



# Steps to Create and Edit an Audit Certification Form (ACF) in the TIGR Portal

## STEP 1

### Log into the TIGR Portal

- Check the box to agree to the Terms & Conditions.
- Enter your username and password, then click **Log In**.

## STEP 2

### Navigate to the Contract & Compliance Section

- From the top menu, click dropdown arrow next to **Contract & Compliance** to view selection options.
- Click **Create and Manage Single Audit Certifications**.

## STEP 3

### Select the Subrecipient

- Click dropdown arrow next to the appropriate Subrecipient name.
- Click **Manage Certifications**.

Home / Eligible Subrecipient Accounts for Single Audit Certifications

### Eligible Subrecipient Accounts for Single Audit Certifications

Subrecipient/Account Name ↑	Fiscal Year From	Fiscal Year To
	9/1/2025	8/31/2026
	9/30/2024	9/30/2025
Texas General Land Office	9/1/2025	8/31/2026

Manage Certifications [button]

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

## STEP 4

### Open the Single Audit Certifications Manager

- Click **Create**.

#### Single Audit Certification Details

Subrecipient Account \*  
Texas General Land Office

[Create button]

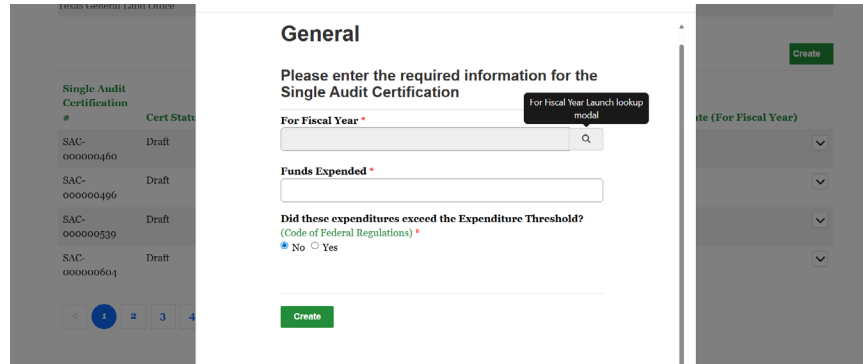
Single Audit Certification #	Cert Status	Funds Expended	Exceeded Expenditure Threshold ↑	Date Submitted	Submitted By	Fiscal Year End Date (For Fiscal Year)
SAC-000000460	Draft	\$0.00	No			
SAC-000000496	Draft	\$0.00	No			
SAC-000000539	Draft	\$0.00	No			
SAC-000000604	Draft	\$0.00	No			

< 1 2 3 4 5 6 7 >

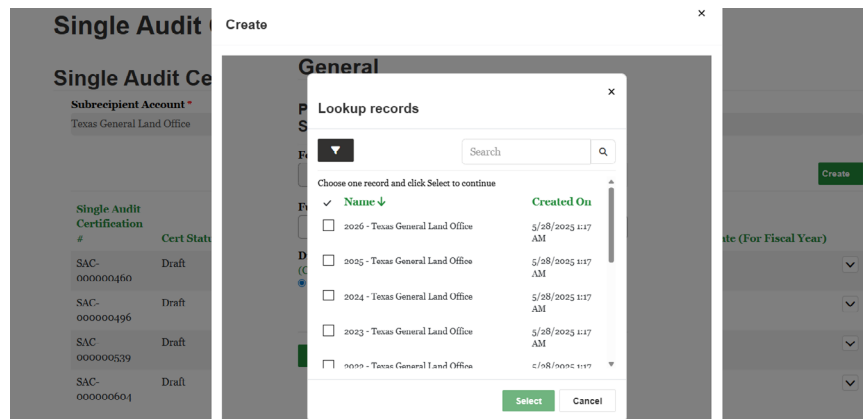
STEP 5

## Create a new Single Audit Certification Record

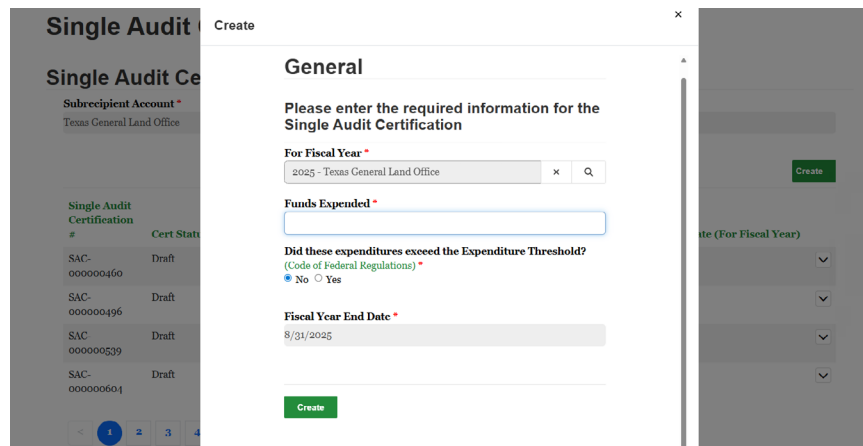
- In the pop out window, click the look up button for the Fiscal Year.



- Select the Fiscal Year corresponding to the most recently completed fiscal year.
- Based on the selected Fiscal Year the Fiscal Year End Date will auto populate.



- Enter the amount of federal or state funds expended for the selected fiscal year.



STEP 5

- Based on the Code of Federal Regulations Expenditure Threshold (found here <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F>), select Yes or No.

Did these expenditures exceed the Expenditure Threshold?  
(Code of Federal Regulations) \*

No  Yes

Fiscal Year End Date \*

8/31/2025

Create

- The Fiscal Year End Date will auto populate based on the selected Fiscal Year.
- Review all TIGR entries to ensure they are complete and accurate for the designated reporting period.
- Click Create.

General

Please enter the required information for the Single Audit Certification

For Fiscal Year \*

2025 - Texas General Land Office

Funds Expended \*

1,200,000.00

Did these expenditures exceed the Expenditure Threshold?  
(Code of Federal Regulations) \*

No  Yes

Fiscal Year End Date \*

8/31/2025

Create

STEP 6

### Submit the ACF Record

- Find the most recently created draft ACF record, select **Edit** from the dropdown menu on the right.

#### Single Audit Certifications Manager

##### Single Audit Certification Details

Subrecipient Account \*

Texas General Land Office

Create

Single Audit Certification #	Cert Status	Funds Expended	Exceeded Expenditure Threshold ↑	Date Submitted	Submitted By	Fiscal Year End Date (For Fil	Edit
SAC-000003254	Draft	\$1,200,000.00	Yes			8/31/2025	▼

STEP 6

- Once the pop out window opens, review the entered information for accuracy. Click Submit Certification.

The screenshot shows an 'Edit' window for a Single Audit Certification. The 'Section' field is empty. The 'For Fiscal Year' dropdown is set to '2025 - Texas General Land Office'. The 'Funds Expended' field contains '\$ 1,200,000.00'. The 'Exceeded Expenditure Threshold' is set to 'Yes'. The 'Fiscal Year End Date' is '8/31/2025'. At the bottom, there are 'Update' and 'Submit Certification' buttons.

- The Certification "Cert" Status should then change to Submitted.

## Single Audit Certifications Manager

### Single Audit Certification Details

**Subrecipient Account \***  
Texas General Land Office

[Create](#)

Single Audit Certification #	Cert Status	Funds Expended	Exceeded Expenditure Threshold ↑	Date Submitted	Submitted By	Fiscal Year End Date (For Fiscal Year)
SAC-000003254	Submitted	\$1,200,000.00	Yes			8/31/2025

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