STEPS TO CREATE AND EDIT A HUD CONTRACT REPORTING LINE ITEM IN THE TIGR PORTAL

1. **Log into the TIGR Portal**

   - Check the box to agree to the Terms & Conditions.

   - Enter your username and password, then click Log In.

2. **Navigate to the Contract & Compliance Section**

   - From the top menu, select Contract & Compliance to open the dropdown.

   - Click Manage Change Requests, Section 3 and HUD Contract Reporting.

3. **Select the Subrecipient**

   - Check the box next to the appropriate Subrecipient name.

   - Click Apply.

4. **Open the Contract**

   - Scroll down to locate the desired contract.

   - In the Grant Administrator column, click the down arrow at the end of the row.

   - Select Open Contract.

5. **Access the HUD Contract Reporting Section**

- On the landing page for Draft Change Requests, Single Audit Certifications, and Section 3 Reports, scroll down to the HUD Contract Reporting section.

- Click Create.

6. Create a New HUD Contract Reporting Record

- In the pop-up window:

    o Enter the current date in the Date Updated/Reporting Period field.

    o Click Submit.

7. Edit the Newly Created HUD Contract Reporting Record

- Scroll down to the HUD Contract Reporting section to find the new record.

- Click the down arrow next to the Created-On column.

- Select Edit HUD Contract Reporting.

8. Complete the Reporting Details

- In the pop-up window:

    o Select the appropriate reporting month from the dropdown.

    o Enter the 4-digit reporting year in the Year field.

9. Create a HUD Contract Reporting Line Item

- Scroll down to the HUD Contract Reporting Line Items section.

- Click Create.

10. Enter Line-Item Details

- In the pop-up window:

    o Enter the Contract Service Type in the Description textbox.

    o Click Submit.

11. Edit the First Line Item

- The first-row shell will now appear in the HUD Contract Reporting Line Items section.

- Scroll to the right to find the dropdown menu at the end of the row.

- Select Edit HUD Contract Reporting Line Item.

12. **Once the Edit HUD Contract Reporting pop-up appears, enter the required information in the following fields:**

- Name: (Auto-populates from Step 10)

- Date Uploaded/Reporting Period: Enter **today's date**

- Contractor Name

- UEID

- Procured By

- Contract Execution Date

- Contract End Date

- Total Contract Amount

- Amount of CDBG-DR/MIT Funds

- Brief Description of Contract

- Click 'Submit'

13. **Repeat steps 9–12 to compile and report details for all procured contracts that will utilize the awarded funds.**

14. **Upload Document (Optional Step)**

- Click Create

- In pop-up window select program by clicking on the magnifying glass

- Document Group- click magnifying glass for lookup records and type in report, select Monthly HUD Contracting Report document group

- Document Title to following naming convention [SubreceipentName]-[Last4Contract#]-[FundingAllocation]_HUDMonRpt_YYYY-mm

- Create Document

15. Final Submittal of the Report

- Review all TIGR entries to ensure they are complete and accurate for the designated reporting period.

- Scroll to the top and check the box next to the statement:

  - "The TIGR entries are complete and accurate for the designated reporting period and align with the uploaded report."

- Scroll to the bottom of the **Edit** pop-up window.

- Click the **Submit** button to finalize the report.

16. After Submitting the Final Report

- About one minute after submitting the final monthly report, a new report shell for the next month will automatically be generated.

- Information from the previous report will be carried over to streamline future entries. You'll have the opportunity to review and edit this information before submitting the next report. Edits to contract reporting line items should include changes to contract end date and contract amount.