



# **TIGR INSTRUCTIONS**

## **for Completion of HUD Contract Report**

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**TEXAS GENERAL LAND OFFICE**  
**Community Development and**  
**Revitalization Department**

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# TIGR Portal Instructions

## for Completion of HUD Contract Report

### Portal > Contracting & Compliance > Manage Change Requests, Section 3 and HUD Contract Reporting

Use the following steps to create a new HUD Contracting Report Record in the TIGR Portal:

1. Log into the **TIGR Portal**
  - Agree to Terms & Conditions by checking the box
  - Log in with username and password
2. Select “**Contract & Compliance**” under Apps, Grants, Projects within the left side panel menu
  - Go to “**Manage Change Requests Section 3 and HUD Contract Reporting**”
3. Select the “**Subrecipient**” and click “**Apply**”
4. Select the “**Down Arrow**” at the end of the row next to the Grant Administrator column
5. Select “**Open Contract**”
6. From the Create, Edit and Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports page, scroll down to the “**HUD Contract Reporting**” section and click on “**Create**”
7. The Create New HUD Contract Reporting record menu will appear:
  - Enter “**today’s date**” in the Date Updated/Reporting Period field
  - Click “**Submit**”
8. Scroll down or go to the newly created record and select the “**down arrow**” next to the Created-On column and select “**Edit HUD Contract Reporting**”
9. EDIT HUD Contract Reporting Record will appear and select “**Create**” in the middle of the page
10. Enter the “**Naming Convention**” in the Description textbox and click “**Submit**”
11. Now the HUD Contract Reporting has been created. Select “**Edit HUD Contract Reporting Line Item**”
12. Enter the data for the following fields:
  - “**Today’s date**” under Date Uploaded/Reporting Period
  - “**Contractor Name**”

- **“UEID”**
- **“Procured By”**
- **“Contract Execution Date”**
- **“Contract End Date”**
- **“Total Contract Amount”**
- **“Amount of CDBG-DR/MIT Funds”**
- **“Brief Description of Contract”**
- **“Date of Testing”** under Date Submitted
- Click **“Submit”**