 6: Enter Project Sites & Locations (All Projects)

If your project has more than one site, you will need to enter the additional sites to locations in this section. To enter the site and location information, first click on the **Create** button in that section.

The screenshot shows a table titled "Project Sites & Locations". In the top right corner, there is a green button with a plus icon and the text "Create". The table has four columns: "Site Number" with an upward arrow, "Site Title" with an upward arrow, "Site Description", and "Zip Code". Below the table headers, there is an orange banner with the text "There are no records to display."

Provide a site description for this project title and select **Submit**. You can use the project address in this field.

The screenshot shows a form titled "Create" with a sub-header "Project Sites & Locations". Below the sub-header, there is a message: "Please re-open Project Sites & Locations and provide required additional information". Under the heading "Site Description", there is a large text input area. At the bottom left of the form, there is a green button labeled "Submit".



Re-open the project site. Enter the location for this project. Remember that Lat and Long should be entered as decimals.

Edit

Project Sites & Locations

Site Title *

Street Address

City

Zip Code

State

County

Latitude

Longitude

Site Description

Contact your Grant Manager to determine if the Program for which you are applying requires that you enter information on the elected officials at this location.

Select **Submit** to return to the **Edit My Draft Project** screen.

For single-family houses, there will generally be only one location. If there are multiple locations, repeat this step and enter site information for each location.



Step 7: Respond to Eligibility Questions

(Housing, Single Housing, Buyout & Acquisition and Multi-Family Projects)

Respond to ALL the eligibility questions. The first four and the last four questions allow one of these possible responses: **Yes**, **No**, **N/A** or **Unknown**. The remaining two questions are free-form text fields; if they are not applicable, state this.

Eligibility Information

Was the damaged property the applicant's primary residence on the date of the current event?	Was the applicant the owner of the residence on the date of the current event?
<input type="text"/>	<input type="text"/>
Has the applicant received other assistance for repair or rehabilitation for the damaged home?	Was the damaged property covered under homeowner's insurance?
<input type="text"/>	<input type="text"/>
If additional assistance was received, please list the assistance received.	If an insurance policy was in place at the time of the storm, please list the policies.
<input type="text"/>	<input type="text"/>
Is the applicant responsible for making child support payments?	If the applicant is required to make child support payments, are they current or on a payment plan?
<input type="text"/>	<input type="text"/>
Did the applicant register with FEMA for related assistance for structural damage to the home?	Has the applicant ever received an SBA loan for the repair of the damaged home?
<input type="text"/>	<input type="text"/>

TIGR Tip: It is a really good idea to periodically save the project information as you are entering it. Scroll to the bottom of the page and select the **Save Project** button. After saving you can continue to enter project information.



Step 8: Enter Duplication of Benefits Information (Housing, Single Housing, Buyout & Acquisition and Multi-Family Projects)

Respond to ALL the duplication of benefits questions. If they are not applicable, state this.

Duplication of Benefits

If property is on a floodplain, did applicant receive federal assistance prior to repair the home?

Yes

FEMA: Federal Emergency Management Agency

Date Received

10/26/2017

Amount

\$500.00

Account Number

N/A

SBA: Small Business Administration

Amount

Date Received

Account Number

Insurance: Hazard, Wind, Flood

Amount

5,000

Date Received

12/12/2017

Account Number

437-00299

Other DOB (Describe)

Amount

Date Received

Account Number

Describe Other Benefits

N/A

Respond to All the damaged residence questions. If they are not applicable, state this.

Step 10: Enter Labor Standards Records (Infrastructure Projects Only)

If labor Standards Reporting is required for your project begin the process by creating a labor Standards Record. Under the Labor Standards section click on [Create](#) to begin the process.

October 15, 2019



User Guide to the TIGR Portal

The appointed Labor Standards Officer (LSO) is assigned to oversee the labor portion of the contract and will be responsible for assuring compliance with all of the reporting requirements.

Create

Labor Standards Record

Please re-open Labor Standards Record, and provide required additional information

LSO

Click on the lookup icon and then search for and choose the LSO for this project. Click on **Select** when you are done.

Lookup records

Full Name	Email	Business Phone	Contact Type
✓ Jones, Brian	Brian.Jones.glo@recovery.texas.gov	(512) 475-5072	Government Agency Rep
✓ Jones, Chuck	ccjones2121@gmail.com	(800) 555-1212	Applicant
Jones, Colleen	Colleen.Jones.glo@recovery.texas.gov	(512) 463-2323	Government Agency Rep
Jones, Greg	Gregj2464@yahoo.com		Applicant

Now that you have created the basic Labor Standards record, open it back up by selecting Edit to enter the remaining information.

Labor Standards Records

LSR Number ↑	Prime Contractor	LSO	Confirmed Wage Decision #	Eng. Contract Award Amount
		Jones, Chuck		



Edit

Labor Standards Record

LSR Number <input type="text"/>	LSR Bid Number <input type="text"/>	Bid Opening Date <input type="text"/>
Date LSR Notice Rcd <input type="text"/>	Date Verified <input type="text"/>	Verified By <input type="text"/>
Construction Execution Date <input type="text"/>	Contract Award Amount <input type="text"/>	Construction Start Date <input type="text"/>

Labor Standards Record: Wage Decision

10-Day Confirm Date <input type="text"/>	Confirm Wage Dec# <input type="text"/>	Published Date <input type="text"/>
--	--	---

Confirmed Modification #

Labor Standards Officer and Alternate

LSO <input type="text" value="Jones, Chuck"/>	LSO Alt <input type="text"/>
LSO Appt Date <input type="text"/>	LSO Alt Appt Date <input type="text"/>
LSO Acknowledge Date <input type="text"/>	LSO Alt Acknowledge Date <input type="text"/>
Approving Official (LSO) <input type="text"/>	Approving Official (LSO ALT) <input type="text"/>

Type

Heavy <input checked="" type="radio"/> No <input type="radio"/> Yes	Highway <input checked="" type="radio"/> No <input type="radio"/> Yes	Building <input checked="" type="radio"/> No <input type="radio"/> Yes	Residential <input checked="" type="radio"/> No <input type="radio"/> Yes
---	---	--	---



User Guide to the TIGR Portal

To identify the Prime and Sub-Contractors click on the Create buttons to select either or both of these.

4

Labor Standards Record: Prime and Sub-Contractors

Prime Contractors

→ [Create](#)

Prime Contractor ↑	Financial Interest	Prime Contractor
There are no records to display.		

Sub-Contractors

→ [Create](#)

Sub-Contractor ↑	Prime Contractor	Financial Interest	Date Cleared
There are no records to display.			

Search for and select the prime and subs from the vendor list.

There are hundreds of vendors in TIGR; use wildcard searching to find the vendor more easily.

Lookup records ×

[Q](#)

Name	Coym Rehmet and Gutierrez Engineering
FEMA Vendor	
Vendor Type	Engineering Service Provider
Primary Contact	
Select	✓
Name	Guzman and Munoz Engineering and Surveying
FEMA Vendor	

[Select](#) [Cancel](#) [Remove value](#)



Enter the information that may be required for each contractor as required.

Click on **Submit** when you done.

General

Prime Contractor

Guzman and Munoz Engineering and Surveying

Contractor Type

Prime Contractor

Financial Interest

Date Cleared

Name

Submit

Wage Compliance



<p>Workers paid less than the Davis-Bacon rates</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Workers paid less than correct overtime payments</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>
<p>Did Contractor seek waiver of liquidated damages</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Waiver of the liquidated damages approved</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>
<p>Number of workers owed restitution but unfound</p> <div></div>	<p>Total restitution owed to unfound workers</p> <div></div>
<p>Submitted By (Name)</p> <div></div>	<p>Submitted By (Title)</p> <div></div>
<p>Total Amount of Liquidated Damages Paid</p> <p>\$0.00</p>	<p>Submitted Date</p> <div></div>



User Guide to the TIGR Portal



To enter overtime violations and to enter additional classifications, select **Create** to create new records for each of these

Overtime Violations



Contractor ↑	Davis-Bacon Wage Violation	Overtime Violation
There are no records to display.		

Additional Classification and Rates



Add'l Classification	Contractor ↑	Contractor Date
There are no records to display.		



User Guide to the TIGR Portal

To upload documents related to labor standards required to submit this project for review and approval enter a document title and **Save**.

Check with your GLO Grant Manager to determine which documents are required for the labor standards reporting.

Create



Please re-open Upload document and provide required additional information.

Document Title

Project Initial Documents

Save

Next, click on the arrow to the right of the record that was created and select **Edit**.


Env Review	Individual Application	Payment Request	Portal Contact	Program	Project	Validation Result	Budget Line Item	FEMA Case Required	FEMA Change Order	FEMA Work Order
			Haviland, Greg	Houston - HoAP: City Managed RER (2017 Harvey 2)	Harvey RER - 13102 Catalina Village Dr	Not Validated				  Edit

Select the Document Template for this upload. A Document Template is just the type of document that you are uploading, it has nothing to do with the format of the document, it is only a means of classification.

Edit

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

Document Template





User Guide to the TIGR Portal

To select a document template, click on the magnifying glass icon to begin the search.

Each program in TIGR can have different document templates. Therefore, only those document templates that are relevant to your program will display in the search.

You can scroll through the document groups until you find the group that is appropriate for your document. Alternatively, you can search through the results to narrow down the list.

To begin the search, enter a portion of the Group Name such as *invoice* (with asterisks) in the search field, then click on the magnifying glass icon. This will limit the results to only those entries with 'invoice' in the name.

- 1) Click on the appropriate line
- 2) Click on **Select** to complete the selection

Document Group	Document Type	Program	Required for Individual Apps	Required for Contracts	Required for Budget Lines
✓ HoAP Project Initial Documents	Houston	Houston - HoAP: City Managed RER (2017 Harvey 2)	No	No	No
HoAP Project	Houston	Houston - HoAP:	No	No	No



User Guide to the TIGR Portal

Edit

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

Document Template

HoAP Project Initial Documents

Document Title

Project Initial Documents

File Attachments

Note Text

There are no notes to display.

Add note

Submit

Once you have selected the Document Template Type, the document title that you previously provided should be displayed

Add a note and attach a document to the record by selecting **Add Note**. This step is required.

Include in this field a note that more fully describes the document or clarifies any inconsistencies or questions within the application.

Add note

*** Note**

IMS Project Number XXX-XXXXX

Attach a file

Browse... No file selected.

Add note **Cancel**

Select the **Browse** button and select the file that you wish to upload

Select **Submit** to complete the upload

Repeat this process if additional documents are required.



User Guide to the TIGR Portal

Step 11: Enter Project Bids (Infrastructure Projects Only)

When it is time to document the bids received for your project, this information should be entered in this section. To enter a solicitation record, begin by clicking on the **Create** button.

Project Bids

Create

Project Bid Number	Ownership Entity ↑	Contact
There are no records to display.		

Project Bids

Please re-open the Project Bids and provide required additional information

Ownership Entity *

Submit

Next enter the Ownership Entity (usually the subrecipient issuing the solicitation).

Select from among the Subrecipients using a wildcard search.

Important: Make sure that you select the **Subrecipient** filter and not the **Contacts** filter.

Click on **Select** when you are done.

Lookup records

Subrecipient/Account Lookup View ***Calhoun***

Contacts Lookup View

Subrecipient/Account Lookup View

	Main Phone	Grantee ID	Primary Contact	Address 1: City
✓ Calhoun County	(361) 553-4411			Port Lavaca

Select **Cancel** **Remove value**



User Guide to the TIGR Portal

The TIGR Portal will return you to the Bid section. Identify the line for the data that you just entered and select **Edit** to open up the Project Bid Pages.

The screenshot shows a table titled "Project Bids". At the top right is a green "Create" button. The table has three columns: "Project Bid Number", "Ownership Entity ↑", and "Contact". A single row is visible with "Calhoun County" in the "Ownership Entity" column. To the right of this row is a dropdown menu with "Edit" and "View" options. A red arrow points to the "Edit" option.

Project Bid Number	Ownership Entity ↑	Contact
	Calhoun County	

Enter the remaining general information about the bid as it becomes available during the phases of the solicitation.

The screenshot shows the "Project Bid" form. It includes the following fields:

- Ownership Entity ***: A dropdown menu with "Calhoun County" selected.
- Project Bid Number**: A text input field.
- Contact**: A search input field with a magnifying glass icon.
- Eng. Service Provider**: A search input field with a magnifying glass icon.
- Project Bid Status**: A dropdown menu with "Draft" selected.
- Project Bid Notes**: A large text area for notes.



Financial Information

Proj Const Amount	Bid Award Amount	Amount Remaining
<input type="text"/>	<input type="text"/>	—

Milestone Tracking

Advert. Target Date <input type="text"/>	Advert. Actual Date <input type="text"/>
Bid Opening Target Date <input type="text"/>	Bid Opening Actual Date <input type="text"/>
Awarded Target Date <input type="text"/>	Awarded Actual Date <input type="text"/>

Keep this information current as your solicitation moves through the procurement processes.



User Guide to the TIGR Portal

Step 12: Enter Acquisition and Parcel Information (Infrastructure Projects Only)

If your project will be acquiring real property, this should be documented in this section. A project can have multiple acquisitions and each acquisition can have one or more parcels.

To begin entering this information, click on **Create**.

The screenshot shows the 'Acquisitions & Parcels' section of the TIGR Portal. It features a table with columns: 'Acquisition Type', 'Title ↑', and 'Required'. Below the table is an orange message box stating 'There are no records to display.' A red arrow points from the right side of the table to a green 'Create' button with a plus icon.

Enter a title for the acquisition, this could be property name, site or address and click **Submit**. To determine if there is a preferred naming convention for property acquisitions, contact your GLO Grant Manager.

The screenshot shows the 'Create' form for 'Acquisitions & Parcels'. It includes a message: 'Please re-open the Acquisition and provided required additional information'. There is a 'Title' input field containing 'Right of Way Acquisition' and a green 'Submit' button at the bottom.

Identify the line for the data that you just entered and select **Edit** to open up the Project Bid Pages.

The screenshot shows the 'Acquisitions & Parcels' table after a record has been added. The table has columns: 'Acquisition Type', 'Title ↑', and 'Required'. The first row contains 'Right of Way Acquisition' and 'No'. A red arrow points from the right side of the table to a dropdown menu that contains 'Edit' and 'View' options.



User Guide to the TIGR Portal

Enter the acquisition information beginning with the Acquisition Type (required).

There are currently four Acquisition Types:

1. Temporary Easement
2. Donation
3. Purchase
4. Condemnation

Enter the Acquisition Firm if one is being used and the Acquisition Specialist.

Edit

Acquisitions & Parcels

Title
Right of Way Acquisition

Acquisition Type *
[Dropdown menu]

Required
☒ No ☐ Yes

Acquisition Firm
[Search field]

Acquisition Specialist
[Search field]

Completion Status: set when Parcels are Complete

All Parcels Complete or Removed
☒ No ☐ Yes

Date Complete
[Date field]

Enter the information for each parcel.
Begin by clicking on **Create**.

Parcels

[Create](#)

Parcel #	Parcel Status	Title ↑
There are no records to display.		

[Submit](#)

Provide a title for each parcel, click Submit to save.

Create

Parcel

Please re-open the Parcel and provide additional information

Title
Lot 5 Block 23 - Oceanview

[Submit](#)



Then reopen the parcel record to provide the remaining information.

Parcels

[+ Create](#)

Parcel #	Parcel Status	Title ↑
	In Process	Lot 5 Block 23 - Oceanview

[Edit](#)
[View](#)

[Edit](#)

Parcel

Title

Lot 5 Block 23 - Oceanview

Parcel #

Parcel Status *

In Process

Location & Address

Latitude

Longitude

Street Address



User Guide to the TIGR Portal

Step 13: Enter Project Budget Information

(All Projects)

Project costs must be allocated to Budget Line Items. Each program may have different budget line items. To enter the budget information for the project select **Edit** from the drop-down list box to the right of the appropriate budget code line. If you are unsure which Program Budget Code applies, contact your GLO Grant Manager.

Budget Totals			
Total Obligated	Net Expensed	Total Balance	Total Planned/Requested
\$0.00	\$0.00	\$0.00	\$0.00

Budget Line Items		
Program Budget Code ↑	Obligated Amount	Planned/Requested Amount
Project		
Project Delivery		

A red arrow points to the 'Edit' button in the dropdown menu next to the 'Project' budget code line.

Enter the total budget amount for this budget line item (Program Budget Code).

You will not see any milestone information at this time.

Select **Submit** to return to the **Edit My Draft Project** screen.

Edit Budget Line Item

Program Budget Code *	Obligated Amount
Project	—

Planned/Requested Amount

Milestones for this Budget Line Item

Milestone Type ↑	Title	Date Submitted for Review	Date Approved	Status
There are no records to display.				

Submit

Repeat this process if you intend to allocate your project costs across multiple budget line items.



User Guide to the TIGR Portal

Step 14: Enter Project Metrics

(All Projects)

Each Program in TIGR may collect additional information for the purposes of tracking progress, reporting statistics back to HUD and for other needs. This information is captured in the form of project metrics and these specific questions will apply to all projects in a given program. If there are Metrics questions for a project, the responses to these questions are required before the project will be approved.

Each program may need to collect specific information and therefore each may have a unique set of metrics to collect. For example:

- Housing projects may be asked to ***Describe past efforts to increase the supply of affordable housing***
- Multi-family projects may be asked to provide the ***Number of LMI units***
- Infrastructure projects may be asked to declare the ***Linear feet of drainage improvement***


The metrics for your program will be displayed in this section. To respond, click on the down-arrow to the left and select **Edit Metric**.

Metrics								
App # (Application/Contract)	Application Title (Application/Contract)	Name ↑	Numeric Resp Planned	Numeric Resp Actual	Yes/No/NA Resp Planned	Yes/No/NA Response	Float # Resp Planned	Float # Resp Actual
CDR17-0292-APP	Kirbyville Sewer	5) Describe community needs				N/A		<div>▼ Edit Metric View</div>



User Guide to the TIGR Portal

This will open up a pop-up window to allow you to provide a response, in this case a text response. Click **Submit** when you are ready to move on.

 **Edit**

Question

Metric Group	Metric Category	Metric Type
Community Need	Community Need	Text Only

Question
5) Describe community needs

Comment

Submit

Other types of questions may require numeric responses or a response of Yes/No/NA/Unknown. Repeat these steps for each of the questions for this program.



User Guide to the TIGR Portal

Step 15: Upload Documents

(All Projects)

Now, upload all required documents required to submit this project for review and approval. Check with your GLO Grant Manager to determine which documents are required for the various stages of your project. Using the **Create** button at the bottom right of the **Payment Request Details** page, enter the document title and **Save**.

Create



Please re-open Upload document and provide required additional information.

Document Title

Project Initial Documents

Save

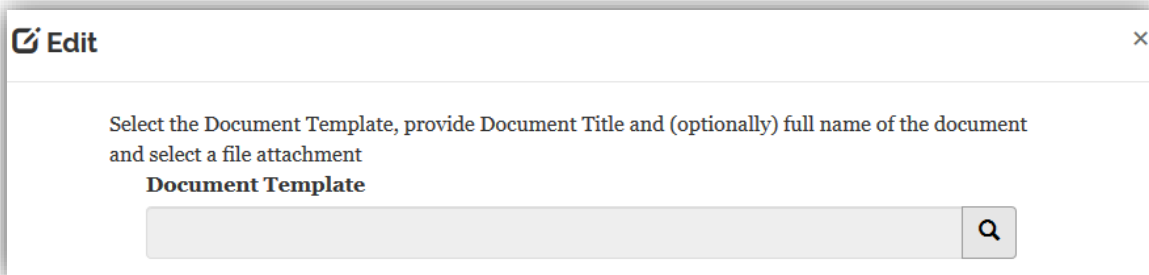
Click on the arrow to the right of the record that was created and select **Edit**.

Env Review	Individual Application	Payment Request	Portal Contact	Program	Project	Validation Result	Budget Line Item	FEMA Case Required	FEMA Change Order	FEMA Work Order
			Haviland, Greg	Houston - HoAP: City Managed RER (2017 Harvey 2)	Harvey RER - 13102 Catalina Village Dr	Not Validated				  Edit



User Guide to the TIGR Portal


Select the Document Template for this upload. A Document Template is just the type of document that you are uploading, it has nothing to do with the format of the document, it is only a means of classification.



Edit

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

Document Template



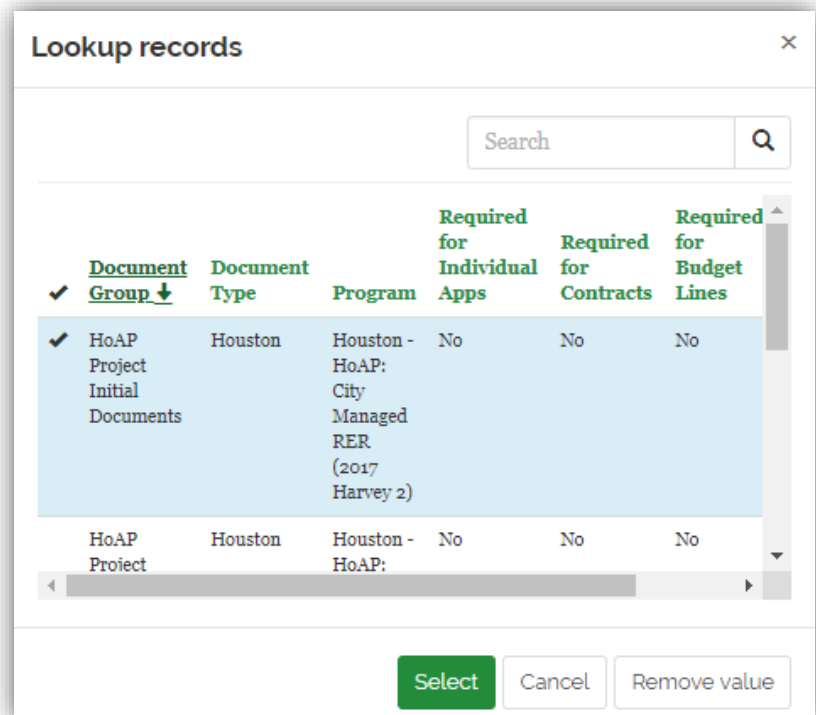
To select a document template, click on the magnifying glass icon to begin the search.

Each program in TIGR can have different document templates. Therefore, only those document templates that are relevant to your program will display in the search.


You can scroll through the document groups until you find the group that is appropriate for your document. Alternatively, you can search through the results to narrow down the list.



To begin the search, enter a portion of the Group Name such as *invoice* (with asterisks) in the search field, then click on the magnifying glass icon. This will limit the results to only those entries with 'invoice' in the name.

- 3) Click on the appropriate line
- 4) Click on **Select** to complete the selection



Lookup records

Search 

 <u>Document Group</u> ↓	<u>Document Type</u>	<u>Program</u>	<u>Required for Individual Apps</u>	<u>Required for Contracts</u>	<u>Required for Budget Lines</u>
 HoAP Project Initial Documents	Houston	Houston - HoAP: City Managed RER (2017 Harvey 2)	No	No	No
HoAP Project	Houston	Houston - HoAP:	No	No	No

Select **Cancel** **Remove value**



User Guide to the TIGR Portal

Edit

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

Document Template

HoAP Project Initial Documents

Document Title

Project Initial Documents

File Attachments

Note Text

There are no notes to display.

Add note

Submit

Once you have selected the Document Template Type, enter the document title that you would like to have displayed

Add a note and attach a document to the record by selecting **Add Note**. This step is required.

Include in this field a note that more fully describes the document or clarifies any inconsistencies or questions within the application.

Add note

*** Note**

IMS Project Number XXX-XXXXX

Attach a file

Browse... No file selected.

Add note **Cancel**

Select the **Browse** button and select the file that you wish to upload

Select **Submit** to complete the upload

Repeat this process if additional documents are required.

Required Documentation. If you have a question about which documents are required for initial submission contact your Grant Manager.



Step 16: Complete Project Submission Checklist

(All Projects)

The Submission Checklist is the opportunity for the applicant to confirm to the GLO Grant Manager that certain actions have been performed prior to the submission of the project for review and approval.

Please answer ALL of the questions. Some of these may not be applicable to the type of project you are submitting; in this case select N/A, but please respond to all of the questions so that your Grant Manager knows that you read each question.

Submission and Checklist

Is a completed Housing Intake Application attached?	<input type="text"/>
Has an Eligibility Release Form been properly executed?	<input type="text"/>
Has a Copy of the applicant's driver's license (or a State issued photo ID) been provided?	<input type="text"/>
Is a Fee Simple Deed in Applicant's Name provided?	<input type="text"/>
Has a Utility Bill in the applicants name at the time of event been provided?	<input type="text"/>
Was a SBA Award/Denial Letter issued?	<input type="text"/>
Was a FEMA Award/Denial Letter issued?	<input type="text"/>
Was a Private Insurance Letter issued?	<input type="text"/>
Are IRS Income Tax Documents for all individuals that live at the property and over 18 provided?	<input type="text"/>
Are Property Tax records including the latest property and over 18 provided?	<input type="text"/>
Have copies of Receipts, in applicant's name for the home repairs that have been made been provided?	<input type="text"/>

Select **Save Project** at the bottom of the page to save the information entered.

Save Project

The project is now saved, however, is NOT the Final Submission of the Project Request.



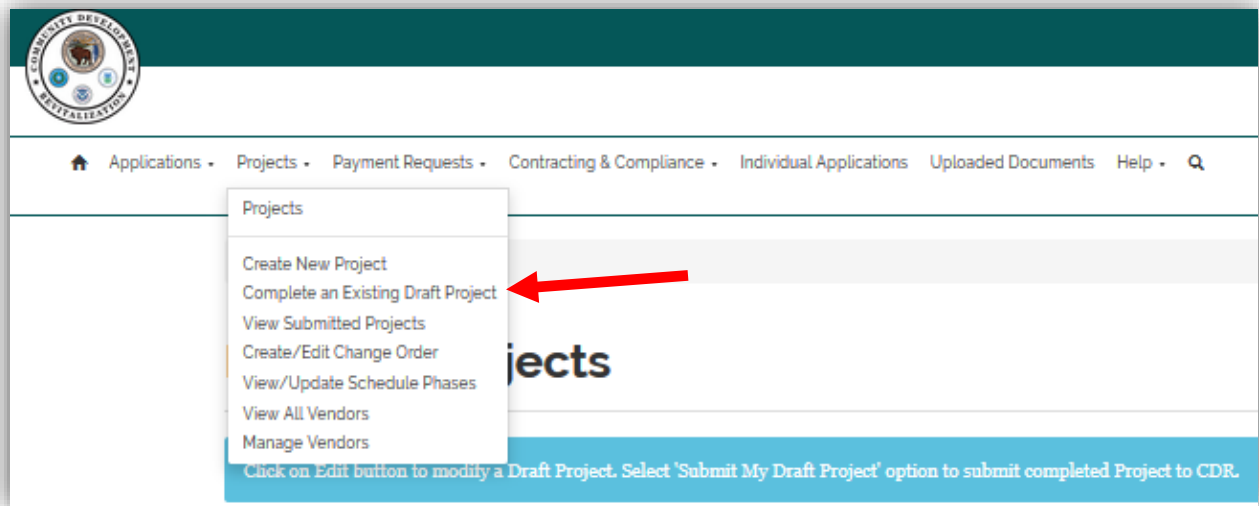
User Guide to the TIGR Portal

Step 17: Final Submission

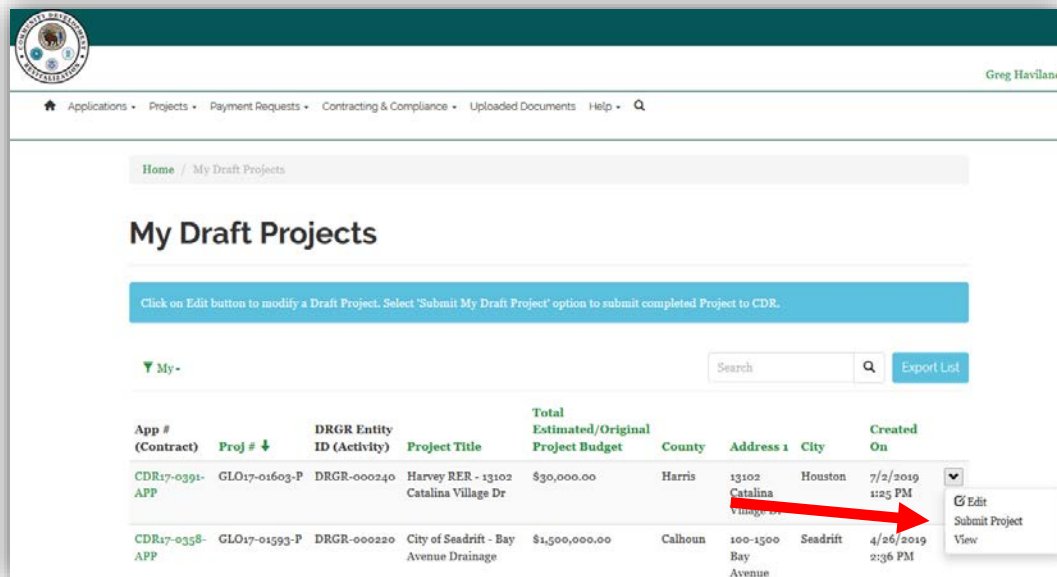
(All Projects)

You can change almost anything in a project until you perform this final submission. You have not submitted the project for review and approval until you have performed this final step.

For final submission return to the main menu and select **Complete an Existing Draft Project**.



From the list of Draft Projects, find the project to be submitted, and select the **Submit Project** option from the drop-down list box to the right.



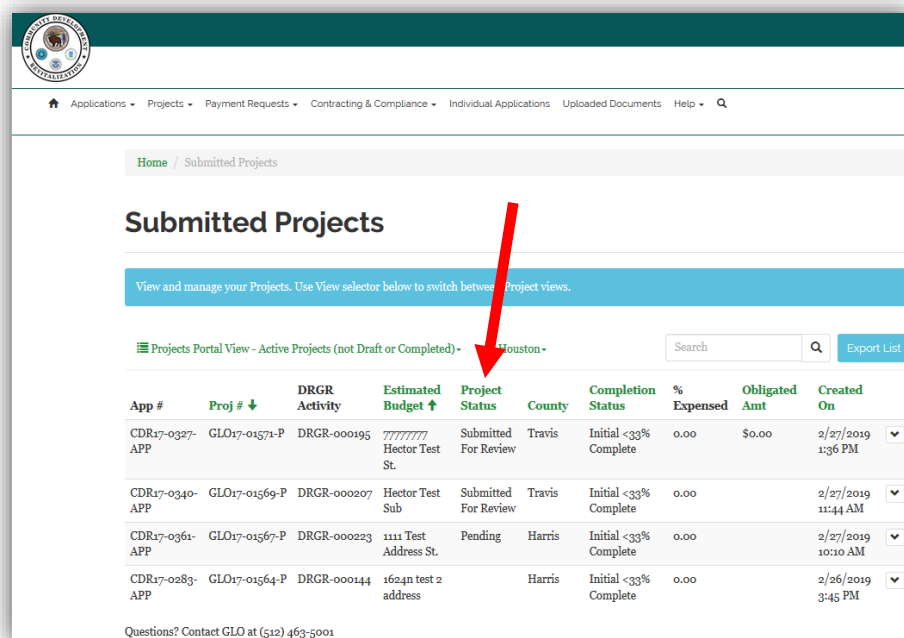
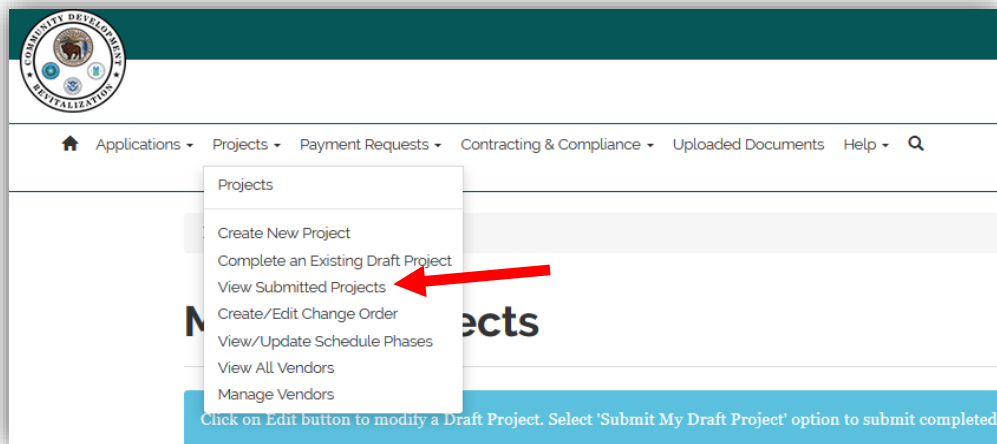
This is the final step to submit a project.



User Guide to the TIGR Portal

Step 18: Validate Final Submission (All Projects)

Once you have performed a Final Submission, you can check to see that the request has been successfully submitted. From the main menu, select **View Submitted Projects**.



If the status of your project is **Submitted for Review**, then it has been successfully submitted.

You can also use this landing page in the future to track the status of all your projects.



Chapter 4 – Submitting Payment Requests

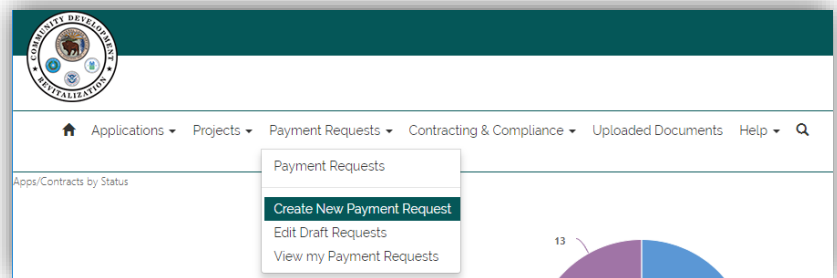
This chapter describes the process for entering payment requests into the TIGR Portal. All payment requests are entered based on DRGR Activity. Therefore, payment requests can incorporate multiple projects as long as they are all in the same Activity.

Creating New Payment Requests

To begin the process of submitting payments, log into the TIGR Portal and follow the instructions below:

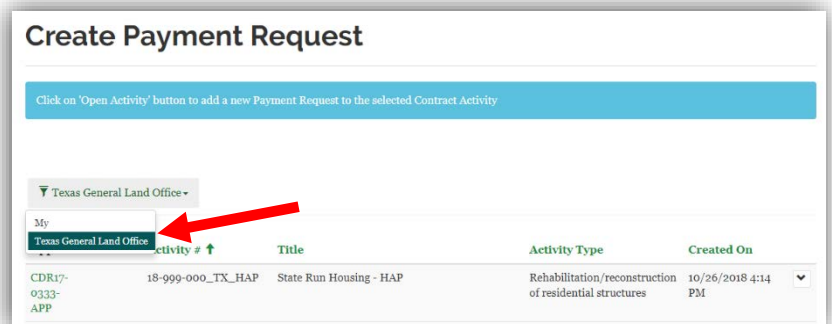
Step 1: Create New Payment Request

Select **Create New Payment Request** from the Payment Requests menu. This will open the **Create Payment Request** screen.



This will bring up a list of all current contracts for which you are the Contact.

You may need to change the **My/My Organization** filter to the City or County you are working with to see the correct Contract.



Search for and identify the DRGR Activity that for the Payment Request, then click on the down arrow on the far right of the screen. Select **Open Activity**. This will open the **Add new or change existing Payment Request** screen.





User Guide to the TIGR Portal

Step 2: Create New Payment Request

This will open the **Add new or change existing Payment Request** window.

To add a new payment request, click on **Create**.

Home / Add new or change existing Payment Request

Add new or change existing Payment Request

Create a new Draft Payment Request or modify existing Payment Request

Activity Number	Activity Title *	Activity Type *	Total Obligated
19-147-001_DA_AcqG-LMI_Ho	Houston Harvey HoAP Acquisiti	Acquisition – General	\$7,854,589.00
Application Name *			
Houston - HoAP: Acquisition (2)			

Draft Payment Requests

[Create](#)

Contract Number (Contract)	DRGR Activity Title (DRGR Activity)	Request No ↑	Amount Requested	Services Rendered Fm	Services Rendered To
There are no records to display.					

[Submit](#)

This will open the **Create New Payment Request** window.



User Guide to the TIGR Portal

Enter the fields in the Create **New Payment Request** window.

Request Type: Indicate the type of payment being requested.

Final Payment? Indicate whether this is the final payment associated with this activity. Select this **ONLY** if this is the final payment for this project or contract.

Service Rendered From and **Service Rendered To:** Indicate the period for services rendered for the payment.

Then click [Submit](#).

This will create a header record for the payment request and automatically assign a request number. TIGR will automatically close the pop-up window and bring you back to the **Add new or change existing Payment Request** page. Your new request should now be displayed in the **Draft Payment Requests** table.

Create New Payment Request

Request Type *
Subrecipient

Services Rendered From
[Calendar icon]

Services Rendered To
[Calendar icon]

Request No
—

Final Payment?
☒ No ☐ Yes

Status *
Draft

Step 3: Enter Payment Request Details For the payment request header record just created, click on the down arrow on the far right of the record and select [Edit](#).

Draft Payment Requests

Create

Contract Number (Contract)	DRGR Activity Title (DRGR Activity)	Request No ↑	Amount Requested	Services Rendered From	Services Rendered To	
	State Run Housing Project Delivery	PR-00000132-CDR		4/1/2019	4/30/2019	

Edit

This will open the **Payment Request Details** page. This page requires the submitter to enter Payment Request Line Items, invoice information for each invoice being submitted. In addition, the requestor will need to submit supporting documentation for each request.



User Guide to the TIGR Portal

Begin by clicking on the search icon to the right of the **Vendor** box to search for the vendor.

Edit Draft Payment Request

Request Type *
Vendor-Builder

Final Payment?
☒ No ☐ Yes

Project App Type
[Empty]

Project App Sub-Type
[Empty]


Services Rendered From
7/16/2019

Services Rendered To
7/23/2019

Request No
PR-00000189-CDR

Status
Draft

Vendor Information


Vendor
[Empty] 

Payment Request Line Items

[+ Create](#)

Search for and select the vendor associated with this payment. The list of vendors is very long, so you may want to use the Search feature in the upper right-hand corner of this window.

Lookup records

Search 

✓ Name ↑	FEMA Vendor	Vendor Type	Primary Contact
A & S ENGINEERS, INC.		Engineering Service Provider	
A&G Restoration	Yes	Home Builder	
✓ Action Civil Engineering		Engineering Service Provider	
AECOM Technical Services		Engineering Service Provider	
ALLCO	Yes	Home Builder	
Altra Homes DFW		Home Builder	

< 1 2 3 4 5 6 7 8 ... 17 >

[Select](#) [Cancel](#) [Remove value](#)

Click on the name of the appropriate vendor and then click **Select** to continue.



User Guide to the TIGR Portal

You will now be asked to provide the amount of the payment for each Budget Line Item in the project. To the right of Payment Request Line Items, select **Create**. This will open a pop-up window for the submitter to enter a description of the goods or services being provided.

Payment Request Line Items

[+ Create](#)

Project ↑	Budget Line Item ↑	Payment Requested	Amount Available to Draw	Over BLI Limit	Description
There are no records to display.					

Total Amt Requested

You will be asked to provide a description of the items or services provided for this Payment Request Line Item.

[Create](#)

After creating a new Line Item, open it for editing and configure Project and Budget Line Item

Description of this Line Item

Description of Goods and Services Provided

Construction services |

[Submit](#)

Once the description is complete, select **Submit**. This automatically closes the pop-up window and adds a line item to the **Payment Request Line Items** table.

Payment Request Line Items

[+ Create](#)

Project ↑	Budget Line Item ↑	Payment Requested	Amount Available to Draw	Over BLI Limit	Description
			No		Engineering services

[Edit](#)

Now we need to identify the project. Click on the down arrow to the right of the newly created line item and select **Edit**.



User Guide to the TIGR Portal

This will open the **Modify Payment Request Line Item** screen. Click on the search icon to the right to select a project.

Modify Payment Request Line Item

1 Project 2 Budget Line Item 3 Amount

Select Project

Project

Search

This will open a pop-up box with a list of Projects associated with this DRGR Activity.

Chose the project for this payment request and click **Select**.

TIGR will return to the **Modify Payment Request Line Item** screen.

Lookup records

Search

✓ Project Title ↑	Proj # ↑	Contract	Activity	Ownership Entity or Person
✓ East Side Premont Drainage	GLO17-01581-P	City of Premont - East Side Drainage Improvements	18-342-100_SC_5_Premont	Mayfield, Marcus

Select Cancel Remove value

Select Budget Line Item

Budget Line Item

Search

Previous Next

Next search for the budget line item of the selected project. Click the search icon to bring up the list of Budget Line Items for this project.

Click on the applicable project and then **Select**.

TIGR will return to the **Modify Payment Request Line Item** screen.

Lookup records

Search

Construction - Project - \$751,500.00- GLO17-01581-P	GLO17-01581-P	East Side Premont Drainage	Construction - Project	\$617,475.00
✓ Engineering - Project - \$91,000.00- GLO17-01581-P	GLO17-01581-P	East Side Premont Drainage	Engineering - Project	\$25,300.00
Environmental - Project - \$7,000.00- GLO17-01581-P	GLO17-01581-P	East Side Premont Drainage	Environmental - Project	
Grant Administration - Admin - \$68,800.00- GLO17-01581-P	GLO17-01581-P	East Side Premont Drainage	Grant Administration - Admin	\$0.00

Select Cancel Remove value



User Guide to the TIGR Portal

Step 4: Invoice Line Item and Payment Amount Requested

Add the line item(s) from the invoice associated with this payment.

Select **Add Invoice Line Item**

Home / Modify Payment Request Line Item

Modify Payment Request Line Item

1 Project ✓ 2 Budget Line Item ✓ 3 Amount

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

Activity 18-342-100_SC_5_Premont	Payment Request * PR-00000157-CDR	Budget Line Summary Program Budget Code * Engineering - Project
		Planned/Requested Amount \$91,000.00
		Obligated Amount \$91,000.00
		Amount Available to Draw \$25,300.00

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

Payment Amount Requested *

Description of Goods and Services Provided

Engineering services

Specify Invoice Line Items

Invoice Line Items Total
0.00

[Add Invoice Line Item](#)

Vendor	Vendor Invoice ↑	Payment Request Line Item ↑	Total Amount	Detailed Description
There are no records to display.				

[Previous](#) [Submit](#)

Enter Payment Amount Second

Select Invoice Line Item First

TIGR Tip: It is a good idea to enter the **Invoice Line Item(s)** into the system before you enter the **Payment Amount Requested**.

Select **Add Invoice Line Item**. This will provide you with the ability to select an invoice.



User Guide to the TIGR Portal

To begin to enter an Invoice Line Item, you must first search for and select the vendor.

Create

Vendor Invoice

Vendor
Unique identifier for Vendor associated with Transaction.

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

Total Invoice Amount *

Detailed Description

TIGR Tip: There are literally hundreds of vendors in the TIGR system. This is a great place to do a **Wildcard Search**.

Create

Vendor Invoice

Lookup records

✓ Name ↑	FEMA Vendor	Vendor Type	Primary Contact
✓ Hayes Engineering		Engineering Service Provider	



User Guide to the TIGR Portal

Next search for the Vendor Invoice.

Create

Vendor Invoice

Vendor
Unique identifier for Vendor associated with Transaction.
A&G Restoration

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

Total Invoice Amount *

Detailed Description

Submit

Chose the invoice from the list of previously-entered invoices for this vendor.

Create

Vendor Invoice

Lookup records

Search

Title	Invoice Amount	Invoice Date	Vendor
A44053 - Contract ID 023489	\$0.00	5/30/2019	A&G Restoration
AC Units	\$105.00	2/6/2019	A&G Restoration
ksaghdikfj	\$0.00	5/1/2019	A&G Restoration

New **Select** **Cancel** **Remove value**

If you do not see the invoice you are wishing to use, then this invoice may not have been entered into the system yet. To add a new invoice to the system, go to:

Step 4a - Adding Invoices Not Already in The System



Create

Vendor Invoice

Vendor
Unique identifier for Vendor associated with Transaction.
A&G Restoration x Q

Vendor Invoice *
Unique identifier for Vendor Invoice associated with Transaction.
AC Units x Q

Total Invoice Amount *

Detailed Description

Submit

Finally, enter the payment amount for this Invoice Line Item only.

The title **Total Invoice Amount** may be misleading, this should only the amount for this invoice line item not for the whole invoice (unless it is a single-line invoice).

Include a detailed description of the invoice and click **Submit**, which will return you to the **Modify Payment Request Line Item** page.

TIGR Tip: Be careful entering the Invoice Line Item Amount. This value cannot be changed once the payment is submitted.

Now, add the **Payment Requested Amount** and **Submit**

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

Payment Amount Requested *

1000.00

Description of Goods and Services Provided

Engineering services

If you have successfully entered and submitted the Payment Amount Requested, skip to Step 5: Upload Required Documents



User Guide to the TIGR Portal

Step 4a: Adding Invoices Not Already in The System

If this is the first line item on an invoice and the invoice has not yet been created, when the pop-up appears, select **New** at the bottom left to enter the invoice into TIGR.

✓ Title ↑	Invoice Amount	Invoice Date	Vendor
✓ A44053 - Contract ID 023489	\$0.00	5/30/2019	A&G Restoration
AC Units	\$105.00	2/6/2019	A&G Restoration
ksaghdckfj	\$0.00	5/1/2019	A&G Restoration

Buttons: New, Select, Cancel, Remove value

To enter a new invoice for the first time, select the vendor.

Enter the vendor's invoice number.

Enter the total dollar amount for the entire invoice in the **Invoice Amount** field.

Select the Invoice Date

Enter a title for the invoice. This is important as there will be hundreds of invoices for this Activity in TIGR and we need a way of easily identifying them. So, for **Title** use the **Invoice Number – Last four digits of the work order**.

For Example: A19269-4032

Fields:

- Unique identifier for Contractor (Vendor) associated with Vendor Invoice
- Invoice Number (System Generated)
- Invoice Number
- Invoice Amount
- Invoice Date
- Title *
- Invoice Note



User Guide to the TIGR Portal

Step 5: Upload Required Documents

Now, upload all documents required for this payment. Using the **Create** button at the bottom right of the **Payment Request Details** page, enter the document title and save.

Create

Please re-open Upload document and provide required additional information.

Document Title

Invoice 2

Save

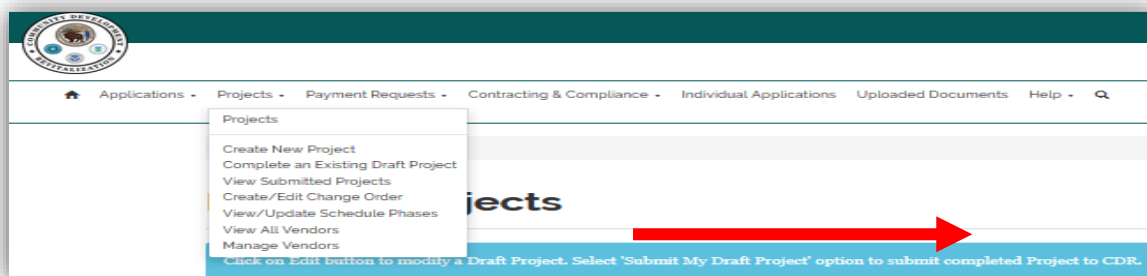
Click on the arrow to the right of the record that was created and select Edit.

Uploaded Documentation

Create

Program Doc Template	Full Document Name	Document Title	Required	Created On
	--PR-00000168-CDR-Invoice 2	Invoice 2		6/13/2019 11:47 AM
	--PR-00000168-CDR-Inspection Report	Inspection Report		6/24/2019 3:10 PM
Invoice Documents	--PR-00000168-CDR-Invoice	Invoice		6/13/2019 11:45 AM

Next, select from among a pre-defined list of **Document Templates**. These templates are just a way to group similar documents. Each program has its own unique set of Document Templates based on the types of activities defined in programs Action Plan. To select from the list of **Document Templates**, click on the magnifying glass icon.

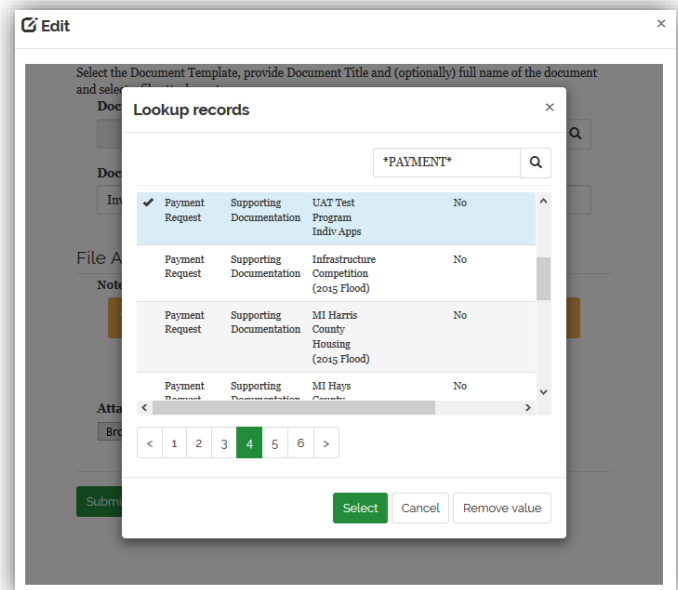




User Guide to the TIGR Portal

Page through the document types assigned to this Program and select the one most appropriate for the document that you are about to upload. If you have a question regarding the appropriate Document Template, contact your GLO Grant Manager.

Click next to the selected document type and then click **Select** to continue.



Enter the document title that you would like to have displayed

Select **Chose File** and select the file that you wish to upload

Select **Submit** to complete the upload

Repeat this process if additional documents are required.

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

Document Template

Project

Document Title

Construction Draw Number 1

File Attachments

Note Text

about 2 hours ago
Haviland, Greg

Attach a file *

Browse... No file selected.

Submit



User Guide to the TIGR Portal

Step 6: Initial Submission

Once all invoice line items have been created, all documentation has been uploaded, and the amount requested reconciles with the invoice line items, select **Submit** at the bottom of the **Payment Request Details** page. This completes the process of entering the Payment Request.

Home / Payment Request Details

Payment Request Details

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

Edit Draft Payment Request

Request Type *
Vendor-Builder

Services Rendered From
4/9/2019

Request No
PR-00000168-CDR

Final Payment?
☒ No ☐ Yes

Services Rendered To
4/11/2019

Status
Draft

Uploaded Documentation

Create

Program Doc Template ↑	Full Document Name	Document Title	Required	Created On ↑
Invoice Documents	--PR-00000168-CDR-Invoice	Invoice		6/13/2019 11:45 AM
Payment Request	--PR-00000168-CDR-Invoice 2	Invoice 2		6/13/2019 11:47 AM
Payment Request	--PR-00000168-CDR-Inspection Report	Inspection Report		6/24/2019 3:10 PM

Submit

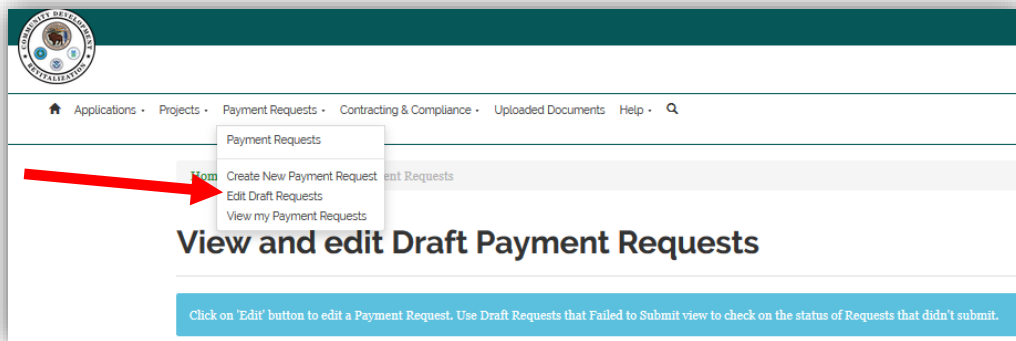
This, however, is NOT the Final Submission of the Payment Request.



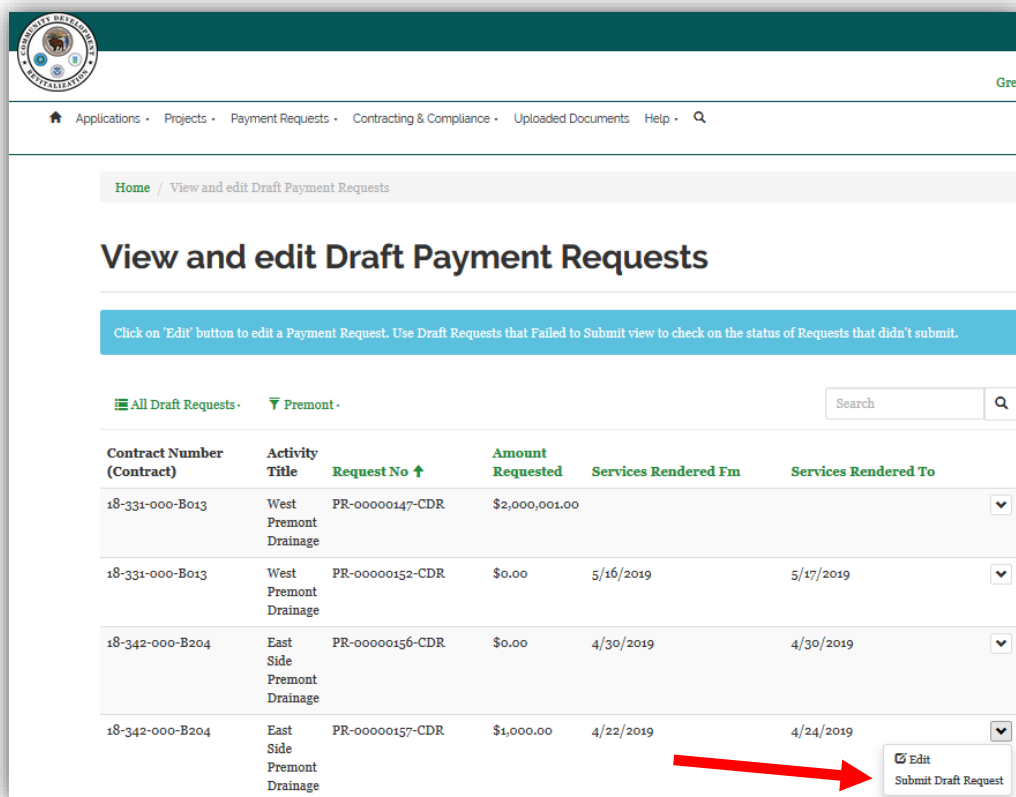
User Guide to the TIGR Portal

Step 7: Final Submission You can change anything in an individual Payment Request until you perform this final Submission. You have not submitted the Payment Request until you have performed this final step.

For Final Submission return to the main menu and select **Edit Draft Requests**



This will pull a list of all Draft (unsubmitted) Payment Requests. To perform a final Submission,



select **Submit Draft Request** from the drop-down menu for the desired Payment Request.

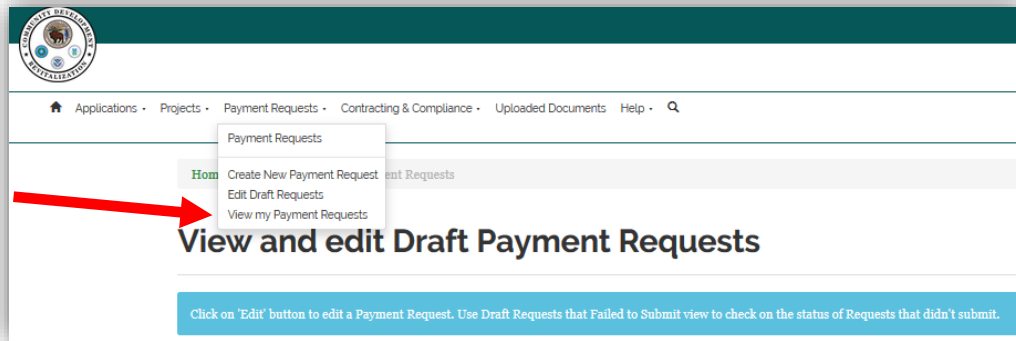
This completes the process of submitting a Payment Request for review and approval.



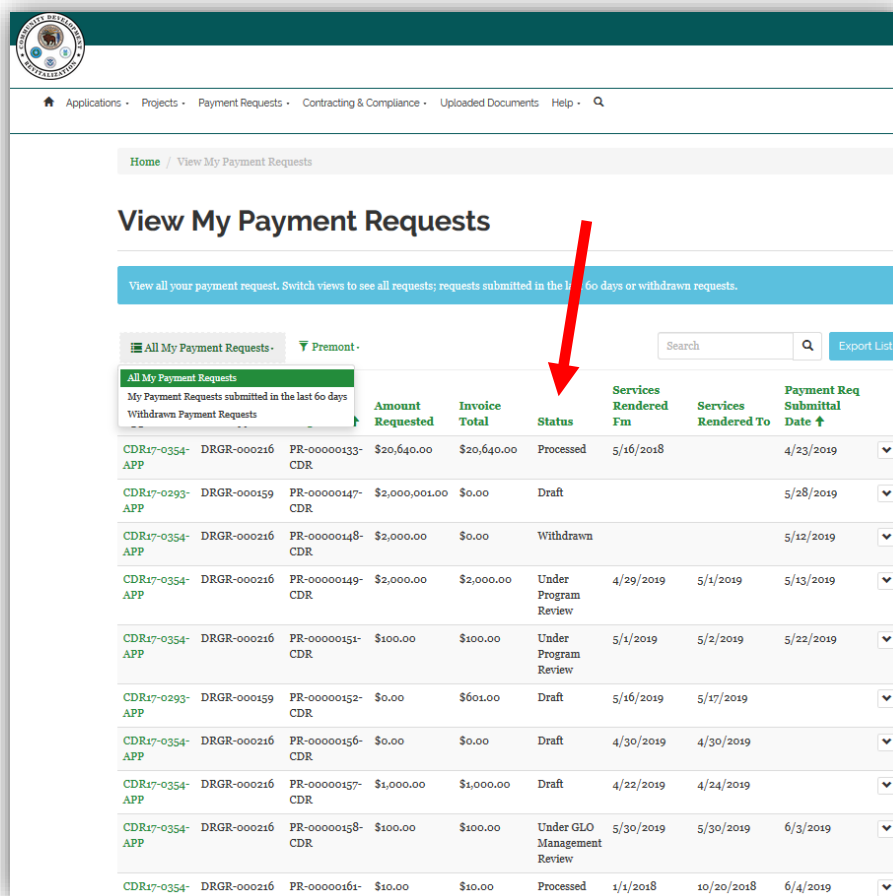
User Guide to the TIGR Portal

Step 8: Validating Final Submission

Once you have performed a Final Submission, you can check to see that the request has been successfully submitted. From the main menu, select **View My Payment Requests**.



If the status of your Payment Request is **Under Program Review**, then it has been successfully submitted.



You can also use this landing page to track the status of all of your payment requests.