Mitigation TIGR Payment Requests

TEXAS GENERAL LAND OFFICE

Mitigation TIGR Payment Requests| TBD, 2022

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community development & revitalization



AGENDA

TEXAS GENERAL LAND OFFICE

Accessing Payment Requests in TIGR
Creating a New Request for Payment

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Mitigation TIGR Payment Requests | TBD, 2022

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.

Applications Help. Projects	Payment Requests • Contracting & Compliance • Uploaded Documents Q Payment Requests
	Create New Payment Request yment Request Edit Draft Create New Payment Request View my Payment Requests View my Payment Requests

Create Payment Request		
Click on 'Open Activity' button to add a new Payment Request to the selected Contract Activity	,	
▼ My - My Rango County # ↑ Title	Activity Type	Created On
There are no records to display.		
Questions? Contact GLO at (512) 463-5001		

Step 1: Create New Payment Request

Search for and identify the DRGR Activity 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.

> Note: If a Subrecipient has more than one contract under Mitigation it is important to select the applicable contract number.

Create Payment Request

Click on 'Open Activity' button to add a new Payment Request to the selected Contract Activity

▼ Rango County-

Conti	act				
App # #	Activity # 🕇	Title	Activity Type	Created On	
CDR17- 22-08 1393- D234- APP	- 15PF_RangoCo_HMID_LMI_ 031 085-D234-031	.22- RangoCo-LMI-D234	MIT - Public Facilities and Improvements-Non Covered Projects	8/6/2020 7:13 PM	Open Activity
CDR17- 1400- APP	CDR17-1400-APP - DRGR- 001731	RangoCo-Flood and Drainage Project	Rehabilitation/reconstruction of a public improvement	4/13/2022 1:08 PM	•
CDR17- 22-08 1387- 23-D2 APP	- RangoCo-LMI-D233_F&D 22	RangoCo-LMI-D233_F&D	Acquisition – General	12/23/2019 11:28 AM	•

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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**.

Activity Number	Activity Title	Activity Type	Total Obligated
15PF_RangoCo_HMID_LMI_2:	RangoCo-LMI-D234	MIT - Public Facilities and Impro	\$30,000,000.00
Application Name *			
RangoCo-Mit15C			

Add new or change existing Payment Request

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Step 2: Create New Payment Request

- Enter the fields in the Create New Payment Request window.
- Request Type: Indicate the type of payment
 as Subrecipient
- Service Rendered From and Service Rendered To: Indicate the period for services rendered for the payment.
- Then click Submit.

Service dates cannot precede the contract start date After creating a new Payment Request, re-open it in Edit mode and provide additional required information

Create New Payment Request

Request Type * Subrecipient		Final Payment?	
		® No ∪ Yes	
Services Rendered From		Services Rendered To	
1/15/2022		1/30/2022	Ħ
		Pre-Agreement Cost ® № ○ Yes	
Request No		Status	
_		Draft	
Submit			

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For the payment request header record just created, click on the down arrow on the far right of the record and select **Edit**.

raft Payment Re	equests					
					€ C	reate
Contract Number (Contract)	DRGR Activity Title (DRGR Activity)	Request No 🕇	Amount Requested	Services Rendered Fm	Services Rendered To	
22-085-D234-031	RangoCo-LMI-D234	PR-00017113-CDR	\$0.00	1/15/2022	1/30/2022	8
22-085-D234-031	RangoCo-LMI-D234	PR-00017115-CDR	\$0.00	3/1/2022	3/15/2022	🕑 Edit
22-085-D234-031	RangoCo-LMI-D234	PR-00017120-CDR	\$0.00	3/1/2022	3/3/2022	•
22-085-D234-031	RangoCo-LMI-D234	PR-00017121-CDR	\$0.00	3/1/2022	3/15/2022	~
22-085-D234-031	RangoCo-LMI-D234	PR-00017133-CDR	\$0.00	1/15/2022	4/8/2022	*

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

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- Once the payment as been created you may add multiple budget types to one request for payment
- Select the **Create** button to add request line items.
- In this Example Rango County is requesting the funding necessary for Start-Up Phase and Commencement of Engineering Phase under the Sewer Facilities and Start-Up Phase under the Water Facilities Project

Request Type *				Final Payment?					
Subrecipient			~	® No ∪ Yes					
Project App Typ	ре			Project App Sub-Type					
			~						
Services Rende	red From			Services Rendered	То				
1/15/2022				1/30/2022			1		
Request No				Status					
PR-00017137-CDR				Draft	Draft				
Program				Pre-Agreement Cos	t				
2015 Floods State	Mitigation Competition ·	– HUD MID		® No ○ Yes					
ayment Requ	uest Line Items								
	Project Budget		Project S Budget I	ite	Amount Available	Over BLI	€ Create		
Destant A	Line Item 🕇	Project Site	Item	Requested	to Draw	Limit	Description		

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Edit Draft Payment Request



• Enter a description of the payment line item in the Description of Goods and Services Provided

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

Grant Administration Start-up Phase

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Submit



Financial Services

Next, choose the Edit option on the drop down to further define the payment line item



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- In Mitigation each application is limited to one project, thus please **Select**
- Each screen will revert to the previous view and select Next



- Choose the applicable "Program Budget Code" and press Select
- Program Budget Code = DRGR Activity

Loo	kup records						
						Search	٩
*	Name 🕇	Proj # (Project)	Project	Program Budget Code	Obligated Amount	Amount Spent	Amt Available to Draw (Fm Milestone Gate)
V	Infrastructure improvements - Sewer Facilities - \$18,000,000.00- GLO17-20807-P	GLO17- 20807-P	Rango County Water Mitigation Project	Infrastructure improvements - Sewer Facilities	\$18,000,000.00		\$18,000,000.00
	Infrastructure improvements - Water Facílities - \$12,000,000.00- -	GLO17- 20807-P	Rango County Water Mitigation Project	Infrastructure improvements - Water Facilities	\$12,000,000.00		\$12,000,000.00
					Selec	t Cancel	Remove value

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- Choose the applicable "Project Site" and press Select
- In this example Rango County has only one project site under the Sewer Facilities activity.





- Choose the applicable "Program Budget
 Code" and press Select
- In this example Rango County is requesting Start-Up Phase and is budgeted under the CDBG-MIT Admin category

Loo	kup records					×
				Se	earch	٩
*	Name 🕇	Proj # (Project)	Project	Name (Progran Budget Code)	Amt Available to n Draw (Fm Milestone Gate)	^
	CDBG-MIT Acquisition			CDBG-MIT Acquisition		
1	CDBG-MIT Admin - \$490,000.00-			CDBG-MIT Admi	in	
	CDEG-MIT Construction - \$16,000,000.00-			CDBG-MIT Construction		
	CDBG-MIT Engineering - \$1,500,000.00-			CDBG-MIT Engineering		
	CDRG-MIT Environmental - \$10 000 00-			CDRG-MIT		*
				Select	Cancel Remove v	alue



- Choose the applicable "Program Budget Code" and press Select
- In this example Rango County is requesting Start-Up Phase and is budgeted under the CDBG-MIT Admin category in the amount of \$490,000
- 15% of this budget for this milestone is \$73,500.00

• Program Budget Code \uparrow \checkmark	Obligated Amo $\lor $
CDBG-MIT Construction	\$16,000,000.00
CDBG-MIT Engineering	\$1,500,000.00
CDBG-MIT Environmental	\$10,000.00
CDBG-MIT Special Environment	
CDBG-MIT Admin	\$490,000.00
CDBG-MIT Acquisition	

То	tal Project Delivery Contract Amo	ount:	s	500,000.00			
	* Environmental Service	es Fee	S	10,000.00	Envi	ronmental Fee included ir	n GA Fee
	GA services Fee						
	Grant Administration (GA) Mile	oston	99		M	ilestone Max/Previous Amount Farned	
Start-up Phase		15%	\$	73,500.00	\$	73,500.00	
Commencemer	nt of Environmental Phase	30%	\$	147,000.00	\$	73,500.00	
Completion of E	Environmental Record	50%	\$	245,000.00	\$	98,000.00	
Commencemer	nt of Bid Phase	60%	\$	294,000.00	\$	49,000.00	
Commencemer	nt of Construction Phase	85%	\$	416,500.00	\$	122,500.00	
Completion of (Construction Phase	95%	\$	465,500.00	\$	49,000.00	
Grant Completi	on Report Approval	100%	\$	490,000.00	\$	24,500.00	
					\$	490,000.00	

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The County will enter \$73,500 in the "Amount Requested for Reimbursement"

F	Please ensure that Amount Requested does not exceed Amount available to Draw from Budget Line						
	Amount Requested	l for Reimbursement *					
	73500						

Description of Goods and Services Provided

Grant Administration Start-up Phase

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 Next, enter the vendor invoice applicable for the Start-Up Phase. Select Add Invoice Line Item



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 If this is the 1st time this vendor invoice is being used, then select New

🖸 Create



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 \times

• Search for the applicable vendor and press Select

Unic	reate a new re	cora			×	
Ven	Lookup reco	ords		×	1	
Unic			*test	٩	Q.	
4						
Amo	Primary Contact	Groberg, John '	W		18	
Des	Select	√				
	Name	Test Vendor				
	FEMA Vendor	No				
	Vendor Type					
Submi	Primary Contact				11	
				Ť		

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Create



Enter the applicable vendor invoice information and press Submit

Test Vendor		×	Q
nvoice Number (System Gene	rated)		
nvoice Number *			
1234			
nvoice Amount *			
73500			
nvoice Date *			
1/30/2022			
litle			
Start Up Phase			

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Once the invoice is entered, search for the invoice and press **Select**

	×t	the asterisk (*) charact est) wildcard er.	Q
✓ Title ↑	Invoice Amount	Invoice Date	Vendor	^
1234	\$155,000.00	2/25/2022	Test Vendor	Т
✓ 1234	\$73,500.00	1/30/2022	Test Vendor	
19-147-001-B489_testrun	\$300.00		Houston	
anna test			A&A Constructors	
Test Pre-Agreement	\$5,000.00	10/31/2017	Harris County	
Test Pre-Agreement	\$10.000.00	10/15/2017	Test Vendor	*
New	Select	Cancel	Remove va	lue

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• Complete the entry of applicable amounts supported by the invoice for the payment line item and press **Submit**

Vendor Invoice Number * 1234 X Q Amount supported by this invoice per Payment Request Line Item * \$ 73,500.00 Description, Goods and Services Rendered Start-Up Phase	Te	st Vendor	×	Q
1234 X Q Amount supported by this invoice per Payment Request Line Item * \$ 73,500.00 S 73,500.00 73,500.00 Description, Goods and Services Rendered Start-Up Phase \$	Ven	dor Invoice Number *		
Amount supported by this invoice per Payment Request Line Item *	123	34	×	Q
	Sta	urt-Up Phase		
	Sta	urt-Up Phase		

• Once the project budget code has been completed and vendor information is entered, press **Submit**

Vendor	Vendor Invoice Number	Payment Request Line Item ↑	Amount supported by this invoice	Detailed Description	
Test Vendor	1234	GLO17-20807-P: PR- 00017137-CDR - CDBG-MIT Admin - \$490,000.00-	\$73,500.00	Start-Up Phase	•
Previous Subr	nit				



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Add Invoice Line Item

Payment Request Line Items

 Rango County has now entered the Startup Phase payment line for the Sewer Facilities and will now enter the Commencement of Engineering Phase. Press Create

Project 🕇	Project Budget Line Item †	Project Site	Project Site Budget Line Item	Payment Requested	Amount Available to Draw	Over BLI Limit	Description	
Rango County Water Mitigation Project	Infrastructure improvements - Sewer Facilities - \$18,000,000.00- GLO17-20807-P	Waste Water Treatment Plant	CDBG-MIT Admin - \$490,000.00-	\$73,500.00	\$0.00	No	Grant Administration Start-up Phase	~

Total Amt Requested

\$73,500.00



Create

TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT AND REVITALIZATION

• Enter a description of the payment line item in the Description of Goods and Services Provided

🖸 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

Commencement of Engineering Phase



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х

Next, choose the **Edit** option on the drop down to further define the payment line item

Pa	yment Reque	est Line Items						• Cr	eate
	Project 🕇	Project Budget Line Item ↑	Project Site	Project Site Budget Line Item	Payment Requested	Amount Available to Draw	Over BLI Limit	Description	
							No	Commencement of Engineering Phase	C'Edit
	Rango County Water Mitigation Project	Infrastructure improvements - Sewer Facilities - \$18,000,000.00- GLO17-20807-P	Waste Water Treatment Plant	CDBG-MIT Admin - \$490,000.00-	\$73,500.00	\$0.00	No	Grant Administration Start-up Phase	~

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- In Mitigation each application is limited to one project, thus please **Select**
- Each screen will revert to the previous view and select Next

Loc	okup records						×
					Search		Q
~	Project Title 🕇	Proj # 🕇	Contract	Activity		Ownership Entity or Person	
1	Rango County Water Mitigation Project	GLO17-20807-P	RangoCo-Mit15C	15PF_RangoCo_ 085-D234-031	HMID_LMI_22-	Rango County	,
_				Selec	t Cancel	Remove va	lue

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 Choose the applicable "Program Budget Code" and press Select

Loo	okup records						×	
						Search	٩	
*	Name 🕇	Proj # (Project)	Project	Program Budget Code	Obligated Amount	Amount Spent	Amt Available to Draw (Fm Milestone Gate)	
¥	Infrastructure improvements - Sewer Facilities - \$18,000,000.00- GLO17-20807-P	GLO17- 20807-P	Rango County Water Mitigation Project	Infrastructure improvements - Sewer Facilities	\$18,000,000.00		\$17,926,500.00	
	Infrastructure improvements - Water Facilities - \$12,000,000.00- -	GLO17- 20807-P	Rango County Water Mitigation Project	Infrastructure improvements - Water Facilities	\$12,000,000.00		\$12,000,000.00	
					Selec	ct Cancel	Remove value	

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- Choose the applicable "Project Site" and press Select
- In this example Rango County has two project site under the Water Facilities activity.
- This example is only requesting the Commencement of Engineering Phase under the Water Treatment Plant.

ool	kup records	:
T		Search
/	Site Title	Created On
1	Water Treatment Plant	3/22/2022 2:21 PM
	Water Line Improvements	3/22/2022 2:21 PM
		Select Cancel Remove value

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- Choose the applicable "Program Budget Code" and press Select
- In this example Rango County is requesting Commencement of Engineering Phase and is budgeted under the CDBG-MIT Engineering category

Looku	p records						×
te -					Search		Q
✓ Na	me 🕇	Proj # (Project)	Project	Name (Pro Budget Coo	gram de)	Amt Available to Draw (Fm Milestone Gate)	^
	BG-MIT Acquisition			CDBG-MIT Acquisition			
	BG-MIT Admin - \$490,000.00-			CDBG-MIT	Admin	\$0.00	
	BG-MIT Construction - \$16,000,000.00-			CDBG-MIT Construction	1		
CD:	BG-MIT Engineering - \$1,500,000.00-			CDBG-MIT Engineering			
	RG-MIT Environmental - \$10 000 00-			CDRG-MIT			*
e				Selec	t Car	Remove va	alue

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- Choose the applicable "Program Budget Code" and press Select
- In this example Rango County is requesting Commencement of Engineering Phase and is budgeted under the CDBG-MIT Admin for the Water Treatment Plant project site category in the amount of \$1,500,000
- 30% of this budget for this milestone is \$450,000

🖌 Program Budget Code 🏌 🗸	Obligated Amo $\smallsetminus $
CDBG-MIT Construction	\$16,000,000.00
CDBG-MIT Engineering	\$1,500,000.00
CDBG-MIT Environmental	\$10,000.00
CDBG-MIT Special Environment	
CDBG-MIT Admin	\$490,000.00
CDBG-MIT Acquisition	

enter Engineering contract amount below

Engineering Cont	ract:	\$ 1,500,000.00		
			Mile	stone Max/Previous
Engineering Milestones		Amount Earned		
Commencement of Engineering Phase	30%	\$ 450,000.00	S	450,000.00
Completion of Design Phase	60%	\$ 900,000.00	S	450,000.00
Commencement of Bid Phase	70%	\$ 1,050,000.00	S	150,000.00
Commencement of Construction Phase	85%	\$ 1,275,000.00	S	225,000.00
Completion of Construction Phase	100%	\$ 1,500,000.00	S	225,000.00
			\$	1,500,000.00

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The County will enter \$450,000 in the "Amount Requested for Reimbursement"

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

Amount Requested for Reimbursement *

450000

Description of Goods and Services Provided

Commencement of Engineering Phase

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The County will now replicate the same action to add the vendor line item and ultimately press **Submit**.





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- Now Rango County will add the Start-up Phase for the Water Facilities project. The County will follow the same steps to create a payment line, although this time, the Water Facilities budget code will be selected.
- All subsequent steps of choosing the Admin budget and entering in vendor invoice detail will be followed.

Lookup records						×		
						Search		۹
~	Name 🕇	Proj # (Project)	Project	Program Budget Code	Obligated Amount	Amount Spent	Amt Available to Draw (Fm Milestone Gate)	^
	Infrastructure improvements - Sewer Facilities - \$18,000,000.00- GLO17-20807-P	GLO17- 20807-P	Rango County Water Mitigation Project	Infrastructure improvements - Sewer Facilities	\$18,000,000.00		\$17,476,500.00	
2	Infrastructure improvements - Water Facilities - \$12,000,000.00-	GLO17- 20807-P	Rango County Water Mitigation Project	Infrastructure improvements - Water Facilities	\$12,000,000.00		\$12,000,000.00	•
					Sele	ct Cancel	Remove valu	ue

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- This concludes the entries of payment line items.
- The County has requested the Start-Up Phase Milestone for the Sewer and Water Facilities activity
- The County also requested the Start-Up Phase & Commencement of Engineering milestone for the Sewer Facility activity.

Payment Request Line Items



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Create

- The County will upload the fully executed Request for Payment coversheet
- Invoice detail support
- A breakout of expenditures by Project Site, if applicable

			€ Crea
Program Document Template 🕇	Full Document Name	Document Title Required	l Created On 🕇
mi	li-slav.		

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• Once the County is ready to submit the request for payment, choose the applicable payment drop down and select **Submit Draft Request**

I∎ All Draft Requests -	🔻 Rango Co	ounty-				Search	Q
Contract Number (Contract)	Activity Title	Request No 🕇	Amount Requested	Services Rendered Fm	Servi	ces Rendered To	
22-085-23-D222	RangoCo- LMI- D233_F&D	PR-00017110-CDR	\$0.00	1/2/2022	2/15/2	022	~
22-085-D234-031	RangoCo- LMI-D234	PR-00017113-CDR	\$0.00	1/15/2022	1/30/2	022	~
22-085-D234-031	RangoCo- LMI-D234	PR-00017115-CDR	\$0.00	3/1/2022	3/15/2	022	~
22-085-D234-031	RangoCo- LMI-D234	PR-00017120-CDR	\$0.00	3/1/2022	3/3/20	022	~
22-085-D234-031	RangoCo- LMI-D234	PR-00017121-CDR	\$0.00	3/1/2022	3/15/2	022	~
22-085-D234-031	RangoCo- LMI-D234	PR-00017133-CDR	\$0.00	1/15/2022	4/8/20	022	~
22-085-D234-031	RangoCo- LMI-D234	PR-00017137-CDR	\$561,000.00	1/15/2022	1/30/2	022	✓ C'Edi

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Submit Draft Request

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Questions?

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