Mitigation TIGR Payment Requests

TEXAS GENERAL LAND OFFICE

community development & revitalization

AGENDA

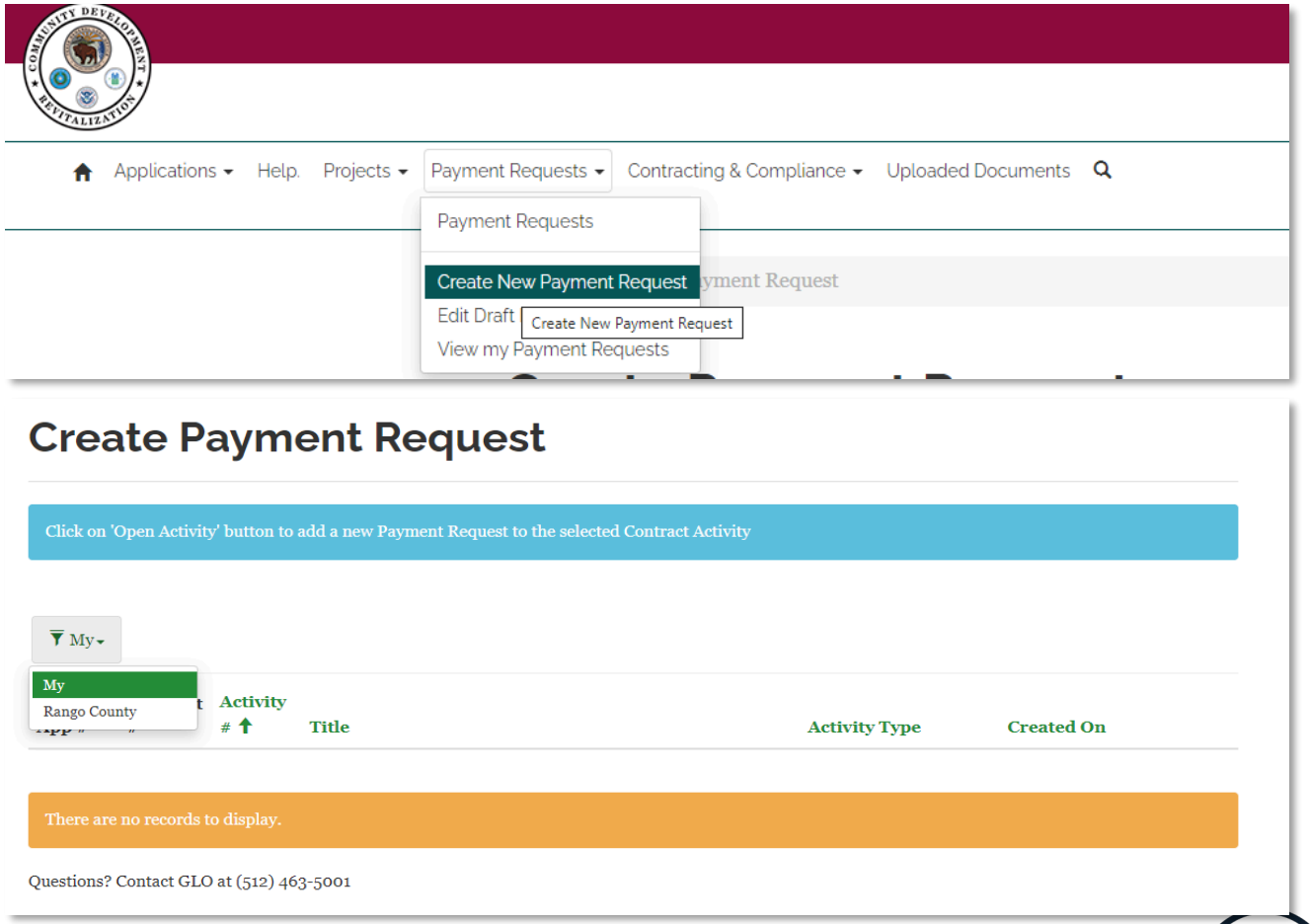
- Accessing Payment Requests in TIGR
- Creating a New Request for Payment

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.

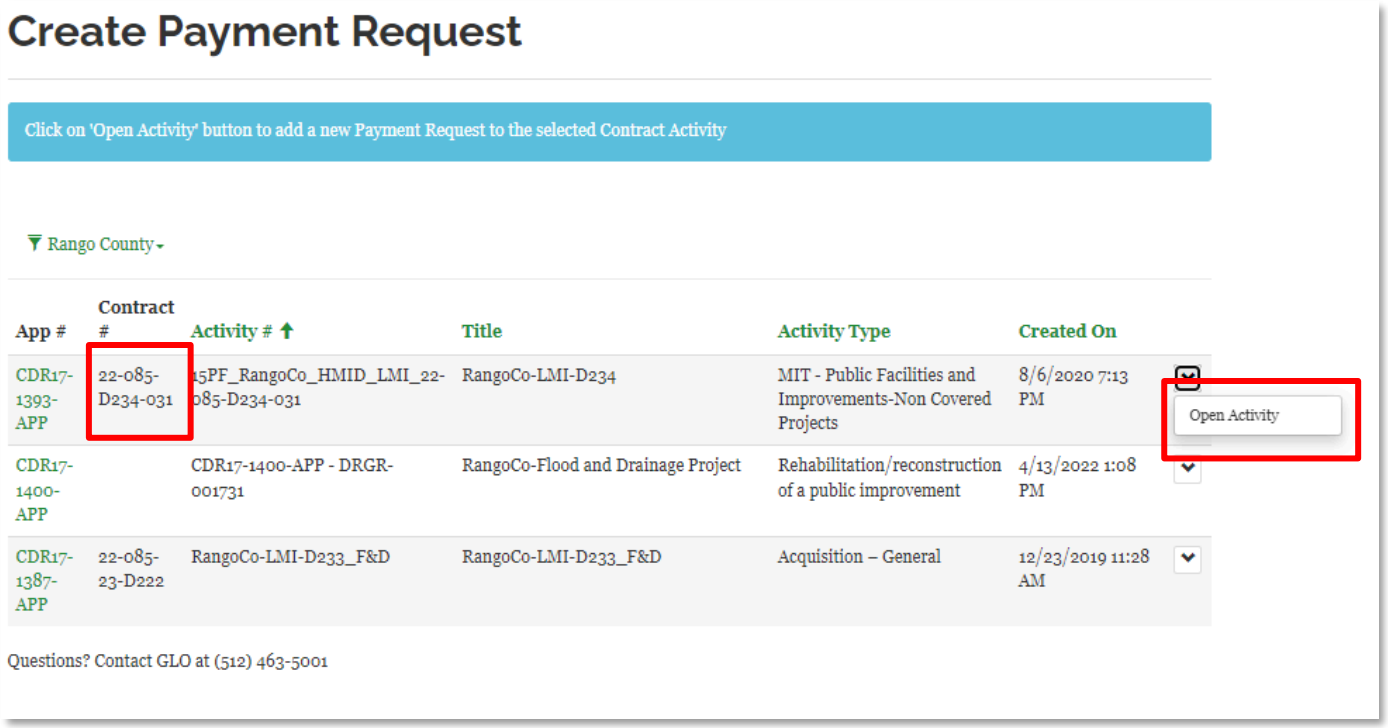
You may need to change the My/My Organization filter to the City or County you are working with to see the correct Contract.



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.

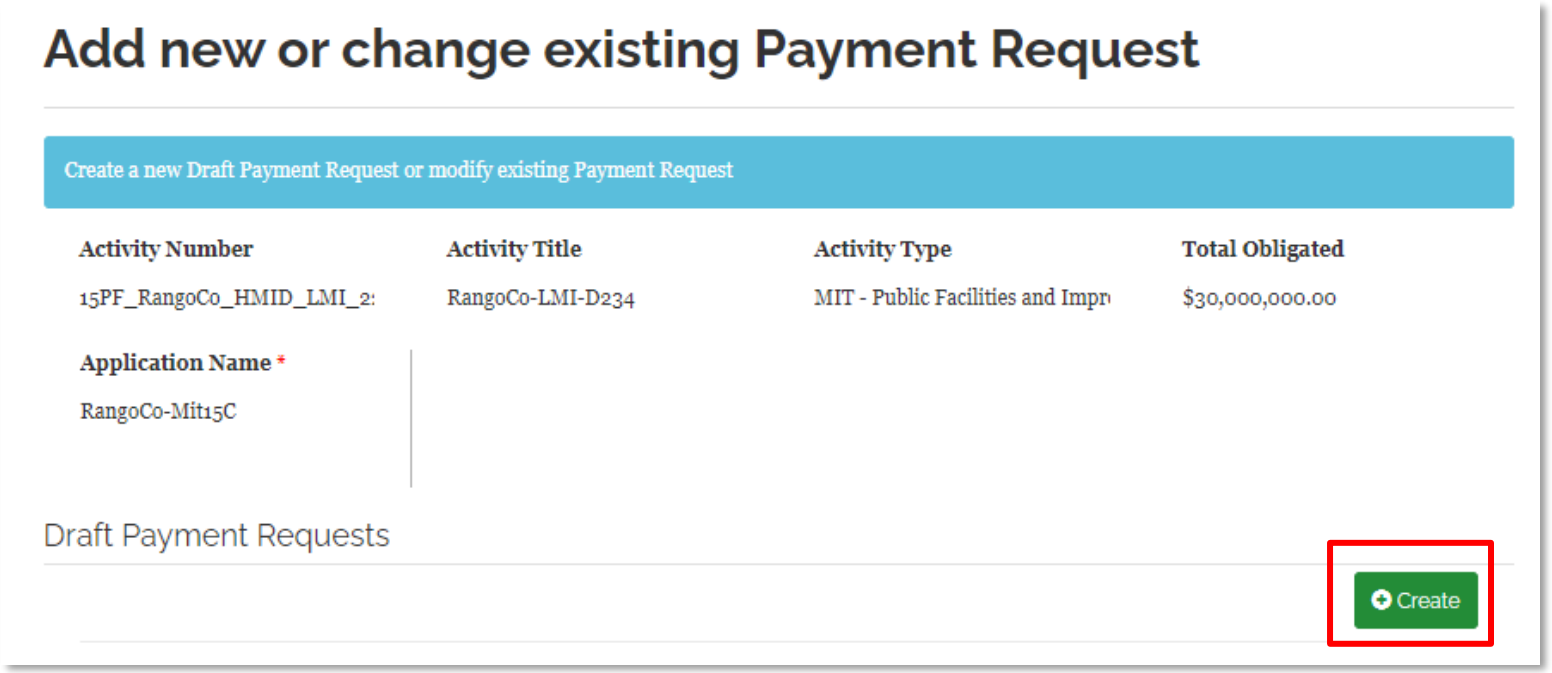
Note: If a Subrecipient has more than one contract under Mitigation it is important to select the applicable contract number.



Step 2: Create New Payment Request

This will open the Add new or change existing Payment Request window.

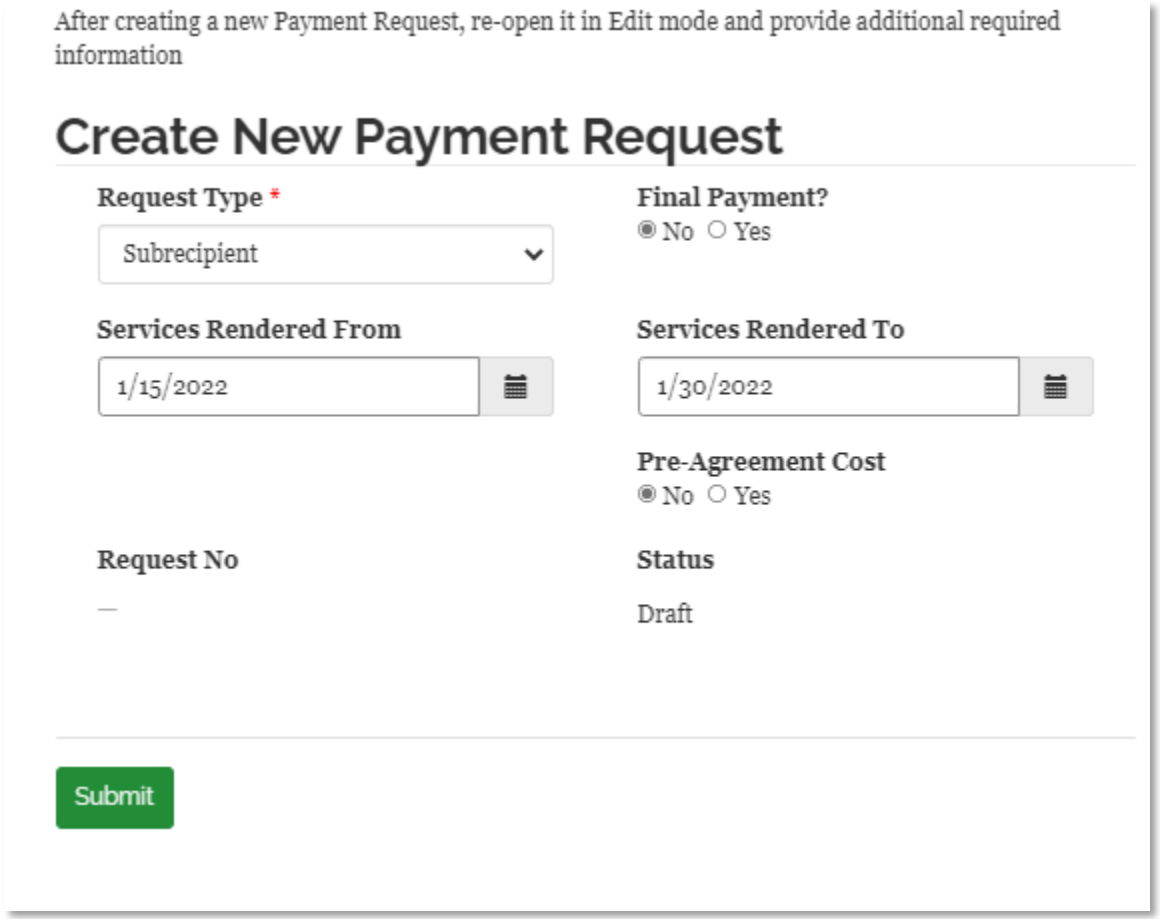
To add a new payment request, click on **Create**.



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



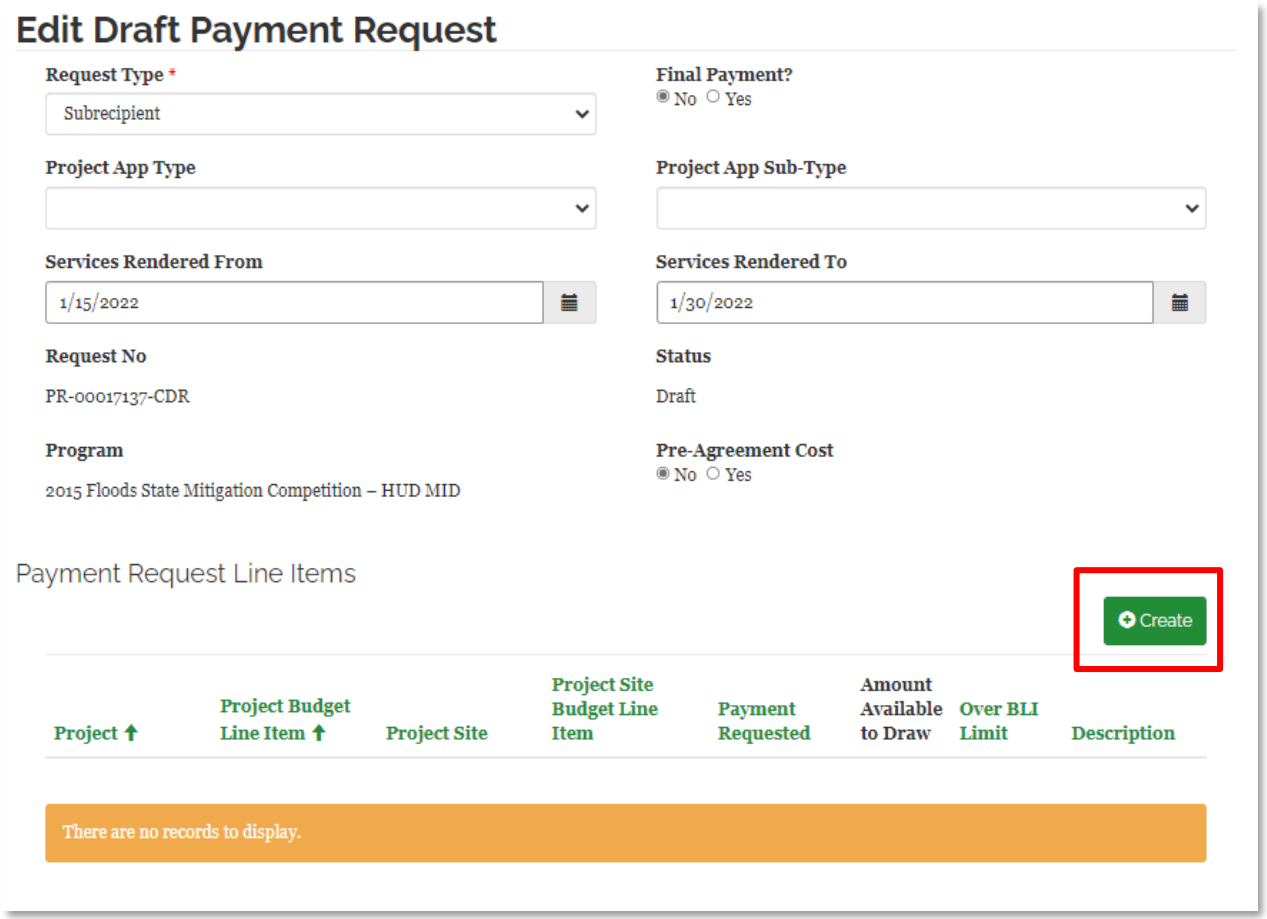
Step 3: Enter Payment Request Details

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.

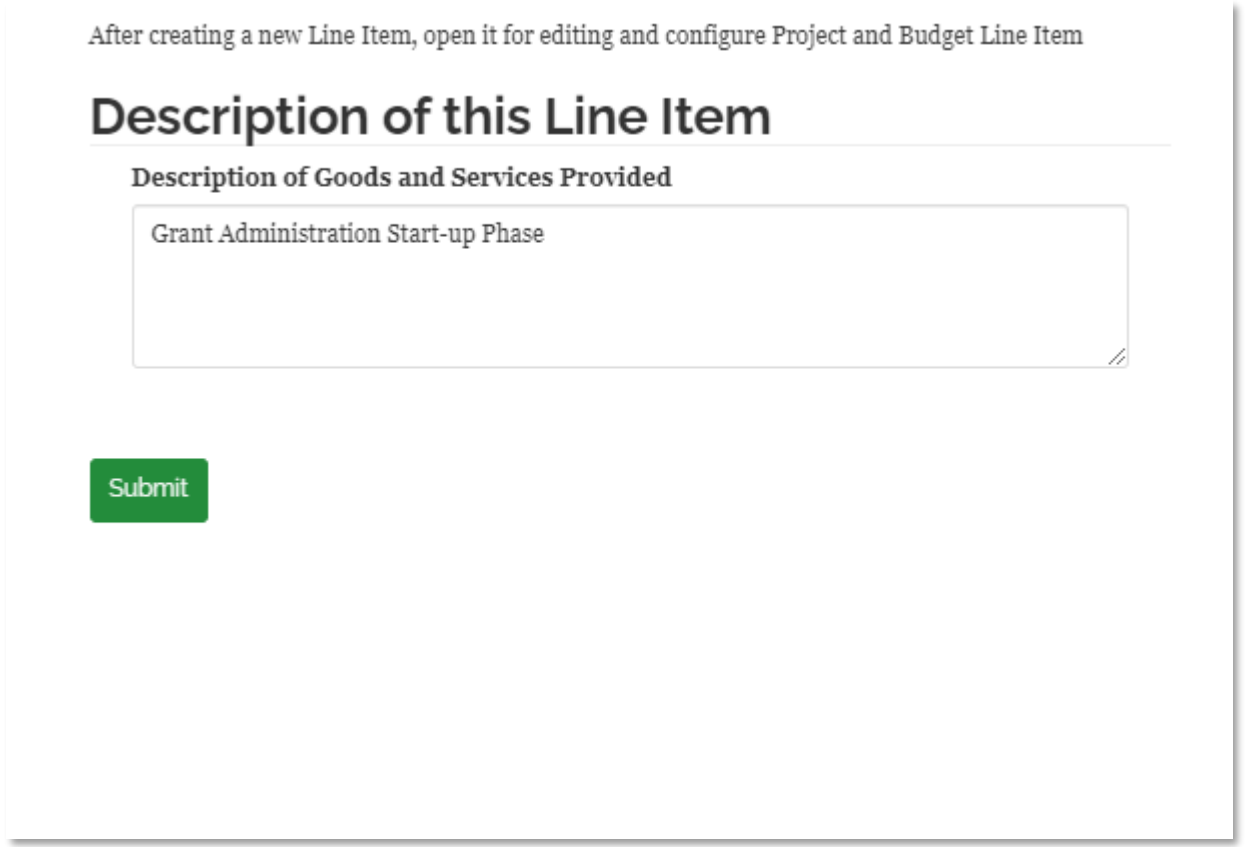
Step 3: Enter Payment Request Details

- 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



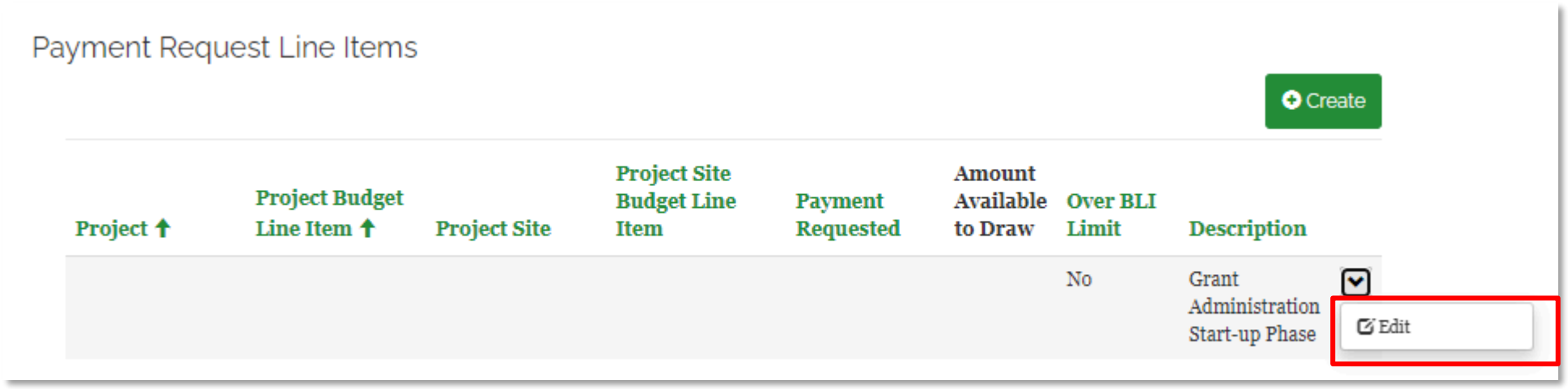
Step 3: Enter Payment Request Details

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



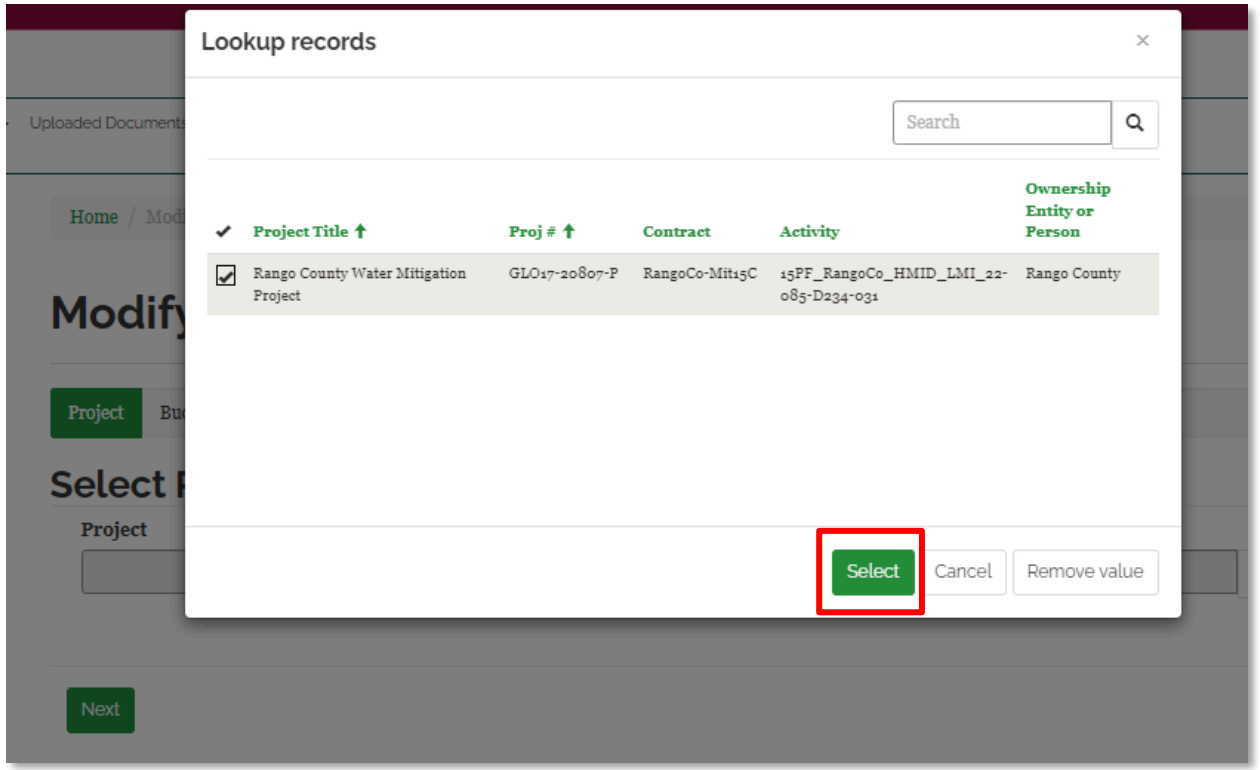
Financial Services

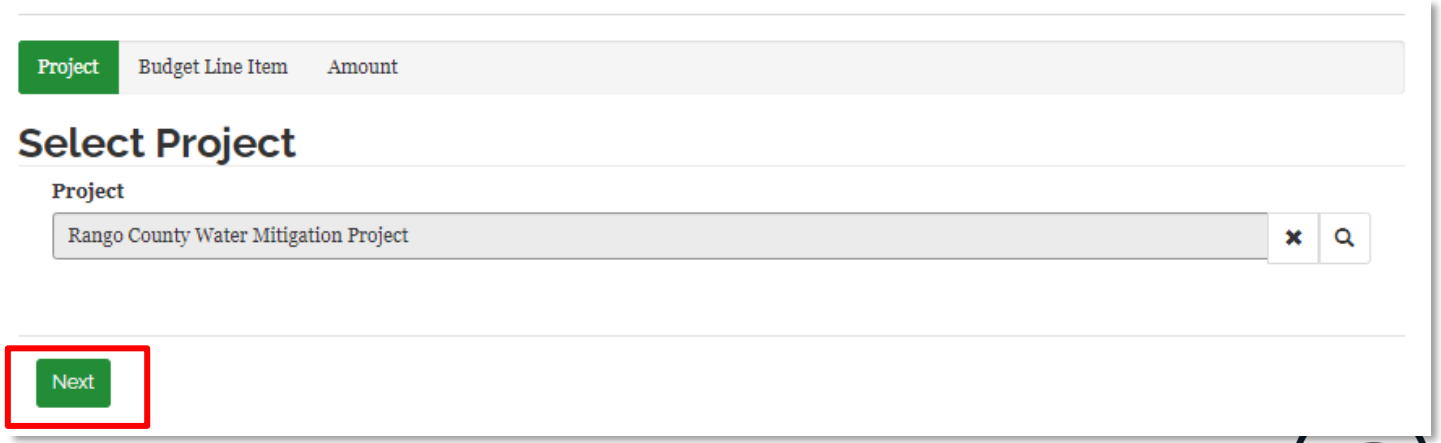
Next, choose the **Edit** option on the drop down to further define the payment line item



Step 3: Enter Payment Request Details

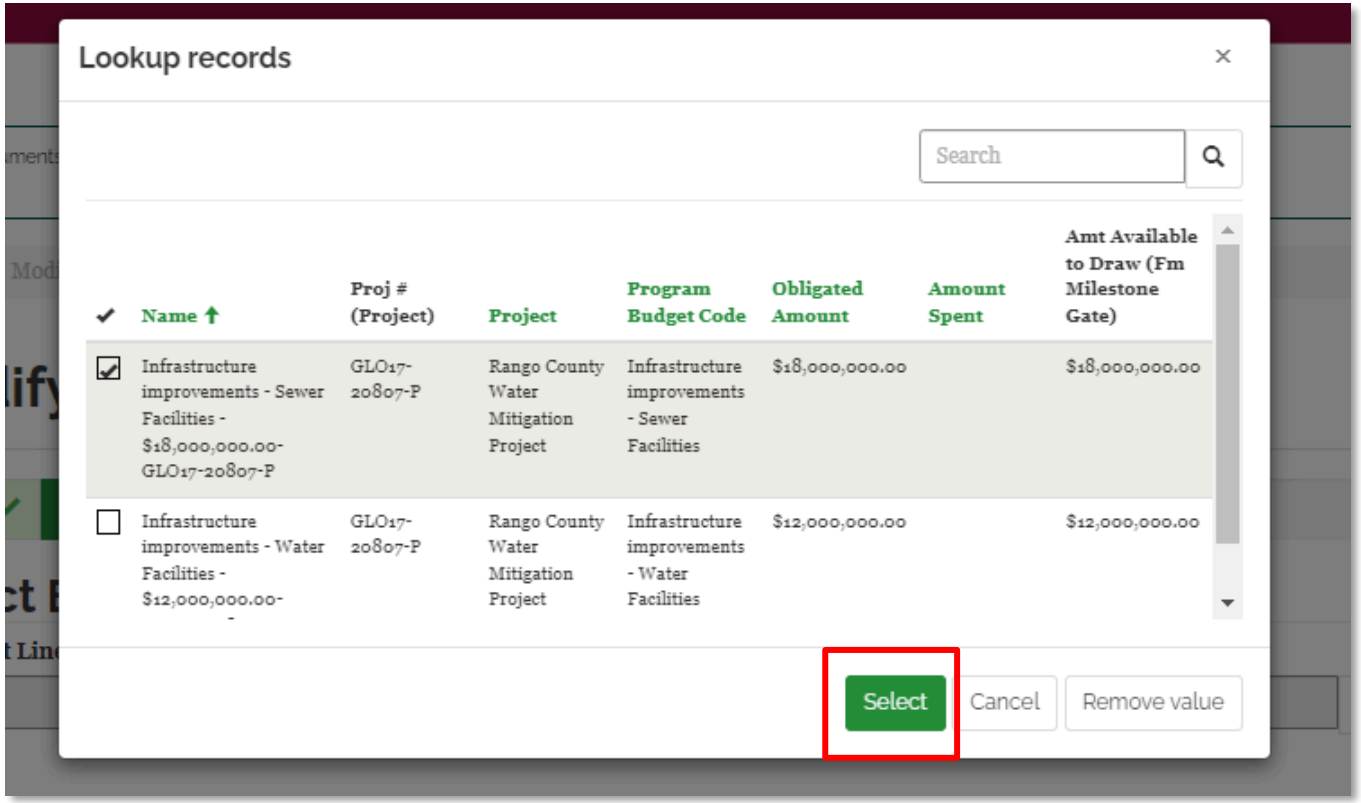
- In Mitigation each application is limited to one project, thus please **Select**
- Each screen will revert to the previous view and select **Next**





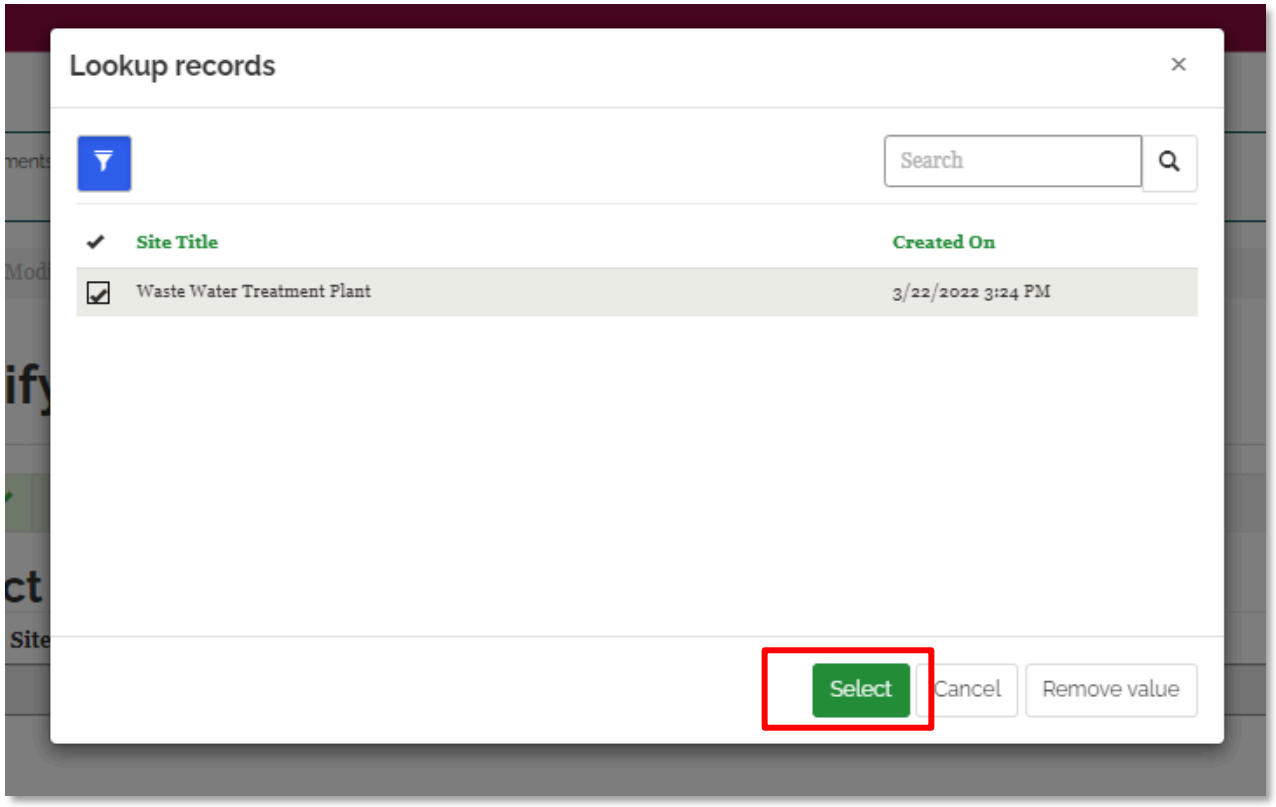
Step 3: Enter Payment Request Details

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



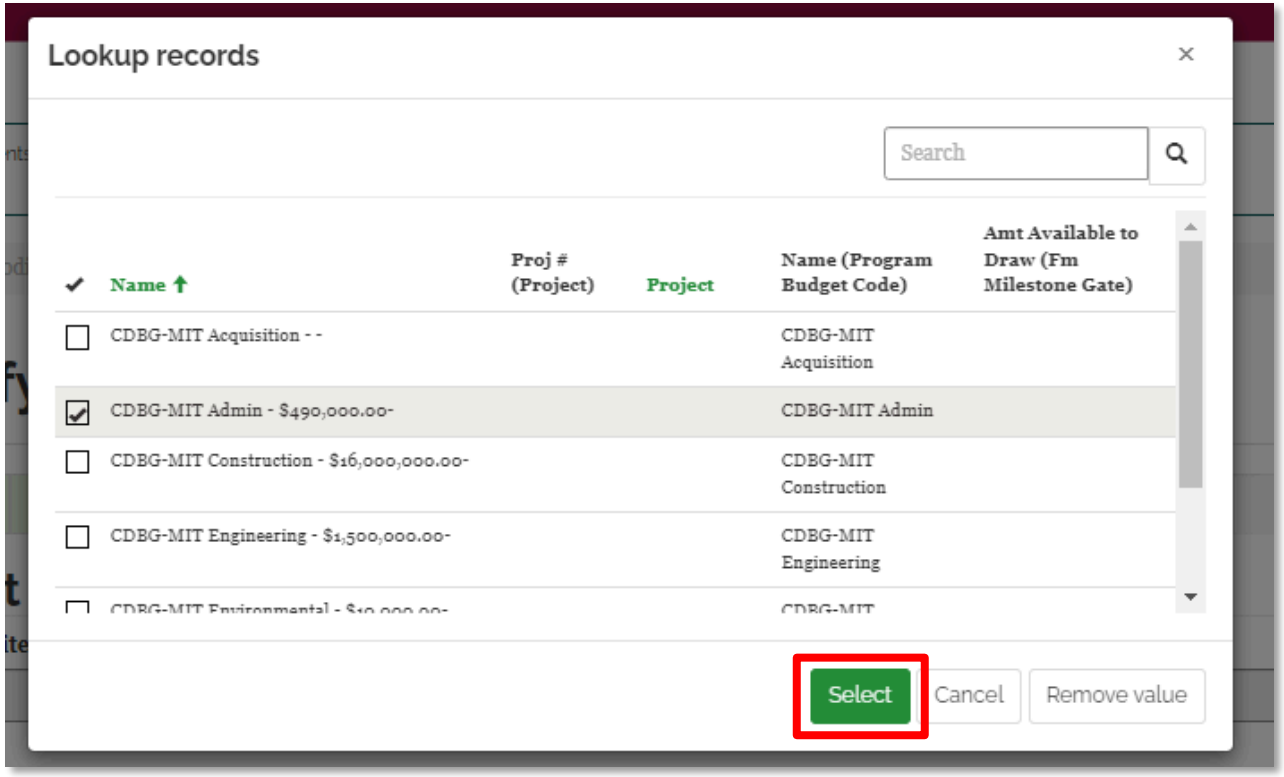
Step 3: Enter Payment Request Details

- 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

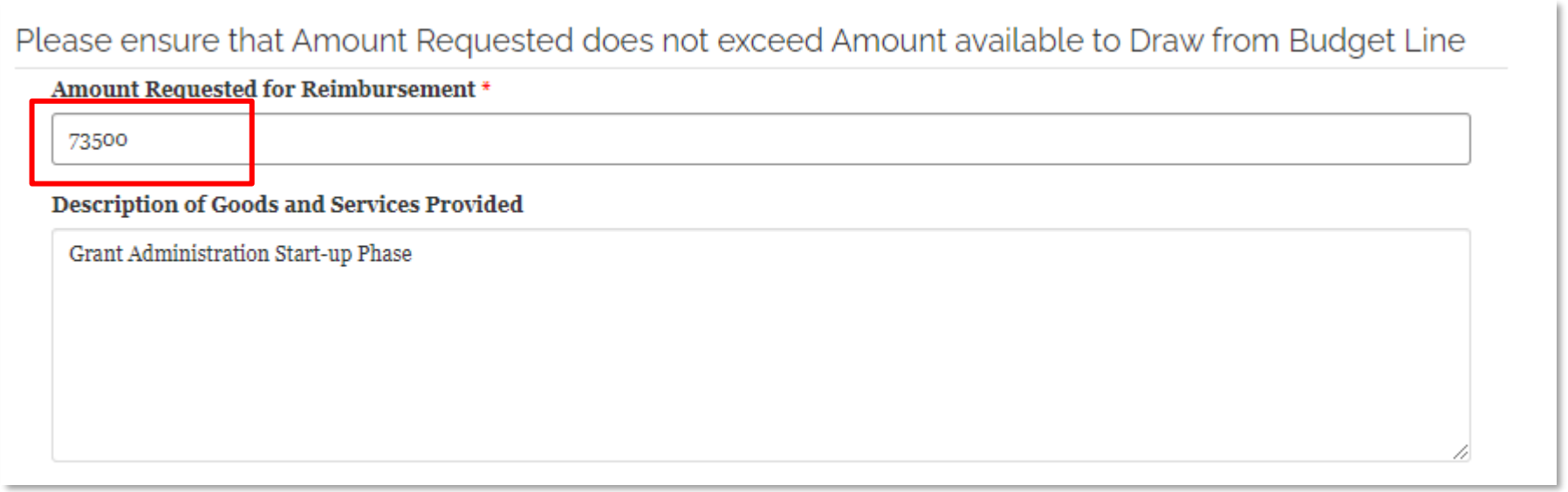
- Choose the applicable "Program Budget Code" and press **Select**
- In this example Rango County is requesting Start-Up Phase and is budgeted under the CDBG-MIT Admin category in the amount of $490,000
- 15% of this budget for this milestone is $73,500.00

Program Budget Code	Obligated Amo...
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	---

Total Project Delivery Contract Amount:		$	500,000.00	
* Environmental Services Fee		$	10,000.00	Environmental Fee included in GA Fee
GA services Fee		$	490,000.00	
Grant Administration (GA) Milestones				Milestone Max/Previous Amount Earned
Start-up Phase	15%	$	73,500.00	$ 73,500.00
Commencement of Environmental Phase	30%	$	147,000.00	$ 73,500.00
Completion of Environmental Record	50%	$	245,000.00	$ 98,000.00
Commencement of Bid Phase	60%	$	294,000.00	$ 49,000.00
Commencement of Construction Phase	85%	$	416,500.00	$ 122,500.00
Completion of Construction Phase	95%	$	465,500.00	$ 49,000.00
Grant Completion Report Approval	100%	$	490,000.00	$ 24,500.00
				$ 490,000.00

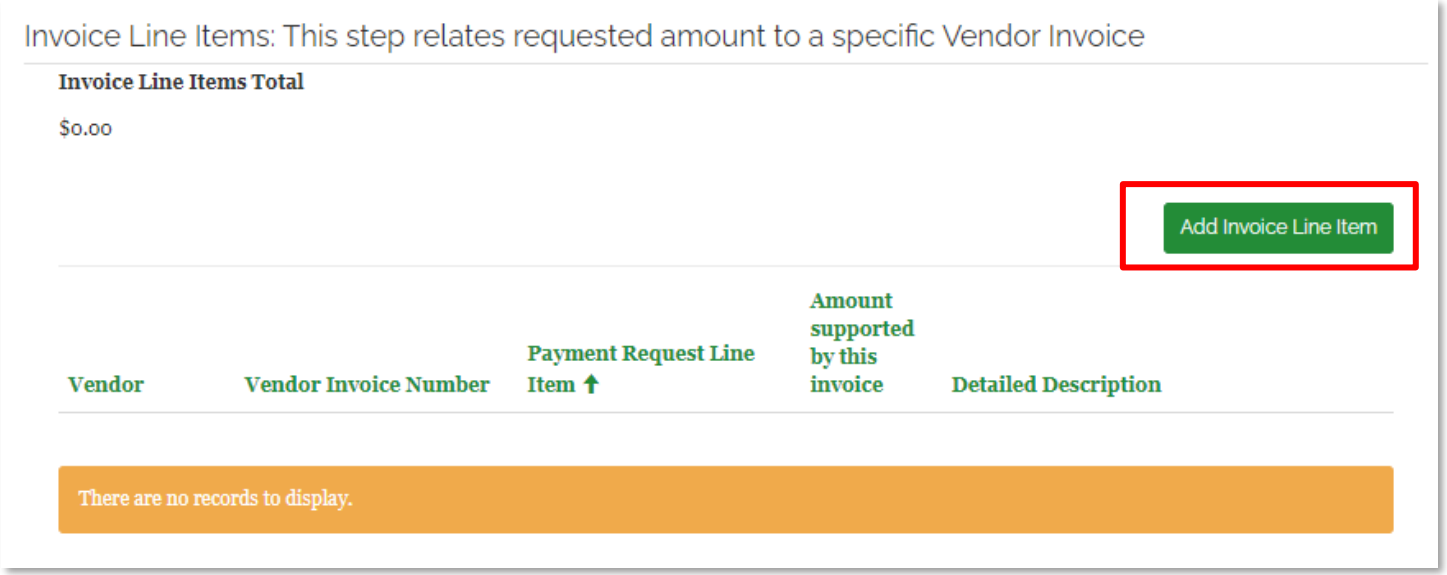
Step 3: Enter Payment Request Details

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



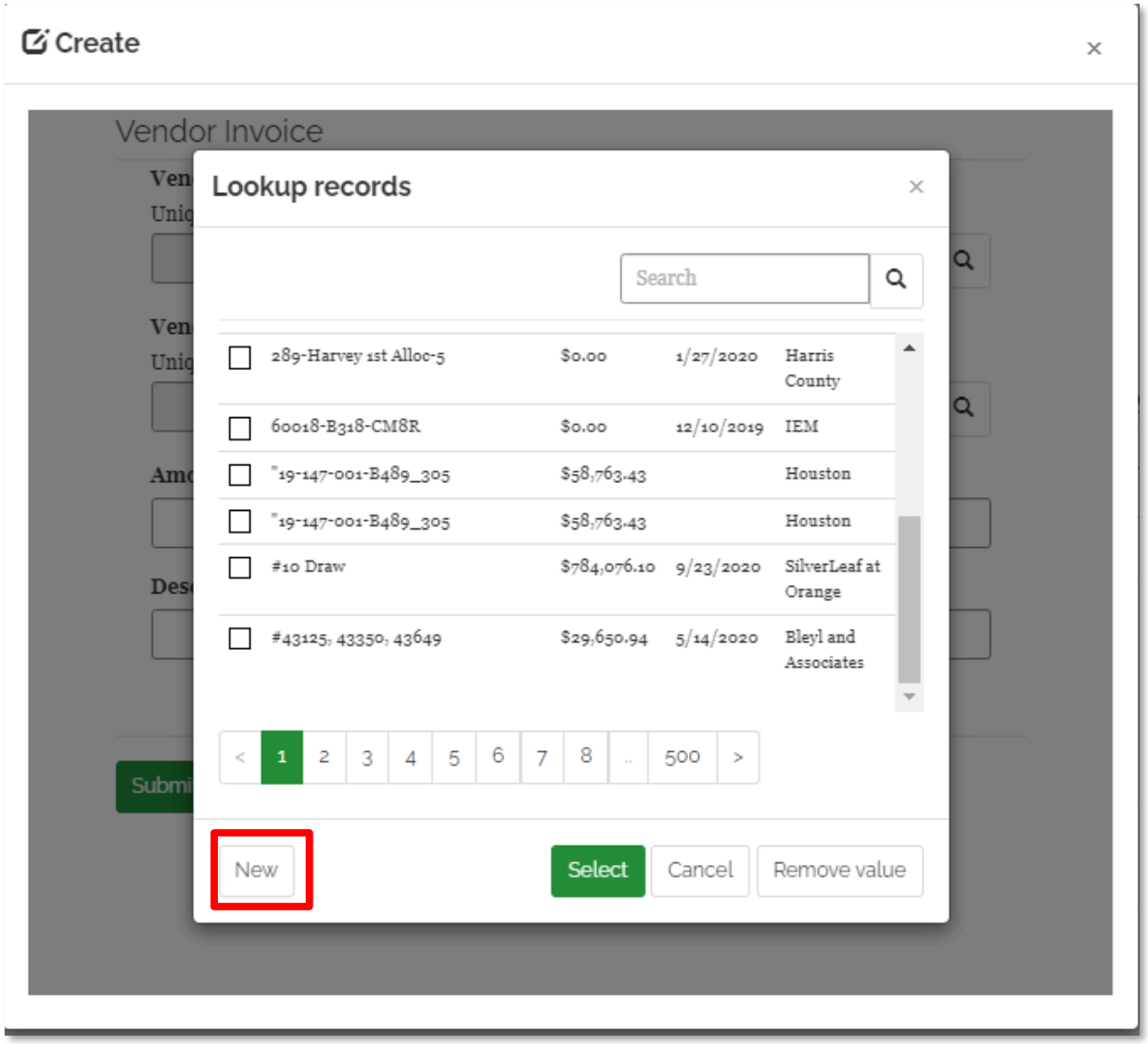
Step 3: Enter Payment Request Details

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



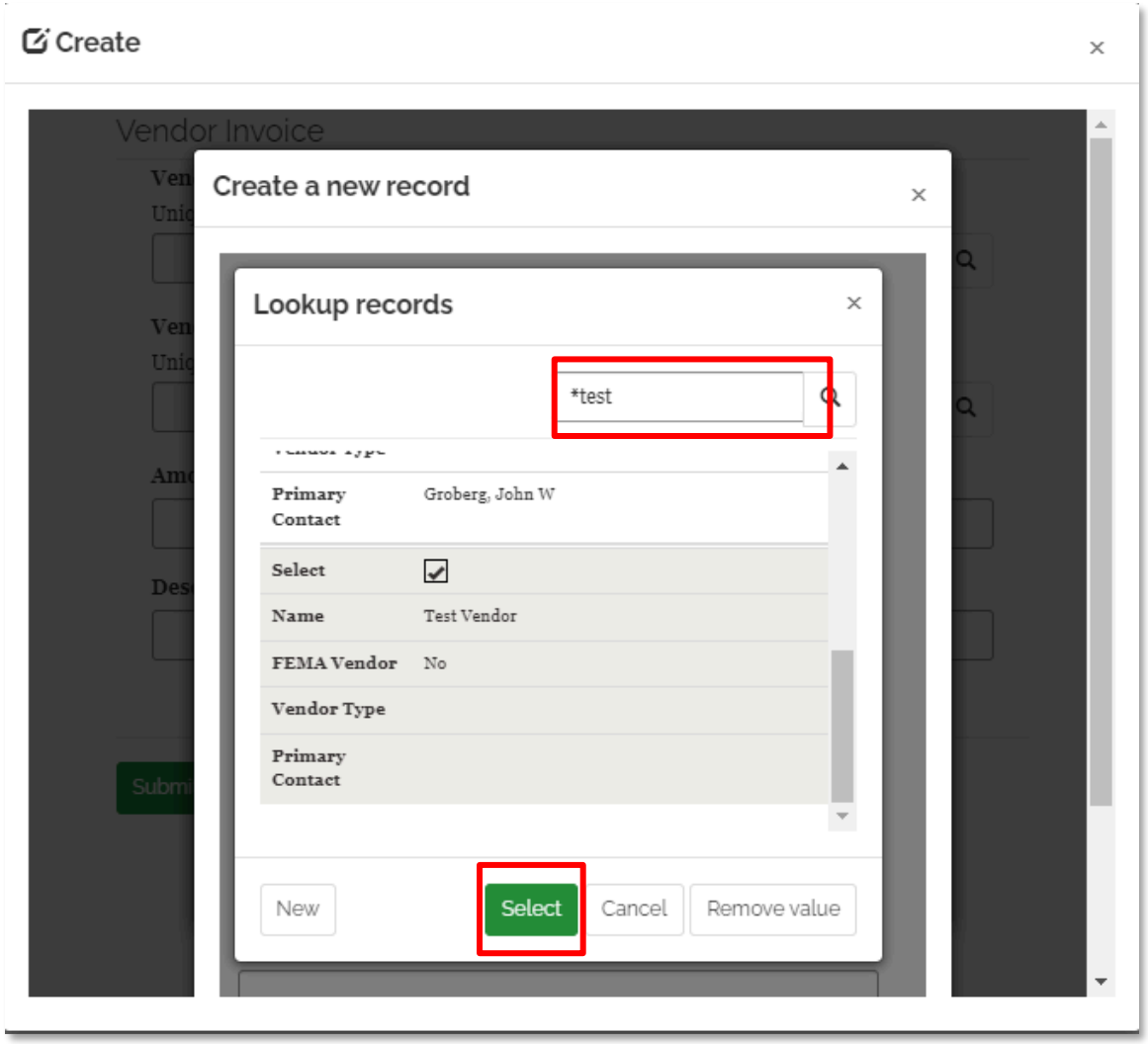
Step 3: Enter Payment Request Details

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



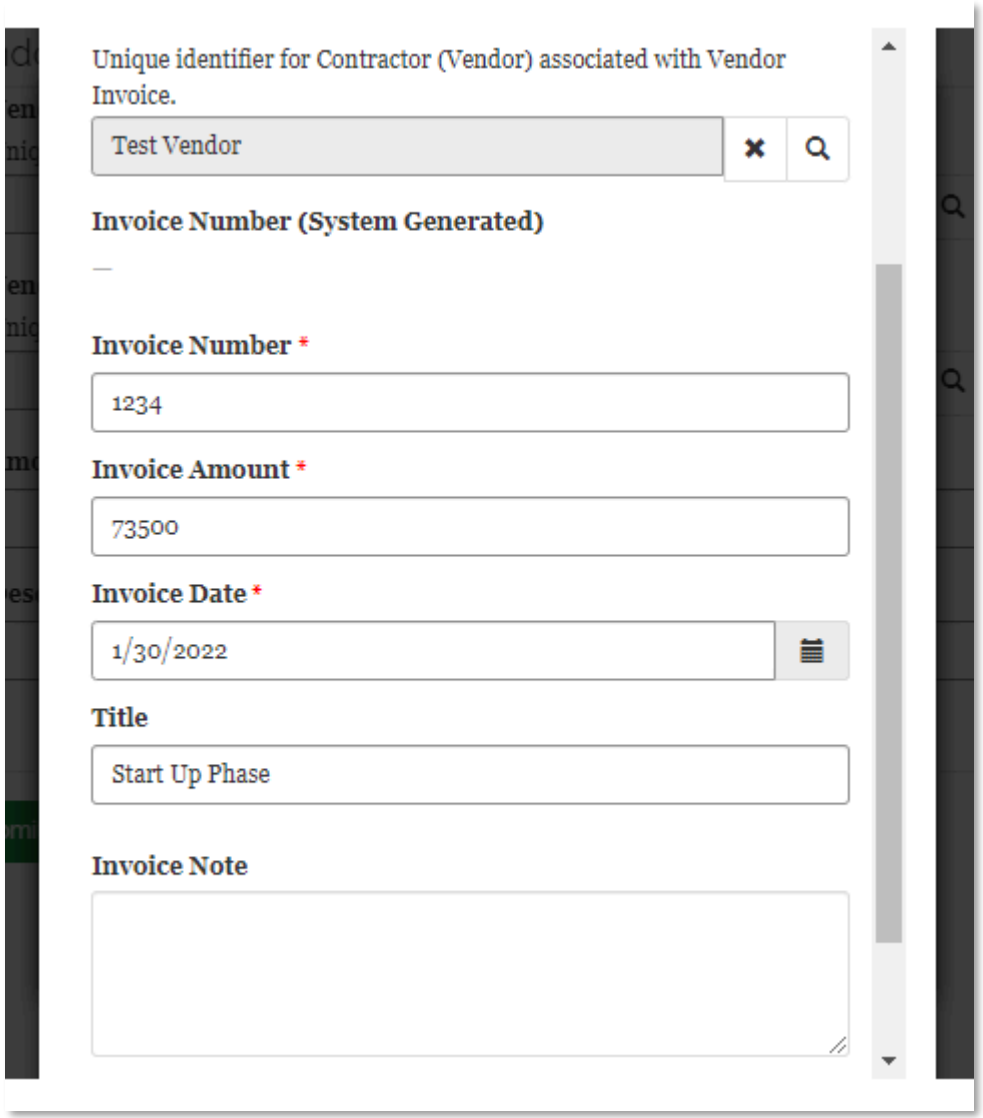
Step 3: Enter Payment Request Details

- Search for the applicable vendor and press **Select**



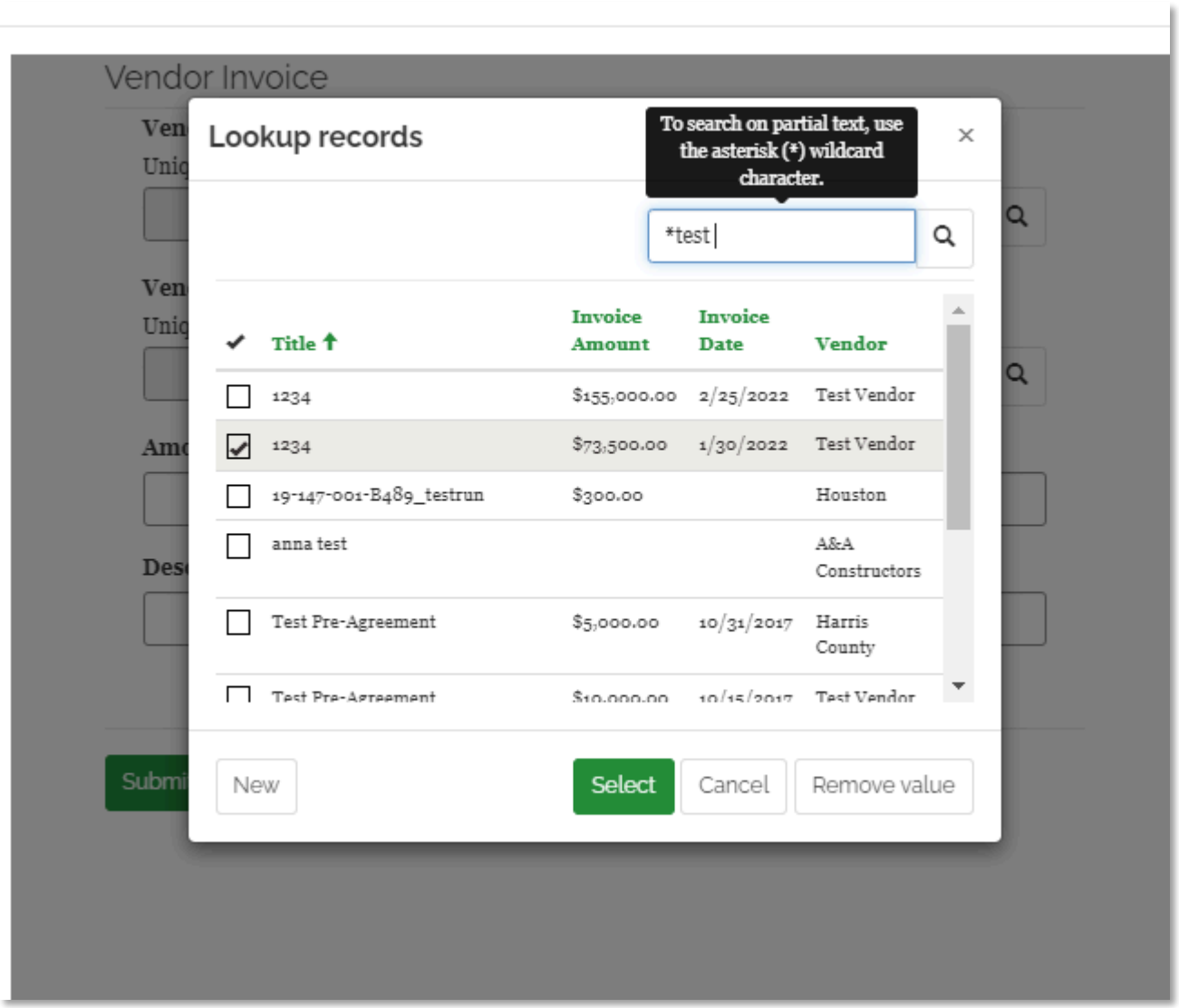
Step 3: Enter Payment Request Details

- Enter the applicable vendor invoice information and press **Submit**



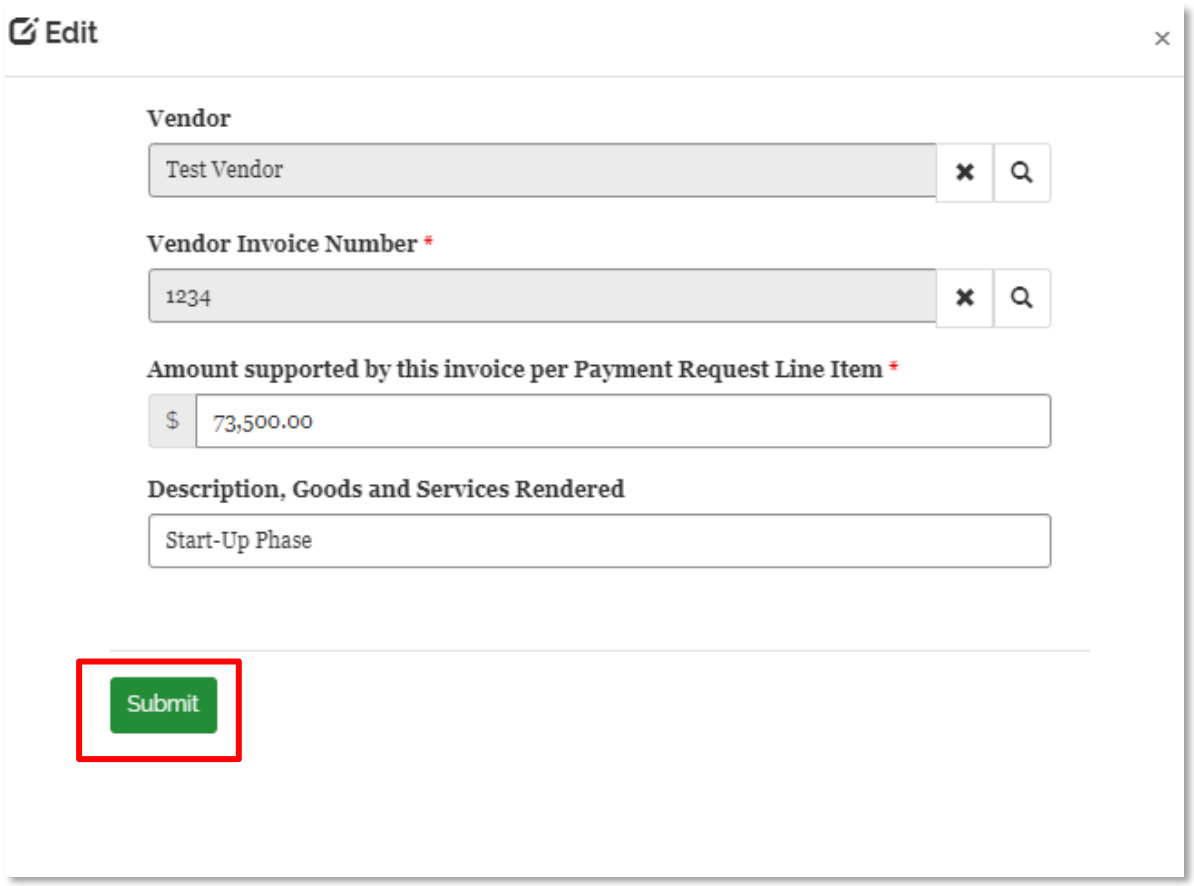
Step 3: Enter Payment Request Details

- 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

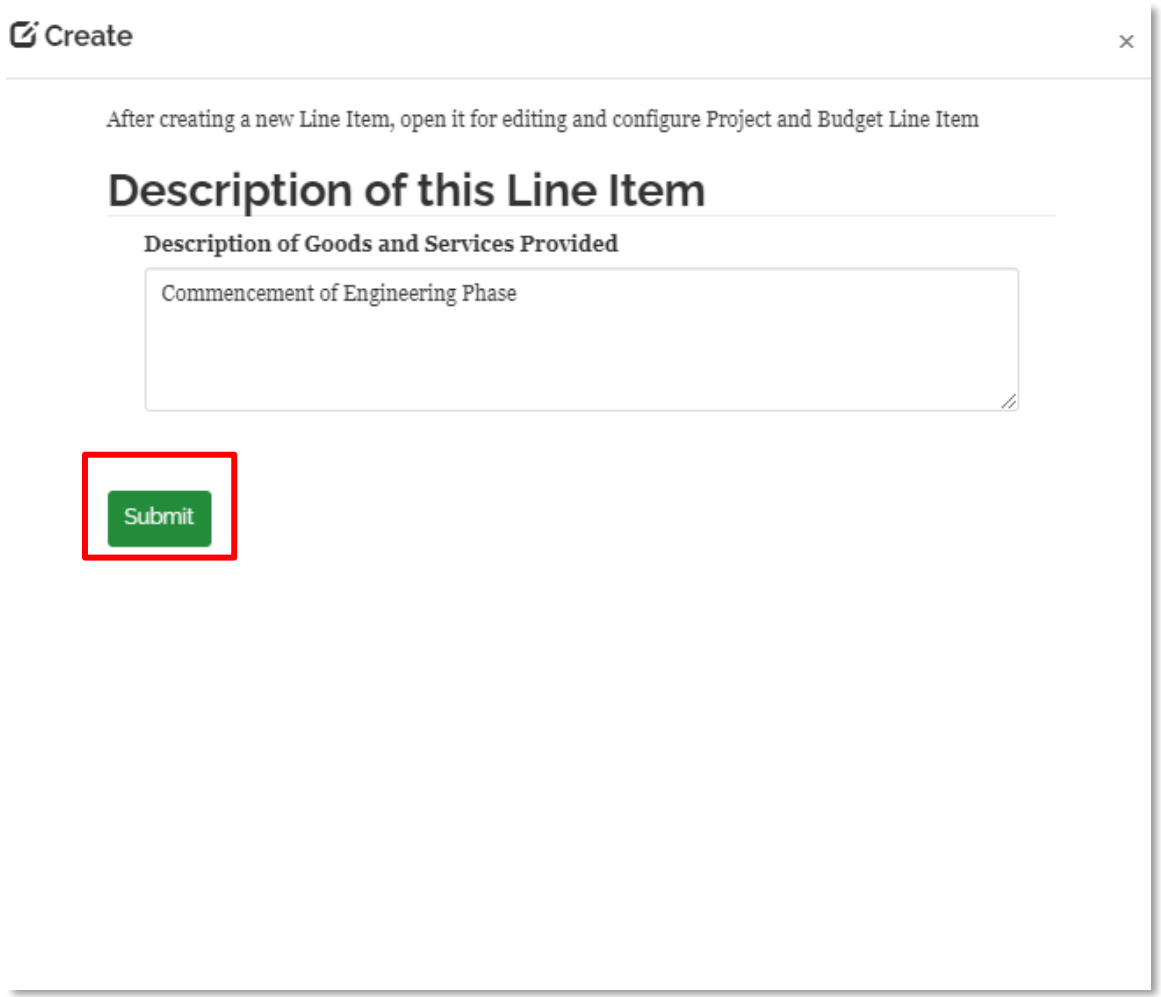
- Once the project budget code has been completed and vendor information is entered, press **Submit**

Step 3: Enter Payment Request Details

- 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

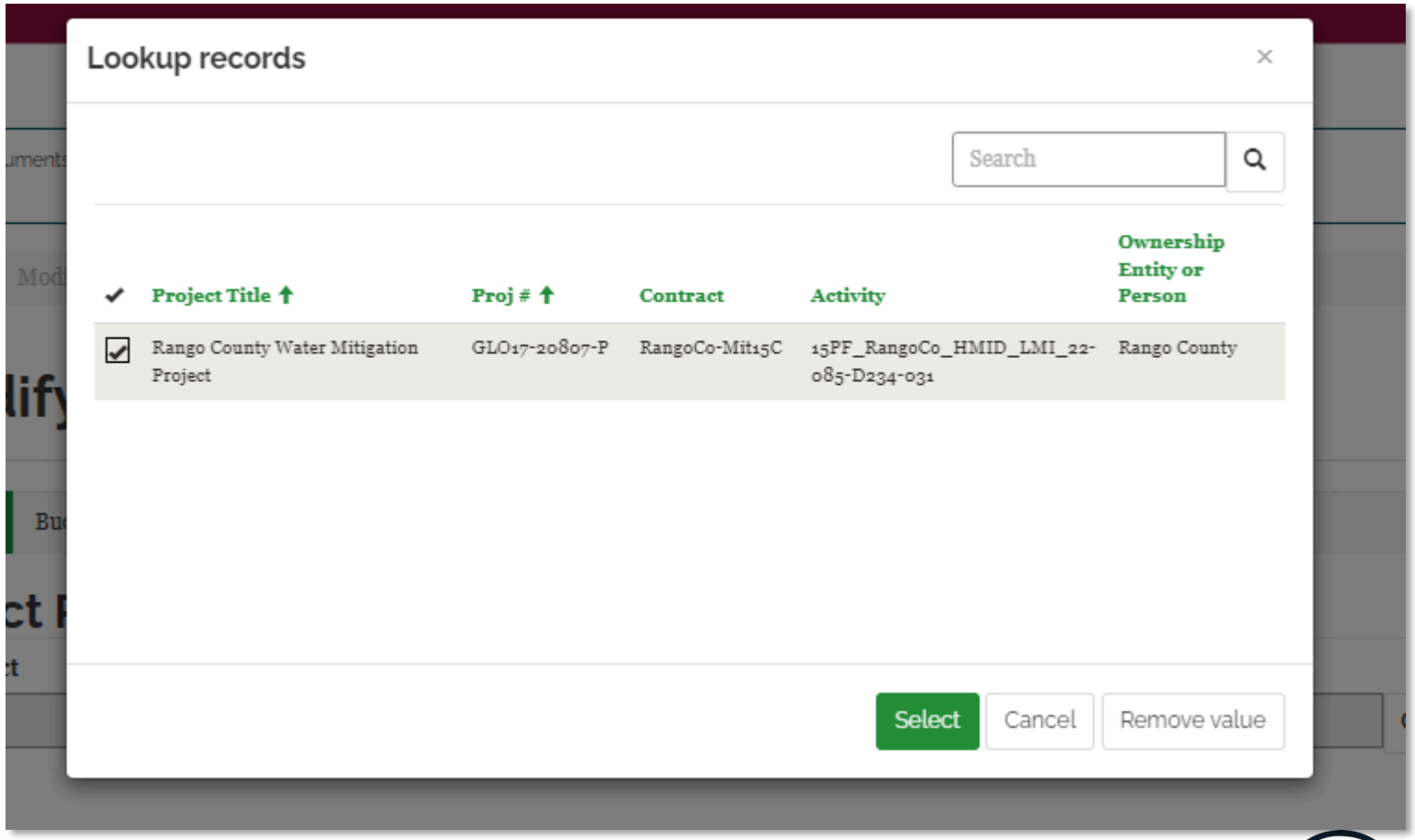


Step 3: Enter Payment Request Details

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

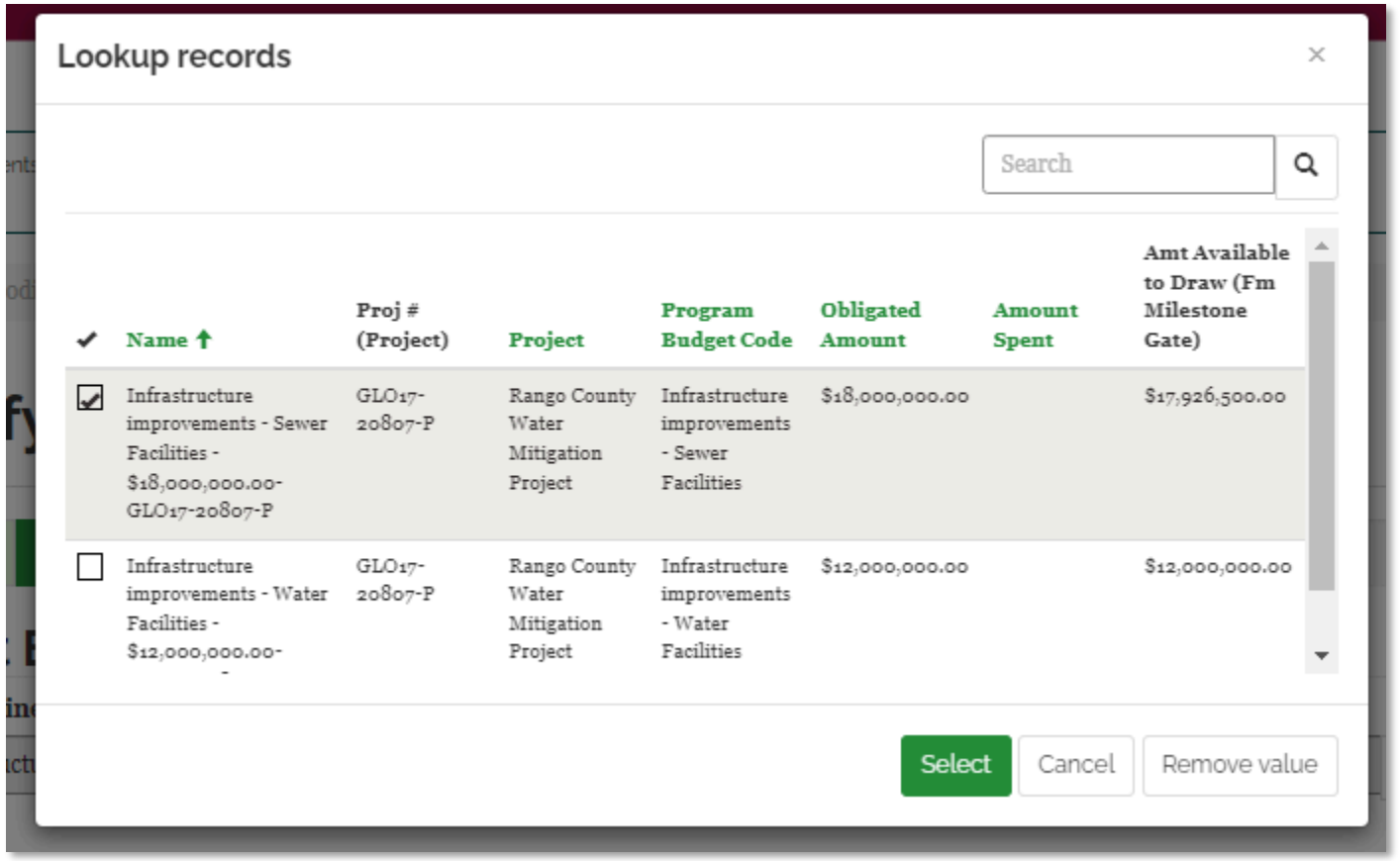
Step 3: Enter Payment Request Details

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



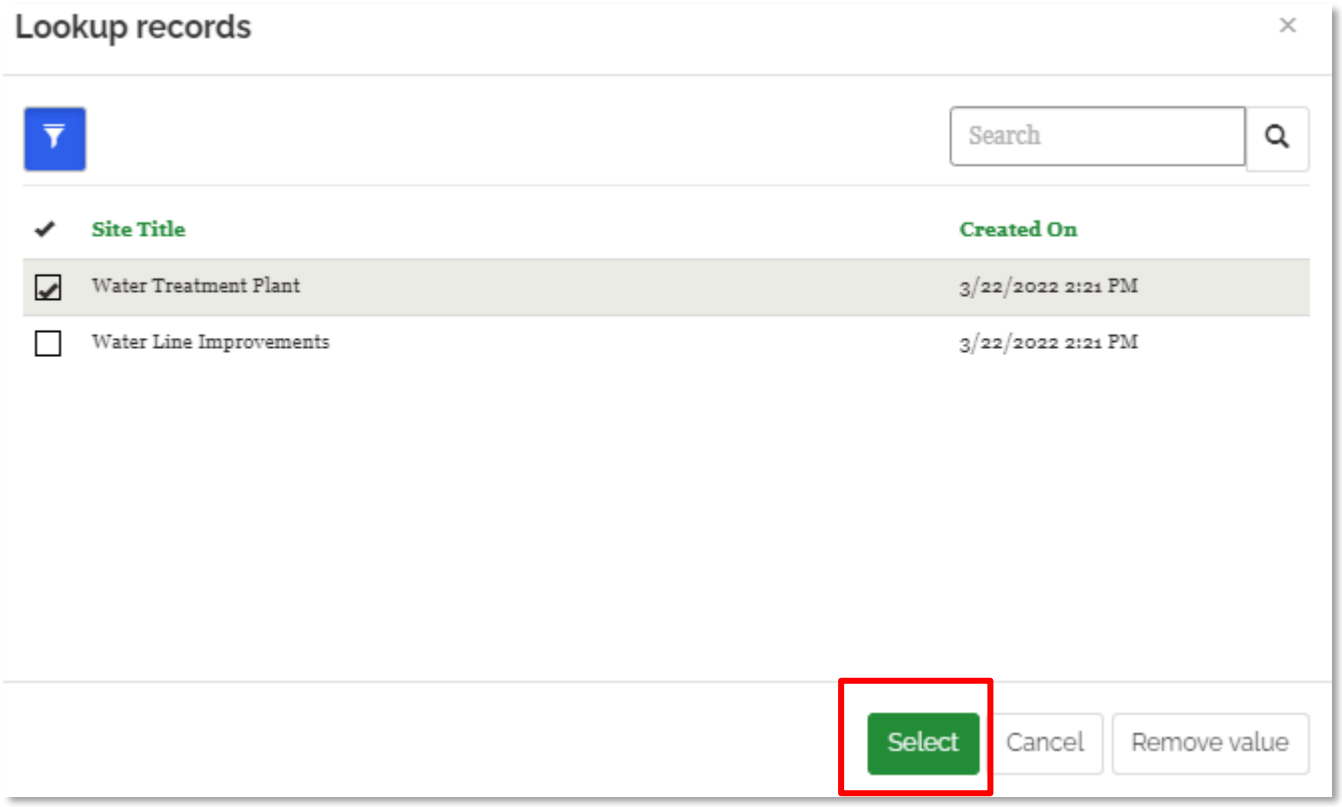
Step 3: Enter Payment Request Details

- Choose the applicable "Program Budget Code" and press **Select**



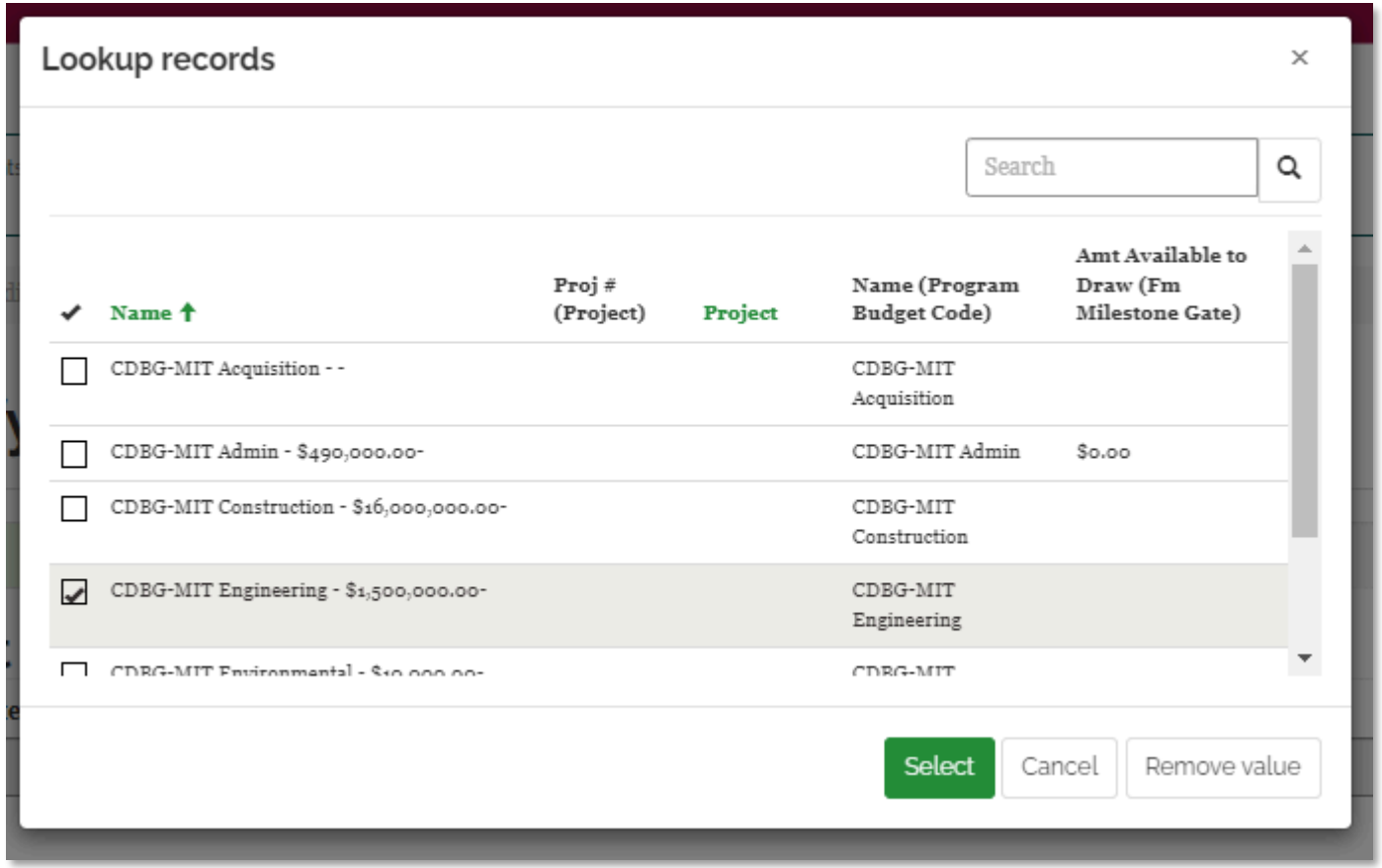
Step 3: Enter Payment Request Details

- 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

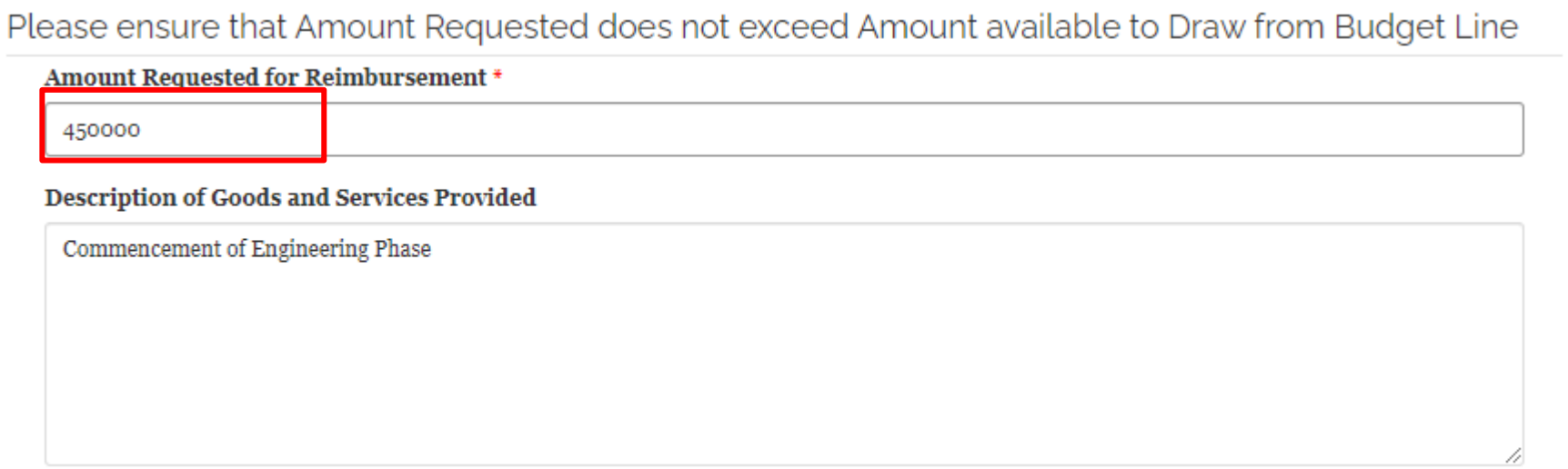
Program Budget Code	Obligated Amo...
CDBG-MIT Construction	$16,000,000.00
CDBG-MIT Engineering	$1,500,000.00
CDBG-MIT Environmental	$10,000.00
CDBG-MIT Special Environment	---
CDBG-MIT Admin	$490,000.00
CDBG-MIT Acquisition	---

enter Engineering contract amount below

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

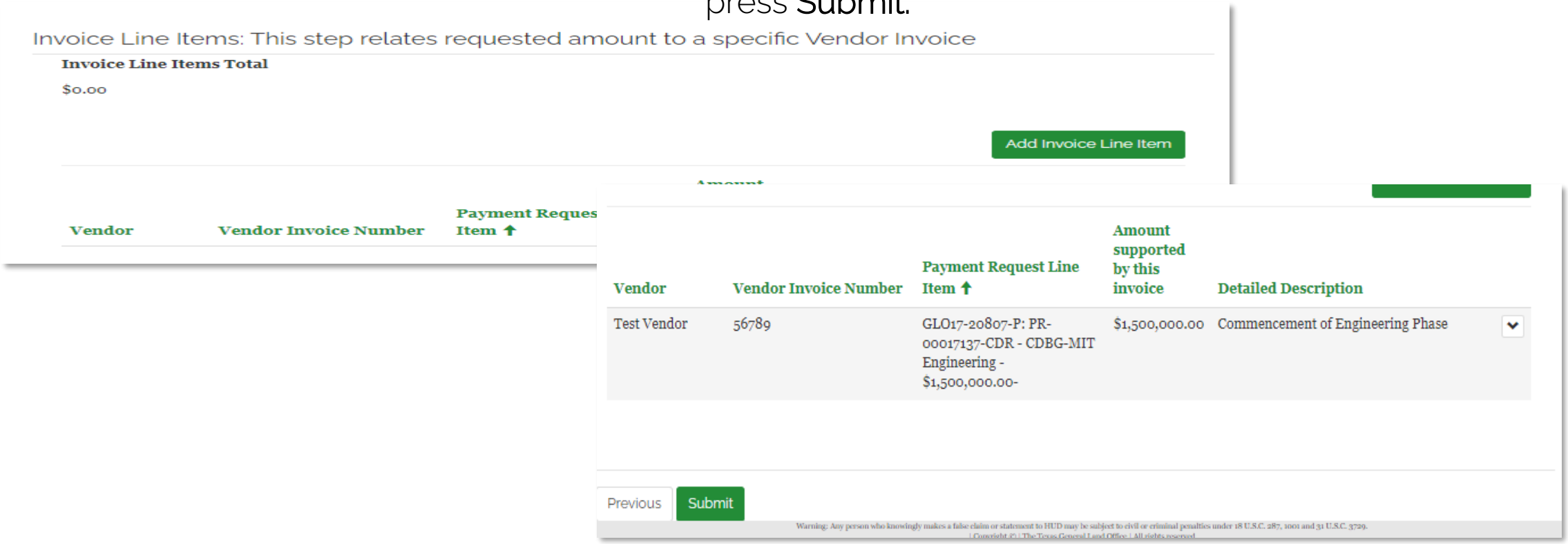
Step 3: Enter Payment Request Details

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



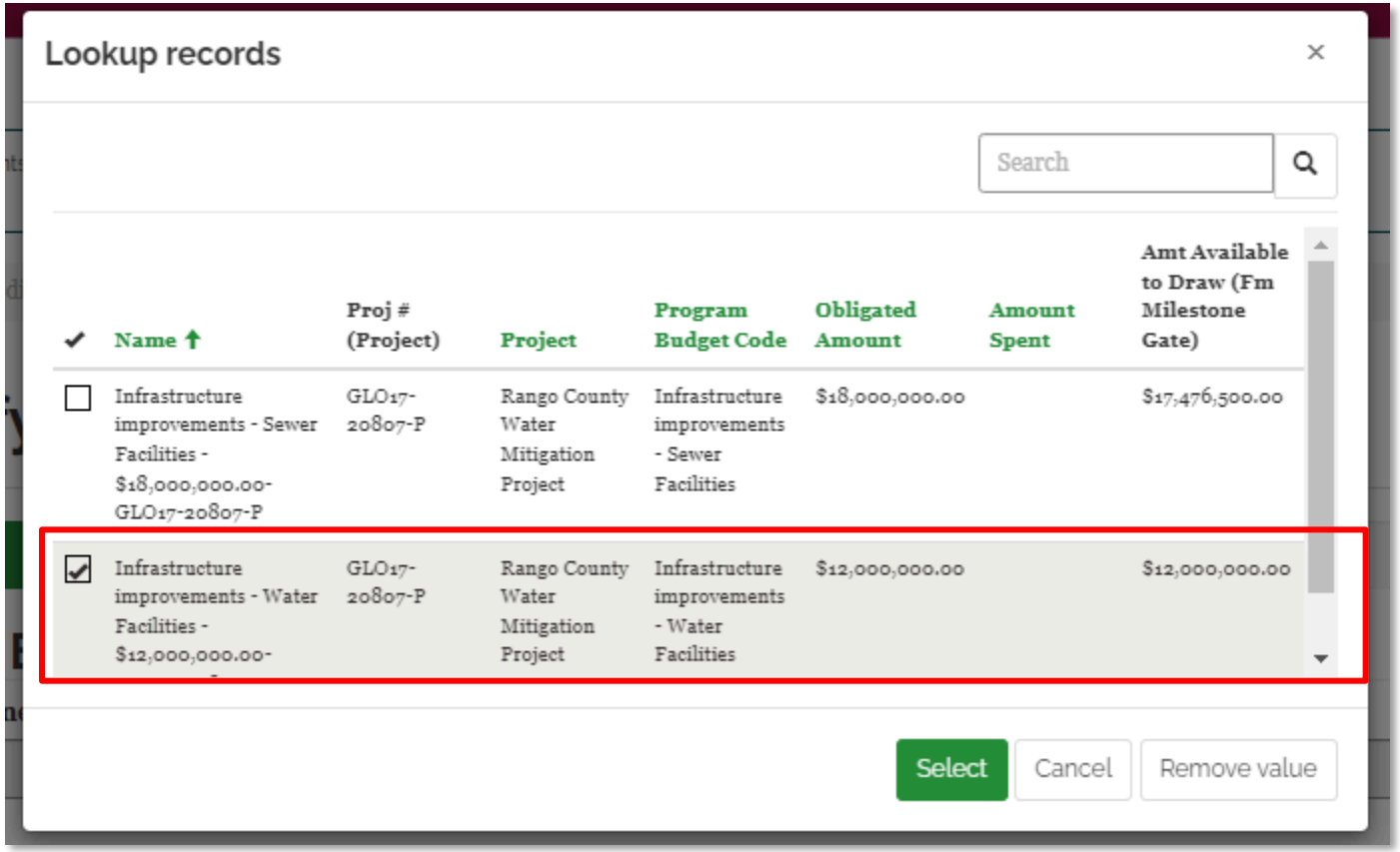
Step 3: Enter Payment Request Details

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



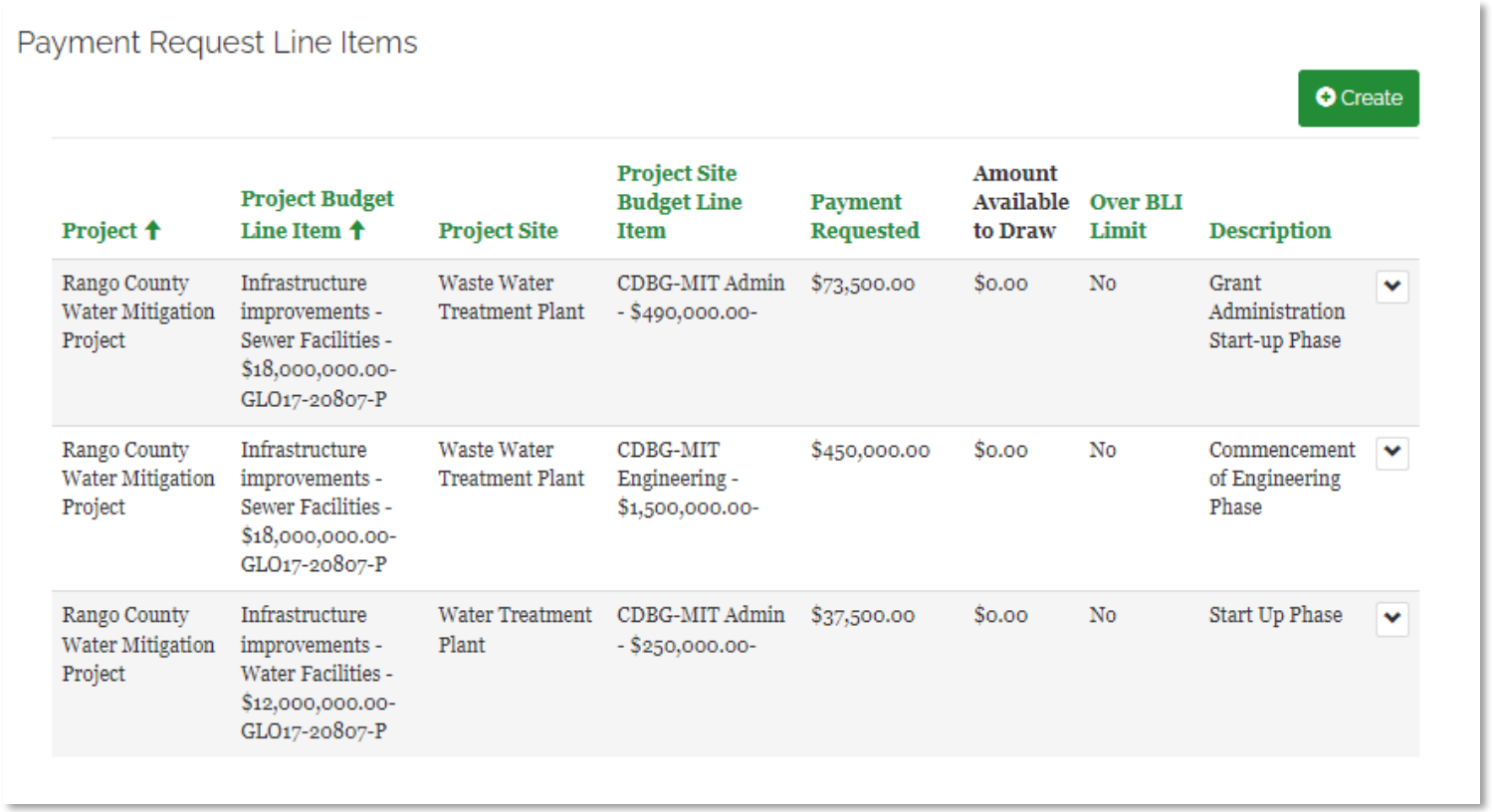
Step 3: Enter Payment Request Details

- 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.



Step 3: Enter Payment Request Details

- 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.



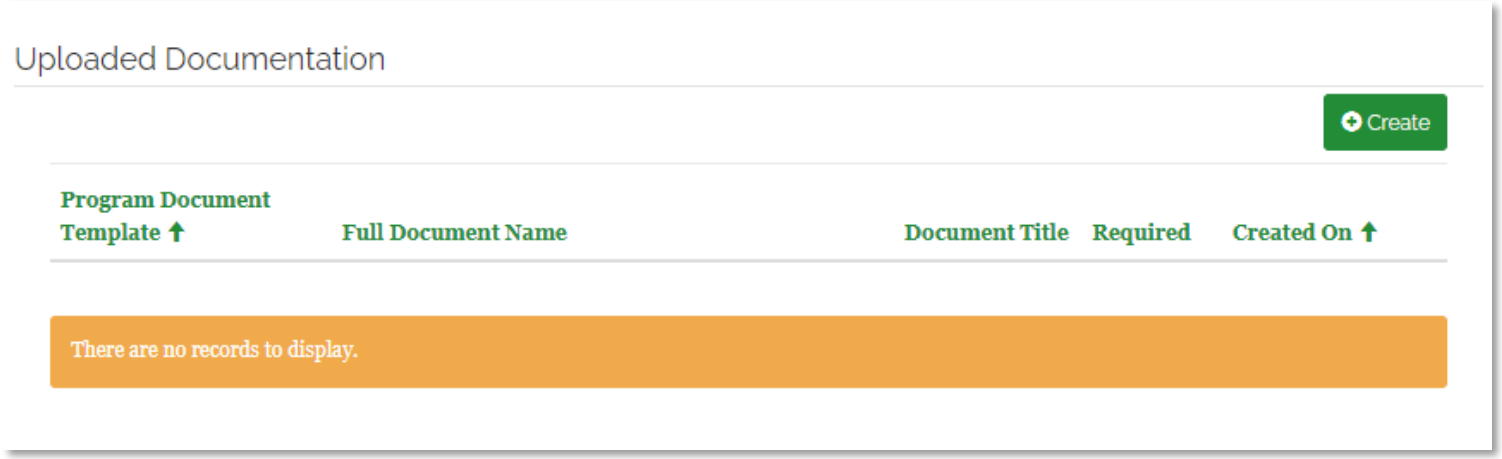
Payment Request Line Items

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
Rango County Water Mitigation Project	Infrastructure improvements - Sewer Facilities - $18,000,000.00- GLO17-20807-P	Waste Water Treatment Plant	CDBG-MIT Engineering - $1,500,000.00-	$450,000.00	$0.00	No	Commencement of Engineering Phase
Rango County Water Mitigation Project	Infrastructure improvements - Water Facilities - $12,000,000.00- GLO17-20807-P	Water Treatment Plant	CDBG-MIT Admin - $250,000.00-	$37,500.00	$0.00	No	Start Up Phase

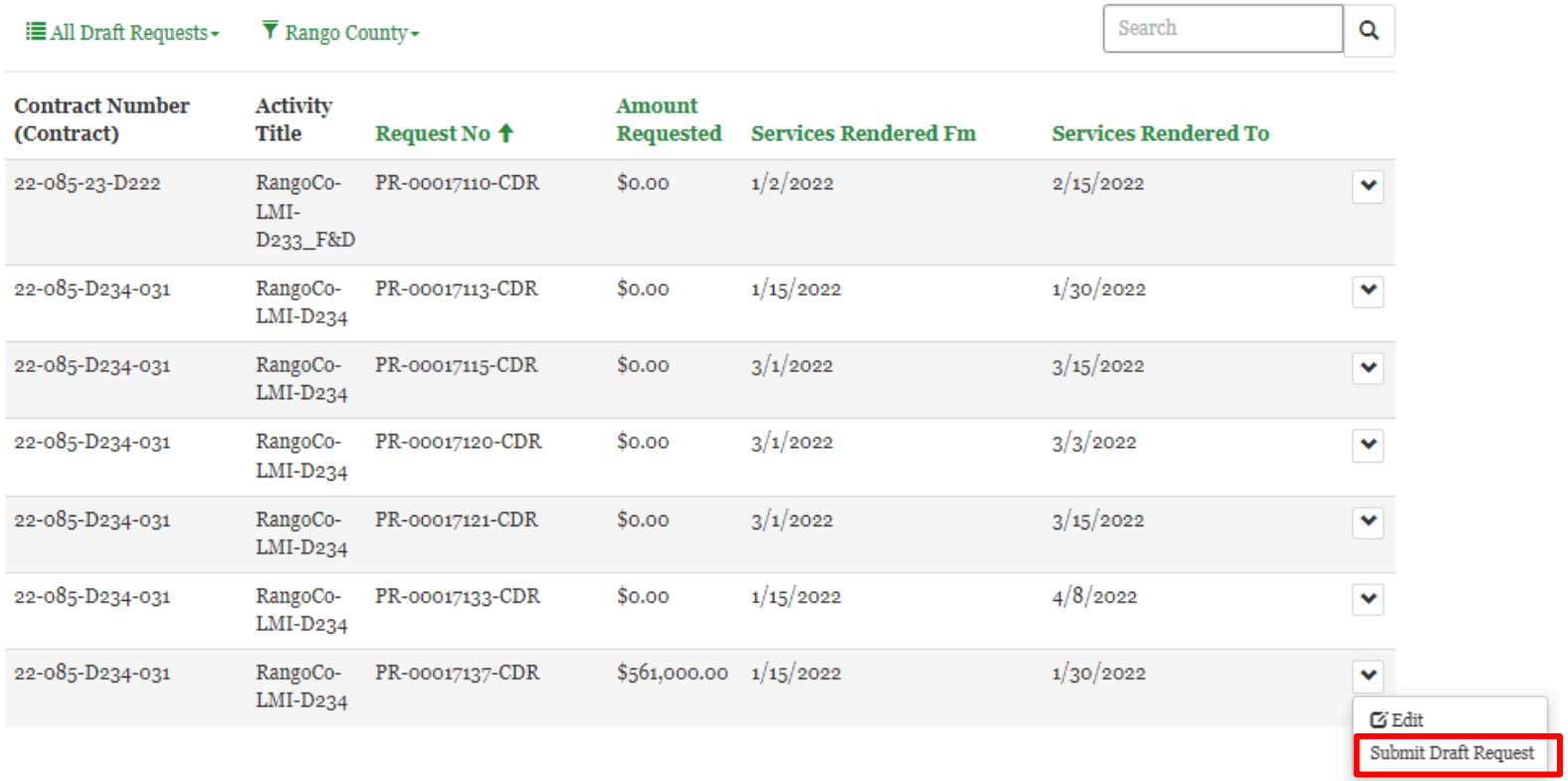
Step 3: Enter Payment Request Details

- 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**



Contract Number (Contract)	Activity Title	Request No	Amount Requested	Services Rendered Fm	Services Rendered To
22-085-23-D222	RangoCo-LMI-D233_F&D	PR-00017110-CDR	$0.00	1/2/2022	2/15/2022
22-085-D234-031	RangoCo-LMI-D234	PR-00017113-CDR	$0.00	1/15/2022	1/30/2022
22-085-D234-031	RangoCo-LMI-D234	PR-00017115-CDR	$0.00	3/1/2022	3/15/2022
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
22-085-D234-031	RangoCo-LMI-D234	PR-00017137-CDR	$561,000.00	1/15/2022	1/30/2022

Questions?