

The background of the right side of the image is a photograph of a two-story house with a wooden deck and stairs. A banner hanging from the deck reads "WELCOME HOME" with "JWTCA" written below it. The entire photograph is overlaid with a semi-transparent blue filter.

Reporting Requirements

TEXAS GENERAL
LAND OFFICE

community development & revitalization

PRESENTER



Robby Bizot

DIRECTOR OF INFRASTRUCTURE AND BUYOUT | ICF





AGENDA

- Introduction
- Reporting Requirements
- Monthly Activity Status Report
- HUD Contract Reporting
- Section 3 Reporting
- Questions/Answers Session



Example

- Rango County
- Hurricane Harvey contract for \$6,410,600 for ditch and culvert repair executed 2/1/2021
- Mitigation contract for \$1,182,000 for construction of a detention pond executed 1/1/2022
- Rango County must submit required reporting to the GLO for both contracts throughout the period of performance of their contract

RANGO COUNTY

20-111-222-C123

PERFORMANCE STATEMENT

Hurricane Harvey overwhelmed the drainage system of the Rango County (Subrecipient). Heavy rainfall caused flooding of homes and streets. Undersized drainage ditches throughout the city prohibited stormwater from draining effectively. This inundated the drainage system and threatened public health, safety, and welfare. Subrecipient will conduct drainage Infrastructure improvements to facilitate proper stormwater conveyance and reduce the impact of future flooding.

Subrecipient shall perform the Activities identified herein for the target area specified in its approved Texas Community Development Block Grant Disaster Recovery Supplemental Grant Application to aid areas most impacted by Hurricane Harvey. The persons to benefit from the Activities described herein must receive the prescribed service or benefit, and all eligibility requirements must be met to fulfill contractual obligations.

The grant total is \$6,410,600.00. Subrecipient will be required to maintain a detailed Budget breakdown in the official system of record of the GLO's Community Development and Revitalization division (GLO-CDR).

Flood and Drainage Facilities

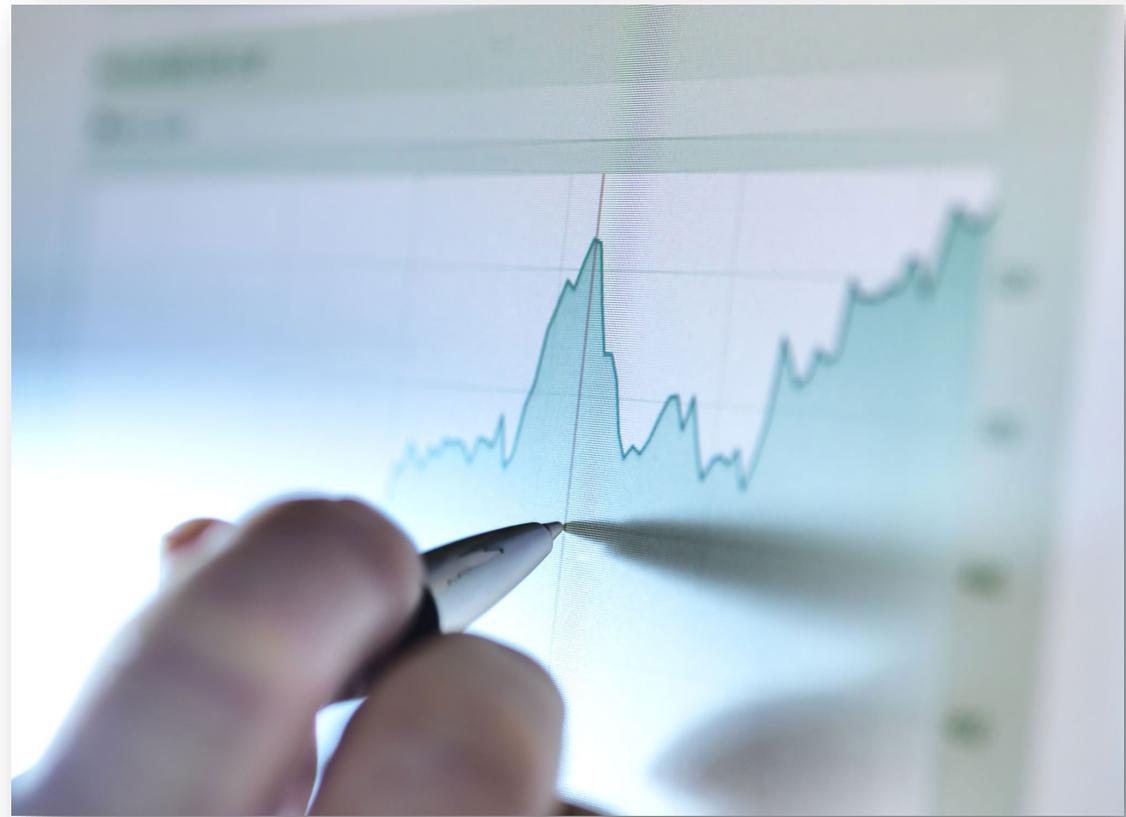
Subrecipient shall replace storm sewer culverts, widen and cement line roadside ditches, install outfall ditches with associated pavement repair, and complete associated appurtenances. Construction shall take place at the following locations on the east side of the city.

Flood and Drainage Facilities	Location Approximate Lat/Long	Proposed HUD Performance Measures	Census Tract	Block Group
Rango's Bayou	Highway 11 to Main Street 30.900000, -93.999999	2,000 LF	1501.00 1502.00 1503.00 1504.00	3,4 1,2,3,4 1,2,3 1,2,3
Juniper's Bayou	Highway 66 to Juniper St.	500 LF	1500.00	1
Lancaster's Bayou	Juniper St. to Lancaster Rd.	800 LF	1501.00	1



Reporting Requirements

- Pursuant to Sections 4.02, 4.03 and 4.04 (If applicable) of the GLO Contract subrecipients are required to submit quarterly and monthly reports to track program activities, budgets/drawdown, milestones, and outcomes.
- These reports vary by program (Harvey vs. MIT) but are similar and can be found as attachments in your associated GLO contracts.
- Failure to submit reports to the GLO in a timely manner may lead to withholding of payments, pending Subrecipient's correction of the deficiency.



Contract Type Due Dates

Report Type	Harvey	Mitigation
Monthly Status Report	Subsequent 1st Day of Each Month	Subsequent 5th Day of Each Month
HUD Monthly Contract Report	Subsequent 1st Day of Each Month	Subsequent 5th Day of Each Month
Section 3 Quarterly Report	10th day of the Month Following Quarter's Close	10th day of the Month Following Quarter's Close
Section 3 Annual Report	September 30 of Each Year During Contract Period	September 30 of Each Year During Contract Period



MONTHLY ACTIVITY STATUS REPORT



Milestones

- To complete the Monthly Activity Status Report, you will need to know what Milestone phase each of your project sites is currently in.
- In addition to identifying the current Milestone, you will need to provide more info on what the current status of each project site is.
- You will need to track (if applicable) the program income generated through each project site activity.

Harvey Milestones reporting tab		
Milestone	Program Income	Program Income
Milestone	Reportable income. (Provide backup information and documentation as necessary)	Reportable income. Provide detail in Status Summary.
Project Kick-Off/Required Start Docs		No reportable income. Provide justification in Status Summary.
Engineering Notice to Proceed	No reportable income.	Not applicable. If in question, provide written request for GLO waiver approval and report until approval is granted.
Environmental Notice to Proceed	Not applicable.	
100% Design Approved		
Authority to Use Grant Funds		
Real Property Acquisition Start		
Bid Advertise		
Construction Notice to Proceed		
As-Built/COCC/FWCR		
Grant Completion Report		

Harvey Monthly Activity Status Report

GLO Community Development and Revitalization Subrecipient Monthly Activity Status Report				
Subrecipient must provide Monthly Activity Status Reporting at the site level for all sites identified in the Performance Statement and Budget (Attachment A) and relevant to the Milestones (Attachment A) therein. The Report is due the first day of each month for the duration of the Contract. Submit the Report via email to: DR.Status.Reporting@glo.texas.gov				
Subrecipient:	Rango County			
Contract #:	20-111-222-C123			
Preparer Name:	John Jacob		Contact Information:	JohnJacob@RangoCo.gov
Reporting Month/Year:	Mar-22			
Activity Name:				
Site	Current Milestone	Status Notes/Important Dates	Anticipated Completion Date	Program Income
Rango's Bayou	Engineering Notice to Proceed	Design is 90% complete	4/1/2022	Not applicable.
Drainage Ditch 100	Environmental Notice to Proceed	Engineering procurement is underway. Advertised on 2/26/22	5/1/2022	Not applicable.
Drainage Ditch 101	Engineering Notice to Proceed	Design encountered unanticipated acquisitions. Design is paused. Project will be withdrawn	N/A	Not applicable.
Juniper's Bayou	Engineering Notice to Proceed	Design is 60% complete	5/15/2022	Not applicable.
Lancaster's Bayou	Environmental Notice to Proceed	Engineering procurement is underway. Advertised on 2/26/22	5/1/2022	Not applicable.
6				



Harvey Monthly Activity Status Report

If you have any overall project concerns (not specific to one of the phases listed above), you will list those concerns in the box below.

Overall Grant Status Summary

Extension and budget adjustment requested in February 2022, still pending approval.

Record Site Level Budgets for each project site

Site-Level Budget Status

Site	Total Budget	Total Expended	Balance	% Expended
Rango's Bayou	\$3,500,000.00	\$325,000.00	\$3,175,000.00	9%
Drainage Ditch 100	\$900,000.00	\$16,000.00	\$884,000.00	2%
Drainage Ditch 101	\$470,000.00	\$15,400.00	\$454,600.00	3%
Juniper's Bayou	\$1,350,000.00	\$175,000.00	\$1,175,000.00	13%
Lancaster's Bayou	\$750,000.00	\$28,000.00	\$722,000.00	4%
6			\$0.00	#DIV/0!
7			\$0.00	#DIV/0!
8			\$0.00	#DIV/0!
9			\$0.00	#DIV/0!
10			\$0.00	#DIV/0!
TOTALS:	\$6,970,000.00	\$553,400.00	\$6,410,600.00	8%

The site names will auto-populate from the table above (on the previous slide). You will just need to add the Total Budget and Total Expended Budget (both of which can be found in TIGR). The total column at the bottom of the table will auto-populate after you add your site budgets.

The Balance and % Expended Columns have pre-populated formulas, the only columns you need to complete in this section will be the Total Budget and Total Expended columns (taken from TIGR), once those are complete, the last 2 columns will auto-populate.



Mitigation Monthly Activity Status Report

- Pursuant to Sections 4.02 of the GLO Contract, subrecipients are required to submit monthly status reports for the scope of work identified in the Attachment A
- CDBG-MIT monthly report due: 5th of every month following the reporting period
- Reports are due for the duration of the Contract (review contract for terms)
- Report should include all TIGR Milestones for each phase & identify whether the project is on schedule

CDBG-MIT Instructions tab



TEXAS GENERAL LAND OFFICE
Community Development and Revitalization
Monthly Activity Status Report

Subrecipients must provide monthly Activity status reporting for all sites identified in the Performance Statement (Attachment A) and relevant to the milestones therein. The Monthly Activity Status Report is due the fifth day of the month following the reporting period for the duration of the Contract. Submit the report using the Texas Integrated Grant Reporting system upload for Monthly Activity Status Reporting.

This report should be completed to include all activities listed in the Performance Statement (Attachment A).

Under the Project Milestone Phase chart, each applicable milestone should be addressed.

TIGR Milestone (Pending or Complete)
Any milestone that is not applicable to the project, please enter "N/A".
Any milestone that is pending, please enter "P".
Any milestone that is complete, please enter "C-[Date Completed]"

On Schedule? (If no, describe improvement plan below.)
Each cell is limited to three lines of text. Therefore, please be brief but descriptive as to the improvement plan. If more information is required, please utilize the "Project Status Concerns" text box.

Each Performance Statement (Attachment A) activity budget should be reported. Please use the yellow shaded cell to denote the associated activity per the Attachment A. The total budget should reflect the budgetary information as reported in the TIGR system.

Mitigation Monthly Activity Status Report

- Complete one Project Milestone Chart that encompasses all activities
- Subrecipients will input whether a milestone is pending "P" or complete "C"
- Milestones phases are not considered complete until all activities have completed that phase.

Subrecipient: _____ Rango County
 Contract Number: _____ 20-111-222-D111
 Preparer Name: _____ John Jacob _____ Contact Information: _____ JohnJacob@RangoCo.gov

Reporting Period (Month/ Year): _____ Mar-22

Project Title: _____ Dulce Lane Detention Pond

Project Milestone Phase	Att. A Budget Gates/Milestones		TIGR Milestone (Pending or Complete)	On Schedule? (If no, describe improvement plan below.)
	Budget Category	Budget Allowance		
Start-Up Documentation	PD-GA Funds	0-15%	C	Yes
Engineering NTP	Eng Funds	0-30%	C	Yes
Environmental NTP	PD-GA Funds	15.01-30%	C	Yes
	PD-Env Funds	0-30%	C	Yes
Engineering Design	Eng Funds	30.01-60%	C	Yes
Completion of Special Env Svcs	PD-Special Env Funds	100%	N/A	Yes
Authority to Use Grant Funds	PD-GA Funds	30.01-50%	C	Yes
	PD-Env Funds	30.01-100%	C	Yes
Acquisition (if applicable)	Acq Funds	100%	C	Yes
Bid Advertisement	PD-GA Funds	50.01-60%	C	Yes
	Eng Funds	60.01-70%	C	Yes
	PD-GA Funds	60.01-85%	C	Yes



Mitigation Monthly Activity Status Report

- Subrecipients should enter “yes” or “no” to indicate whether the project milestone is on schedule.
- If “no”, describe the improvement plan to get back on schedule
- Input project status concerns

	Construction Funds	0-95%	C	Yes
Construction Activity Completion	PD-GA Funds	85.01-95%	P	No. 2 week delay in getting the materials due to shortages. Will request that contractor work weekends to make up for the 2 week delay in construction.
	Eng Funds	85.01-100%	P	
	Construction Funds	95.01-100%	P	
Planning NTP	Planning Funds	0-95%	N/A	
Planning Completion	Planning Funds	95.01-100%	N/A	
Contract Closeout	PD-GA Funds	95.01-100%	P	

Project Status Concerns (provide notes or information relevant to the overall contract.):

Due to the 2 week delay now into hurricane season. Ant delays due to weather may ccreate a need for a time extension.



Mitigation Monthly Activity Status Report

- Each Performance Statement (Attachment A) Activity budget should be reported separately
- The Total Budget and Total Expended columns should reflect the accurate totals at the end of the performance period

Rehabilitation/reconstruction of public facilities

Budget Status:	Total Budget	Total Expended	Balance	% Expended (Total Expended/Total Budget)
PD-GA Funds	\$ 40,000.00	\$ 30,000.00	\$ 10,000.00	75%
PD-Env Funds	\$ 12,000.00	\$ 12,000.00	\$ -	100%
PD-Special Env Funds	\$ -	\$ -	\$ -	
Eng Funds	\$ 130,000.00	\$ 100,000.00	\$ 30,000.00	77%
Acq Funds	\$ 350,000.00	\$ 346,000.00	\$ 4,000.00	99%
Construction Funds	\$ 650,000.00	\$ 250,000.00	\$ 400,000.00	38%
Planning Funds			\$ -	
Totals:	\$ 1,182,000.00	\$ 738,000.00	\$ 444,000.00	62%

Budget Status:	Total Budget	Total Expended	Balance	% Expended (Total Expended/Total Budget)
PD-GA Funds			\$ -	
PD-Env Funds			\$ -	
PD-Special Env Funds			\$ -	
Eng Funds			\$ -	
Acq Funds			\$ -	
Construction Funds			\$ -	
Planning Funds			\$ -	
Totals:	\$ -	\$ -	\$ -	



Reporting Template

- Subrecipient Monthly Activity Status Report is Attachment F of the GLO Contract
- Non-Mitigation (15/16/Harvey):

https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/s1-subrecipient_att_f---monthly-report.xlsx

- MIT:

<https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/mitigation-monthly-report.xlsx>



HUD Contract Reporting



HUD Contract Reporting

- Public Law 113-2 requires grantees “to maintain on a public web site information accounting for how all grant funds are used, including details of contracts and procurement processes”
- Section 4.03 of the GLO contract requires subrecipients to submit HUD Contract Reporting **monthly** or **quarterly** as indicated in the respective contract
- Subrecipients are required to submit this completed form to cdrsubsreporting@recovery.texas.gov
- Best practice is to copy your GLO Grant Manager as well
- Subrecipients will need the Grant information and their vendor contract information to complete the report

Public Law 113-2 Contract Reporting Template

Grantees are to use this template to summarize all procured contracts, including those procured by the grantee, recipients, or subrecipients. For the purposes of this requirement, recipients and subrecipients are defined as any entity receiving funds directly from the grantee. Definitions of each field can be found below. Grantees are to update and upload this template to their website and to DRGR using the Lead Agency’s Administration activity each quarter as part of their QPR submissions by selecting the “add additional documents” link in page 1 of the edit activity screen. Please note the specific activity title and number where the template has been uploaded within the QPR’s Overall Progress narrative. Please contact your CDP representative with any questions about the requirements pertaining to this template or submit a question to <https://www.onecpd.info/get-assistance/my-question/> for DRGR technical assistance.

Data Fields:

Grantee	Enter grantee title as displayed in DRGR system.
Grant Number	Enter grant number as displayed in DRGR system.
Date Updated	Enter date template last updated.
A. Contractor Name	Enter name of Contracted Party
B. DUNS Number	Enter Data Universal Numbering System number of the Contractor. Note: Entering the DUNS into this template does not fulfill the requirement for grantees to enter DUNS into the DRGR Action Plan at the activity level. Refer to the Notice published July 11, 2014 for more information on this separate requirement.
C. Procured by	Enter name of entity that procured Contract - HUD grantee (state or local government), partner agency, a subrecipient of a state or local government, or a recipient of a state government.
D. Contract Execution Date	Enter date the Contract was executed.
E. Contract End Date	Enter date the Contract will expire.
F. Total Contract Amount	Enter total amount of executed Contract.
G. Amount of CDBG-DR Funds	Enter amount of CDBG-DR funds from this grant used to fund the Contract.
H. Brief Description of Contract	Enter a brief, one sentence description of the purpose of the Contract.

To insert additional ROWS, go to HOME menu, and select INSERT from the top left.



HUD Contract Reporting Instructions

The Grantee is the Texas- GLO

Grantee: Texas - GLO
Grant Number: B-17-DM-48-0001
Date Updated: 4/1/2022

A. Contractor Name	B. DUNS Number	C. Procured By	D. Contract Execution Date	E. Contract End Date	F. Total Contract Amount	G. Amount of CDBG-DR Funds	H. Brief Description of Contract
Example: South Texas Landscaping, INC	XXX-XXX	State of Texas	6/15/2013	6/15/2014	\$3,500,000	\$3,000,000	Long term recovery from wildfires of 2011 - Drainage Projects
Allen-Ames Grant Administrators	123-456	Rango County	1/1/2021	11/5/2022	\$30,000	\$30,000	Grant administration and environmental services
Ernie's Engineering LLC	222-333	Rango County	3/1/2021	9/1/2022	\$200,000	\$200,000	Design and Construction Management services
Carl's Construction Crew	654-312	Rango County	8/1/2021	9/1/2022	\$654,000	\$500,000	Widen and concrete line 3,000 LF of ditches

Vendor

Subrecipient who holds the vendor contract

Input the Total Contract amount that is in the executed vendor agreement regardless of funding source

Input the Scope of Work of the vendor contract

Grant Number can be found as the Federal Award Number on the first page of the GLO Contract

Vendor DUNS

Period of Performance of vendor contract

Input the amount of the vendor contract that will be paid for by CDBG funding



Reporting Template

- HUD Contract Report is Attachment H of the GLO contract
- Applies to Non-MIT (15/16/Harvey) & MIT contracts
- Accessible at <https://www.hudexchange.info/resource/3898/public-law-113-2-contract-reporting-template/>



Section 3 Reporting



Section 3

- Section 3 of the Housing and Urban Development Act of 1968, as amended, requires the GLO to ensure that training, employment and other economic opportunities generated by CDBG programs shall be directed, to the greatest extent feasible to low- and very low-income persons.
- Subrecipients required to submit both **quarterly** and **annual** Section 3 reports to demonstrate efforts to meet the GLO's Section 3 goals, the results of actions taken, and impediments encountered (if any)
- Reporting required for contracts over \$200,000



Reporting Template

Section 3 Quarterly and Annual Reports

- Contracts executed prior to November 30, 2020 (Legacy Projects)

- Quarterly:

<https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/s3-section-3-quarterly-report.xlsx>

- Annual:

<https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/s7-section-3-annual-summary-report.xlsx>

- Contracts executed after November 30, 2020
 - Reports to be submitted in TIGR



Legacy Project Reporting

- Similar Quarterly and Annual Reports. Annual report compiles the information from all the quarterly reports for that year
- Input award and Subrecipient Information
- Part I: Input employment and Training information.
- Ensure to complete columns B,C, and F to report all new hires, section 3 new hires, and section 3 trainees
- Part II: Input monetary amounts of all construction and non construction contracts awarded including information about any Section 3 businesses awarded
- Part III input information about all the efforts taken to hire and or train section 3 residents and businesses.

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of construction contracts awarded to Section 3 businesses	\$ 654,000.00
B. Total dollar amount of construction contracts awarded to Section 3 businesses	\$ -
C. Percentage of total dollar amount awarded to Section 3 businesses	0.0%
D. Total number of Section 3 businesses receiving construction contracts	0

2. Non-Construction Contracts:

A. Total dollar amount of construction contracts awarded to Section 3 businesses	\$ -
B. Total dollar amount of construction contracts awarded to Section 3 businesses	\$ -
C. Percentage of total dollar amount awarded to Section 3 businesses	-
D. Total number of Section 3 businesses receiving construction contracts	0

Contracts Executed During Reporting Quarter (Report all contracts executed during the reporting quarter.)

1. Construction Contracts (75% of all awarded construction contracts, awards to Section 3 Business Concerns representing minimum goals)

Prime Contractor	Contract on Contract Amount	Section 3 Bus.	Contract Award Date	Part I-2012 Section 3 Business Concerns	No. of New Hires	No. of New Hires (Section 3 Residents)	Total Staff Hires (Section 3 Residents)
Cell's Construction Crew	654000	No	8/19/2021	Yes	10	4	4
Subcontractor (Name)	Contract Amount	Section 3 Bus.	Contract Award Date	Part I-2012 Section 3 Business Concerns	Contractor Type Plumbing, Electrical, etc.		
n/a							

2. Non-Construction Contracts (25% of all awarded non-construction contracts, awards to Section 3 Business Concerns representing minimum goals) (Report awarded contracts that are subject to or above \$2,000)

Business Name	Contract Amount	Section 3 Bus.	Contract Award Date	Part I-2012 Section 3 Business Concerns	Section 3 Contract Amount	Reason/Contract Type
n/a						

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Section 3 Quarterly Summary Report

Economic Opportunities for Low- and Very Low-Income Persons

1. Grantee/Subrecipient Name and Address
2. GLO Contract Number
3. Contract Person / Section 3 Coordinator
4. Phone (including area code)
5. Email
6. Total Amount of Award
7. Year
8. Quarter Being Reported
9. Executed Contracts This Quarter
10. Date Report Submitted
11. Program Code (Use separate sheet for each program code)
12. CDBG - State Administered

4/9/2022

Part I: Employment and Training (Columns D, C, and F are mandatory fields. Include New Hires in columns E & F.)

A	B	C	D	E	F		
Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Sec. 3 New Hires (Optional)	employee hours Total staff hours (Optional)	% of Total Staff Hours for Sec. 3 employees the percentage of the total staff hours worked for Sec. 3 employees in connection with this award.	Number of Section 3 Trainees the number of Section 3 trainees in connection with this award.	
Professionals	1	0	0.0%	-	-	0	
Clerical	0	-	-	-	-	0	
Case Mgmt.	1	1	100.0%	480	480	100.0%	0
Facilities Maintenance	1	0	0.0%	-	-	0	
Technical (Bookkeeping, IT, etc.)	0	-	-	-	-	0	
Carpentry	0	-	-	-	-	0	
Masonry	0	-	-	-	-	0	
Plumbing	0	-	-	-	-	0	
Electrical	0	-	-	-	-	0	
Administrative	0	-	-	-	-	0	
Other (Describe)	-	-	-	-	-	-	
	-	-	-	-	-	-	
	-	-	-	-	-	-	
	-	-	-	-	-	-	
Total	3	1	33.33%	480	480	1	0

Part III: Summary of Effects (dropdowns)

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income person, particularly those who are recipients of government assistance for housing.

(Select Yes to all. If a selection has not been made, default is No)

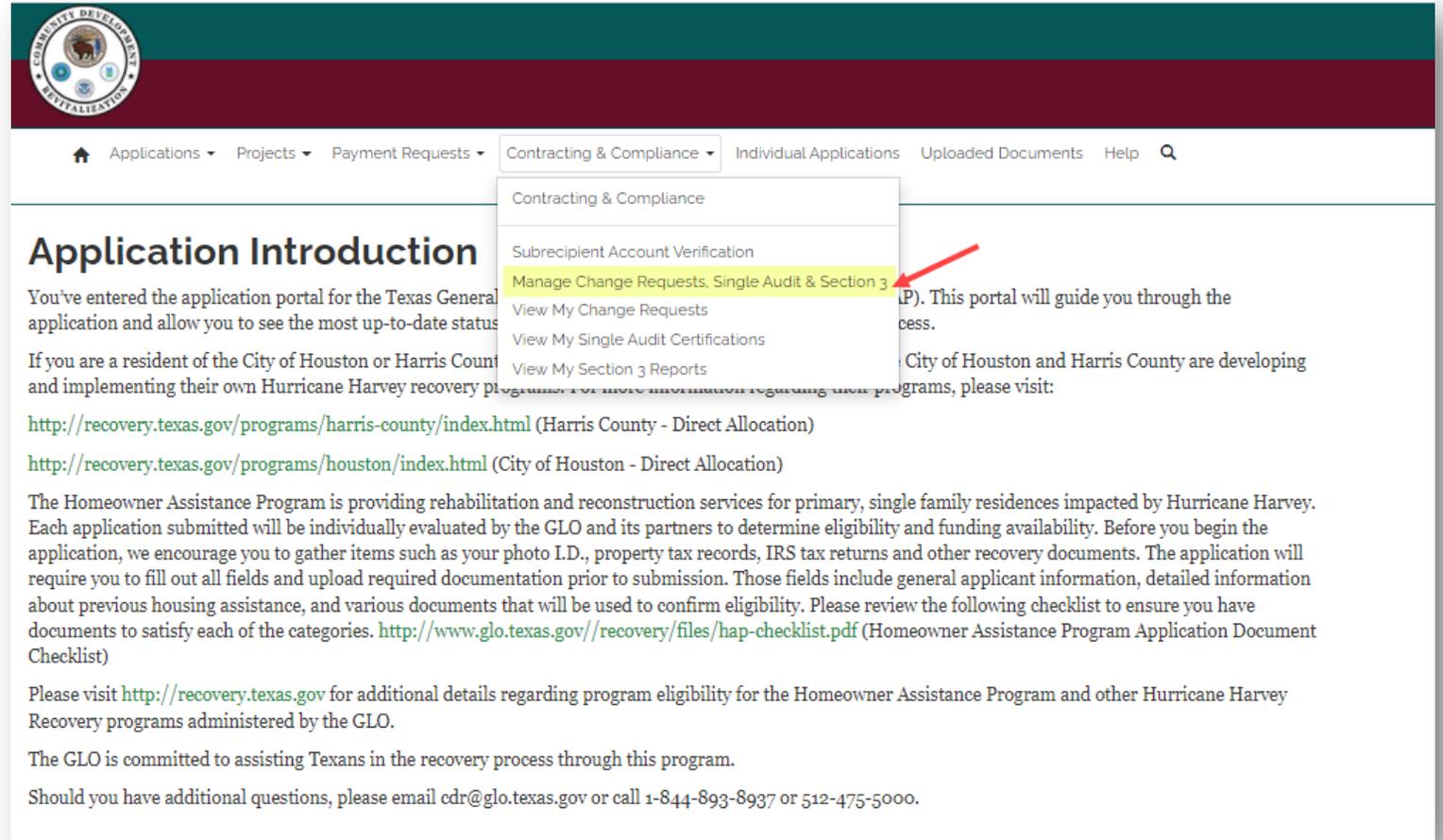
Yes	Recruited low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered program or project is located, or similar methods.
No	Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
No	Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
No	Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
Yes	Other efforts; Please describe below:

Input language about Section 3 preference in job advertisement, recruited section 3 residents through local media and signs displayed at public housing and in low-income area of the project site. Sponsered a job informational meeting in the service area of the project



Section 3 Reporting in TIGR

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

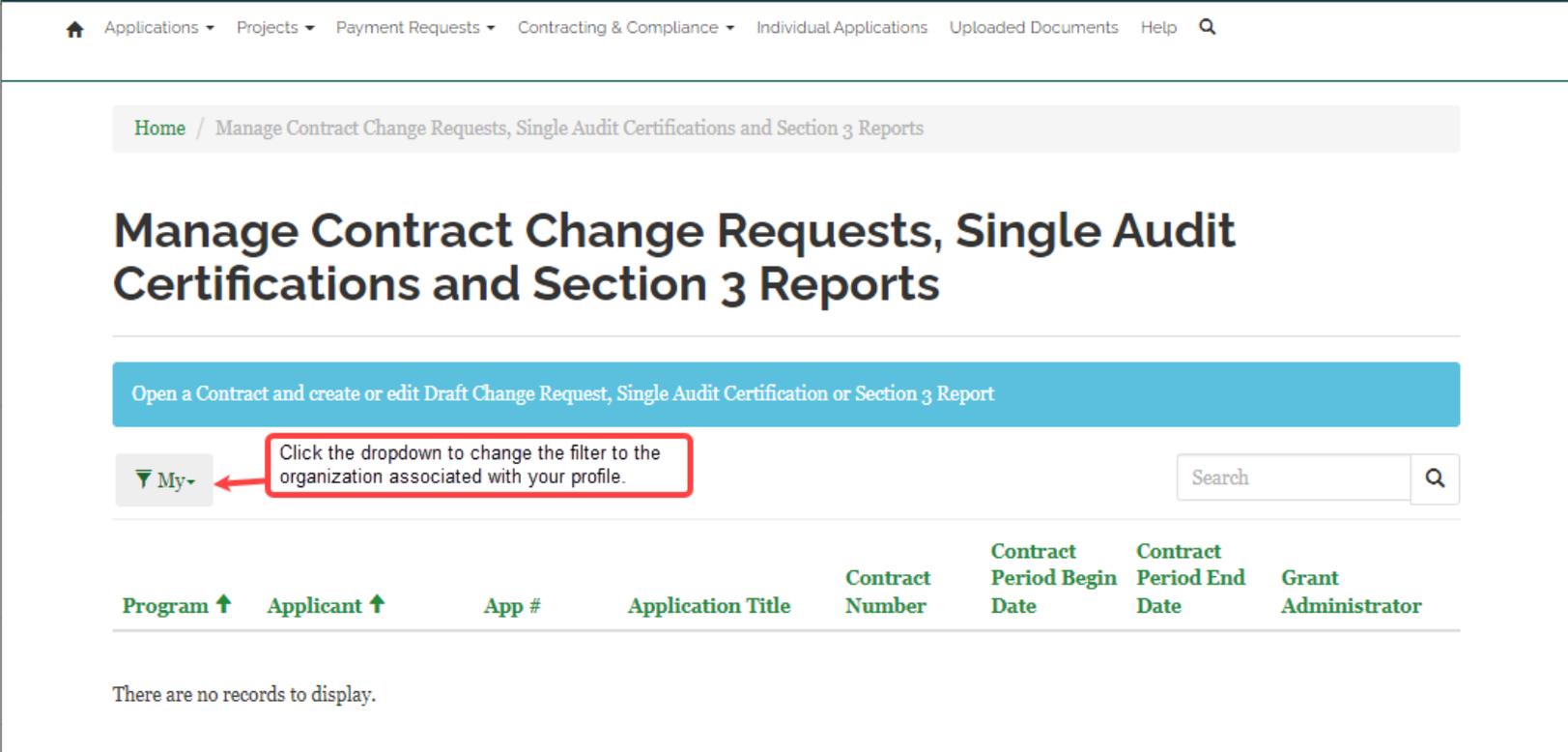


The screenshot displays the TIGR application portal interface. At the top, there is a navigation bar with a home icon and several menu items: Applications, Projects, Payment Requests, Contracting & Compliance, Individual Applications, Uploaded Documents, and Help. A search icon is also present. The 'Contracting & Compliance' menu is expanded, showing a list of options: Subrecipient Account Verification, Manage Change Requests, Single Audit & Section 3 (highlighted in yellow), View My Change Requests, View My Single Audit Certifications, and View My Section 3 Reports. A red arrow points to the highlighted option. Below the navigation bar, the main content area is titled 'Application Introduction'. It contains several paragraphs of text, including instructions for users and links to external resources. The text mentions the Homeowner Assistance Program and provides links for Harris County and the City of Houston. A red arrow also points to the text 'This portal will guide you through the process.' in the first paragraph.



Section 3 Reporting in TIGR

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



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

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

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

▼ My Click the dropdown to change the filter to the organization associated with your profile.

Program ↑	Applicant ↑	App #	Application Title	Contract Number	Contract Period Begin Date	Contract Period End Date	Grant Administrator
There are no records to display.							



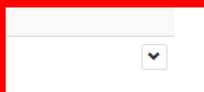
Section 3 Reporting in TIGR

- Click the dropdown to open the contract

The screenshot shows the TIGR web application interface. At the top, there is a navigation bar with links for Applications, Projects, Payment Requests, Contracting & Compliance, Individual Applications, Uploaded Documents, and Help. Below this is a breadcrumb trail: Home / Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports. The main heading is "Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports". A blue button says "Open a Contract and create or edit Draft Change Request, Single Audit Certification or Section 3 Report". Below that is a filter for "ABC Consulting" and a search box. The main content is a table with the following columns: Program, Applicant, App #, Application Title, Contract Number, Contract Period Begin Date, Contract Period End Date, Grant Administrator, and a dropdown menu. The table contains four rows of data. The last row is highlighted with a red box around its dropdown menu.

Program ↑	Applicant ↑	App #	Application Title	Contract Number	Contract Period Begin Date	Contract Period End Date	Grant Administrator	
Housing Competition (2015 Flood)	ABC Consulting	CDR17-0277-APP	Newton County Housing Grant - Contract 18-384-000-B093	18-384-000-B093	4/23/2018	8/31/2021	Sigler, Ron F.	▼
State Infrastructure and ER – LIP: H-GAC – HUD MID (2017 Harvey 2)	ABC Consulting	CDR17-0735-APP	ABC-HVInf	20-065-123-C430	6/10/2020	8/31/2022		▼
State Infrastructure and ER – LIP: H-GAC – State MID (2017 Harvey 2)	ABC Consulting	CDR17-0600-APP	Palacios-HVInf	20-065-108-C295	4/9/2020	6/30/2022		▼
State Planning (2016 Floods)	ABC Consulting	CDR17-0787-APP	Regional Planning Studies	19-181-000-B574	2/18/2019	4/30/2022		▼

Open Contract



Section 3 Reporting in TIGR

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

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

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

GENERAL

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

Draft Contract Change Requests

Create

App # (Contract)	Change Request # ↑	Change Request Type	Title	Created On
------------------	--------------------	---------------------	-------	------------

There are no records to display.

Draft Single Audit Certifications

Create

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

Section 3 Reports

Click Create

Create

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



Section 3 Reporting in TIGR

- The Create pop up is displayed
- Enter the Fiscal Year and select the Reporting Quarter

Create

General

Please re-open the Section 3 Report and provide required additional information

Fiscal Year * 2021

Reporting Quarter * Jun-Aug

GLO Contract Number * 20-065-108-C295

Create

Section 3 Reporting in TIGR

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

Section 3 Reports

Create

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



Section 3 Reporting in TIGR

- The Edit popup is displayed
- Complete the form and click Submit

Section 3

Fiscal Year * 2021 Reporting Quarter * Jun-Aug

Grantee/Subrecipient * ABC Consulting GLO Contract Number * 20-065-108-C295 Contact Person * John Doe

Total Labor Hours * 500 Targeted Section 3 Workers Labor Hours * 200 Section 3 Workers Labor Hours * 100

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

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

Submit



Section 3 Reporting in TIGR

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

Section 3 Reports

Create

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

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

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QUESTIONS?

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Texas General Land Office



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TEXAS GENERAL LAND OFFICE

COMMUNITY DEVELOPMENT AND REVITALIZATION

