Mitigation TIGR Payment Requests
AGENDA

• Accessing Payment Requests in TIGR
• Creating a New Request for Payment
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 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.
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.

<table>
<thead>
<tr>
<th>Activity Number</th>
<th>Activity Title</th>
<th>Activity Type</th>
<th>Total Obligated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:23FF_HMD_RangoCo_LMI_201</td>
<td>RangeCo-LMI-B234</td>
<td>MIT - Public Facilities and Impo</td>
<td>$30,000,000.00</td>
</tr>
</tbody>
</table>

Application Name: RangoCo-LMI-B234
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
- Services Rendered From: 1/15/2022
- Services Rendered To: 1/30/2022
- Pre-Agreement Cost: No
- Status: Draft

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

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.
Step 3: Enter Payment Request Details

• 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.
Step 3: Enter Payment Request Details

- Enter a description of the payment line item in the Description of Goods and Services Provided
Next, choose the **Edit** option on the drop down to further define the payment line item.
Step 3: Enter Payment Request Details

- In Mitigation each application is limited to one project, thus please **Select**
- Each screen will revert to the previous view and select **Next**
Step 3: Enter Payment Request Details

- Choose the applicable “Program Budget Code” and press Select
- Program Budget Code = DRGR Activity
Step 3: Enter Payment Request Details

- Choose the applicable “Project Site” and press **Select**
- In this example Rango County has only one project site under the Sewer Facilities activity.
Step 3: Enter Payment Request Details

- 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.
Step 3: Enter Payment Request Details

- 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.
Step 3: Enter Payment Request Details

The County will enter $73,500 in the “Amount Requested for Reimbursement”
Step 3: Enter Payment Request Details

- Next, enter the vendor invoice applicable for the Start-Up Phase. Select Add Invoice Line Item
Step 3: Enter Payment Request Details

- If this is the 1st time this vendor invoice is being used, then select New.
Step 3: Enter Payment Request Details

- Search for the applicable vendor and press **Select**
Step 3: Enter Payment Request Details

- Enter the applicable vendor invoice information and press Submit
Step 3: Enter Payment Request Details

- Once the invoice is entered, search for the invoice and press Select.
Step 3: Enter Payment Request Details

- Complete the entry of applicable amounts supported by the invoice for the payment line item and press Submit.
Step 3: Enter Payment Request Details

- Once the project budget code has been completed and vendor information is entered, press Submit.
Rango County has now entered the Start-up Phase payment line for the Sewer Facilities and will now enter the Commencement of Engineering Phase. Press Create.
Step 3: Enter Payment Request Details

- Enter a description of the payment line item in the Description of Goods and Services Provided
Step 3: Enter Payment Request Details

Next, choose the Edit option on the drop down to further define the payment line item.
Step 3: Enter Payment Request Details

- In Mitigation each application is limited to one project, thus please **Select**
- Each screen will revert to the previous view and select **Next**
Step 3: Enter Payment Request Details

- Choose the applicable “Program Budget Code” and press Select
Step 3: Enter Payment Request Details

- 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.
Step 3: Enter Payment Request Details

- 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.
Step 3: Enter Payment Request Details

- 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
Step 3: Enter Payment Request Details

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
Step 3: Enter Payment Request Details

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

[Image of the payment request screen with details filled in]

**Vendor** | **Vendor Invoice Number** | **Payment Request Line Item** | **Amount supported by this invoice** | **Detailed Description**
--- | --- | --- | --- | ---
Test Vendor | 56/89 | GLOC0.0807: P: FR-0001737-CDE-CDBG-MIT Engineering | $1,500,000.00 | Commencement of Engineering Phase
Step 3: Enter Payment Request Details

- 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.
• 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.
Step 3: Enter Payment Request Details

- The County will upload the fully executed Request for Payment coversheet
- Invoice detail support
- A breakout of expenditures by Project Site, if applicable
### Step 3: Enter Payment Request Details

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

<table>
<thead>
<tr>
<th>Contract Number (Contract)</th>
<th>Activity Title</th>
<th>Request No</th>
<th>Amount Requested</th>
<th>Services Rendered From</th>
<th>Services Rendered To</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-085-25-D222</td>
<td>RangoCoLMI-D254</td>
<td>PR-0001713-CDR</td>
<td>$0.00</td>
<td>1/2/2022</td>
<td>2/15/2022</td>
</tr>
<tr>
<td>22-085-224-071</td>
<td>RangoCoLMI-D254</td>
<td>PR-0001714-CDR</td>
<td>$0.00</td>
<td>1/3/2022</td>
<td>1/31/2022</td>
</tr>
<tr>
<td>22-085-224-031</td>
<td>RangoCoLMI-D254</td>
<td>PR-0001715-CDR</td>
<td>$0.00</td>
<td>3/1/2022</td>
<td>3/3/2022</td>
</tr>
<tr>
<td>22-085-224-031</td>
<td>RangoCoLMI-D254</td>
<td>PR-0001716-CDR</td>
<td>$0.00</td>
<td>3/1/2022</td>
<td>3/15/2022</td>
</tr>
<tr>
<td>22-085-224-031</td>
<td>RangoCoLMI-D254</td>
<td>PR-0001717-CDR</td>
<td>$0.00</td>
<td>1/15/2022</td>
<td>4/8/2022</td>
</tr>
<tr>
<td>22-085-224-031</td>
<td>RangoCoLMI-D254</td>
<td>PR-0001718-CDR</td>
<td>$364,000.00</td>
<td>1/3/2022</td>
<td>1/30/2022</td>
</tr>
</tbody>
</table>
Questions?