



# DRGR Fact Sheet

## Action Plan Module Uploads

Release 7.9

U. S. Department of Housing and Urban Development  
April 2014

# Action Plan Module Uploads

The Following Upload types are available in the Action Plans module

- Action Plan Uploads
- Project Uploads
- Responsible Org Uploads

## Action Plan Upload Types

There are four steps for Action Plan uploads. The following table shows the upload type and the specific field or variables for that upload type. These all fall within the Action Plan upload “family”. When appropriate, different fields/variables are separate by commas.

UPLFAMILY	UPLOADTYPE	FIELDNAMES
ActionPlan	APEstimatedPIRL	Amount
ActionPlan	APNarratives	NarrativeLabel,Narrative
ActionPlan	APFundingSource	FundSourceName,FundType
ActionPlan	ActivityAdd	GranteeActivity#,ActivityTitle,ActivityType,NationalObjective,ProjectNumber,Budget,ProjectedStartDate,ProjectedEndDate,ActivityStatus,EnvironmentalAssessment,ResponsibleOrgName,LocationDescription,ActivityDescription,BenefitType,HousingUnit
ActionPlan	ActivityEdit	GranteeActivity#,ActivityTitle,ActivityType,NationalObjective,ProjectNumber,Budget,ProjectedStartDate,ProjectedEndDate,ActivityStatus,EnvironmentalAssessment,ResponsibleOrgName,LocationDescription,ActivityDescription,BenefitType,HousingUnit,AdjustProjectBudget
ActionPlan	ActivityFundingSource	GranteeActivity#,FundSourceName,MatchingFund,FundAmount
ActionPlan	ActivityResponsibleOrgBudget	GranteeActivity#,ResponsibleOrgName,Budget
ActionPlan	ActivityAccomplishment	GranteeActivity#,PerformanceMeasure>Total
ActionPlan	ActivityBeneficiary	GranteeActivity#,PerformanceMeasure,Low,Mod>Total
ActionPlan	ActivityAddress	GranteeActivity#,State,Address,City,Zip

## Action Plan Upload Steps

Step 1 - Go to Action Plans

Admin	Action Plans	Drawdown	QPR	Reports
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Step 2 - Edit the Action Plan by clicking on the link in the Action Plan Status column.

Action Plans				
View All Action Plans				<a href="#">Help?</a>
State	Grantee Name	Grant Number	Grant Status	Action Plan Status
LA	State of Louisiana	<a href="#">B-93-DH-22-0001</a>	Close	<a href="#">Original - In Progress</a>
LA	State of Louisiana	<a href="#">B-06-DG-22-0001</a>	Active	<a href="#">Modified - Resubmit When Ready</a>

Step 3 – Press the Upload Action Plan button

**Action Plans**

**Edit Action Plan**

**Grant Number:**  
[B-06-DG-22-0001](#)

**LOCCS Authorized Amount:**  
\$6,210,000,000.00

- [Funding Sources](#)
- [Disaster Damage](#)
- [Recovery Needs](#)
- [Public Comment](#)

**Upload Action Plan**

[Add Activity](#) | [Save](#) | [Submit Action Plan](#) | [Cancel](#)

Step 4 – On the DRGR Data Upload page: A) Select the Upload Type. If you want to see what is already in the Action Plan, select Supporting Info. B) Select the file to import using the Browse button. C) Press the Upload button to start the upload process

**DRGR Data Upload**

**Please select the Upload Type**

Select Upload Type

- APEstimatedPIRL
- APFundingSource
- APNarratives
- ActivityAccomplishment

Click [here](#) to view sample upload templates.  
Select button to get specific DRGR data

[Supporting Info](#)

**Please select the file to upload**

Please select file in csv format and click the Upload File button

[Browse...](#) [Upload](#)

The Supporting Info link will generate and export a Microstrategy report to Excel.

- APEstimatedPIRL – Current estimated Program Inc/Rev Loan
- APFundingSource – Lists funding types currently included Action Plan
- APNarratives – Generates the current narrative sections of the AP
- ActivityAccomplishment – Creates a report showing Activity Number, Performance Measure, and # of units completed as currently shown.

Before selecting the file to upload, you must first create and save the file in CSV format (an Excel option)

The upload templates may be found here:

<https://www.onecpd.info/resource/3703/drgr-data-upload-templates>

## Project Uploads

There are three steps for Project uploads. The following table shows the upload type and the specific field or variables for that upload type. These all fall within the Project upload “family”. When appropriate, different fields/variables are separate by commas.

### Project Upload Types

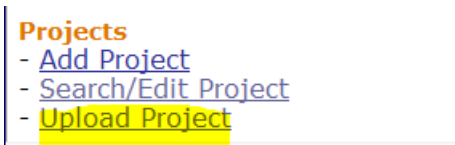
UPLFAMILY	UPLOADTYPE	FIELDNAMES
Projects	ProjectAdd	GrantNum,GranteeProjectNum,ProjectTitle,Description,Budget,RevolvingLoan,ProjectStatus,EffectiveDate,EndDate,ResponsibleOrg
Projects	ProjectEdit	GrantNum,OldGranteeProjectNum,NewGranteeProjectNum,ProjectTitle,Description,Budget,RevolvingLoan,ProjectStatus,EffectiveDate,EndDate,ResponsibleOrg
Responsible Org	ResponsibleOrgAdd	OrgName,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
Responsible Org	ResponsibleOrgEdit	OrgNameOld,OrgNameNew,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
Responsible Org	ResponsibleOrgContactData	OrgName,FName,MName,LName,Title,Email,Address,City,State,Zip,Tel,Ext

### Project Upload Steps

Step 1 - Go to Action Plans



Step 2 - Select the Upload Project link under the project section on the left side menu on the screen.



Step 3 – On the DRGR Data Upload page: A) Select the Upload Type. B) Select the file to import using the Browse button. C) Press the Upload button to start the upload process.

The screenshot shows the 'DRGR Data Upload' page. It has two main sections. The first section is titled 'Please select the Upload Type' and contains a dropdown menu with 'ProjectAdd' and 'ProjectEdit' options. Below this is a link to 'here' for sample templates and a 'Supporting Info' button. The second section is titled 'Please select the file to upload' and contains instructions to select a file in CSV format and an 'Upload File' button. At the bottom of this section are 'Browse...' and 'Upload' buttons.

The Supporting Info link will generate and export a Microstrategy report to Excel.

ProjectAdd – Provides a list of existing projects in Action Plan including all data (eg budget, title, description, etc)

ProjectEdit – Provides same information as ProjectAdd and also adds a new field to change the Project Number

Before selecting the file to upload, you must first create and save the file in CSV format (an Excel option)

The upload templates may be found here:

<https://www.onecpd.info/resource/3703/drgr-data-upload-templates>

## Responsible Org Uploads

There are three steps for Responsible Organization uploads. The following table shows the upload type and the specific field or variables for that upload type. These all fall within Responsible Org upload “family”. When appropriate, different fields/variables are separate by commas.

### Responsible Org Upload Types

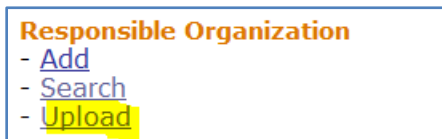
UPLFAMILY	UPLOADTYPE	FIELDNAMES
Responsible Org	ResponsibleOrgAdd	OrgName,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
Responsible Org	ResponsibleOrgEdit	OrgNameOld,OrgNameNew,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
Responsible Org	ResponsibleOrgContactData	OrgName,FName,MName,LName,Title,Email,Address,City,State,Zip,Tel,Ext

### Responsible Orgs Upload Steps

Step 1 - Go to Action Plans



Step 2 - Select the Upload link under the Responsible Organization section on the left side menu on the screen.



Step 3 –On the DRGR Data Upload page: A) Select the Upload Type. B) Select the file to import using the Browse button. C) Press the Upload button to start the Upload process.

The screenshot shows the 'DRGR Data Upload' page. It has two main sections. The first section, 'Please select the Upload Type', contains a dropdown menu with three options: 'ResponsibleOrgAdd', 'ResponsibleOrgContactData', and 'ResponsibleOrgEdit'. Below this is a link to 'here' for sample templates and a 'Supporting Info' button. The second section, 'Please select the file to upload', contains a text prompt and two buttons: 'Browse...' and 'Upload'.

The Supporting Info link will generate and export a Microstrategy report to Excel.

ResponsibleOrgAdd – Shows existing data in DRGR, including Org. name, type, DUNS#, and address/city/state/zip info

ResponsibleOrgContactData – Provides contact info for ROs including names, emails and phone numbers

ResponsibleOrgEdit – Generates a report showing the same data as the ResponsibleOrgAdd report

Before selecting the file to upload, you must first create and save the file in CSV format (an Excel option)

The upload templates may be found here:

<https://www.onecpd.info/resource/3703/drgr-data-upload-templates>