

## DRGR FACT SHEET: DRGR Data Uploads

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### DRGR UPLOAD SCREEN FLOW

Starting in Release 7.8, grantee users will be able to populate action plan data (PI/RL estimated funds, narratives and funding sources) , create and edit activities, create and edit projects, create and edit responsible organizations(including contact information), obligate funds for activities, set up vouchers and populate QPR activity profiles using uploads.

**Action Plan/Activity setup** Grantee users have the ability of updating action plan PI/RL estimated funds, update narratives and add funding sources via the upload functionality on the Edit Action Plan page. Grantees also have the ability of adding and editing action plan activities in the system.

**Project** Grantee users have the ability of adding and editing projects via the upload functionality under the projects menu on the left side menu on the screen.

**Responsible Organization** Grantee users have the ability of adding and editing responsible organizations via the upload functionality under the responsible organization menu on the left side menu on the screen.

**Obligations** Grantee users with drawdown rights are allowed to use the upload functionality to update activity obligation amounts.

**VOUCHER** Grantee users with create voucher rights are allowed use the upload function to set up vouchers with multiple activities with different grants and fund types rather than having to manually input them one by one in the Create Voucher – Page 1 and 2 screens as DRGR requires currently. The system also provides support to create standardized templates for grantees to enter this information so that they are not forced to enter data manually at the activity level.

**QPR** Grantee users are allowed to upload multiple activity records for each set of screens rather than having to manually input them one by one as DRGR requires currently. The system also provides support to create standardized templates for grantees to enter this information so that they are not forced to enter data manually at the activity level.

Grantees can either upload data from their own system or use download templates to pull data out of DRGR that includes values for activity #s and other reference data related to the downloads.

### DRGR UPLOAD TEMPLATE – COLUMNS AND SAMPLE MEASURE VALUES

Each of the DRGR Uploads under Release 7.8 must be in CSV format only. Uploads must also have columns in the exact order below for uploads to be successfully processed with exact column names as well. Data must also match DRGR values for performance measure and category and must match DRGR data records for any data input by grantees. If users are not sure about the data sets they have entered, they can use the DOWNLOAD TEMPLATE function.

DRGR has download templates available for each upload function and grantees are encouraged to use these to either create uploads or to use to pull DRGR activity # and responsible organization names for use in local systems that might be used for uploads. Download templates have additional reference data in the right hand columns to help grantees do analysis and quality control for uploads. This information might include budgets and projected accomplishments. All extra columns from download templates must be deleted before any files are uploaded.

<b>Upload Type</b>	<b>Columns</b>
Action Plan – Estimated PI/RL Amount	Estimated PI/RL Amount
Action Plan – Funding Sources	Funding Source Name, Funding Type
Action Plan – Narratives	Narrative Label, Narrative
Activity – Add	Grantee Activity #, Activity Title, Activity Type, National Objective, Project Number, Budget, Projected Start Date, Projected End Date, Activity Status, Environmental Assessment, Responsible Org Name, Location Description, Activity Description, Benefit Type, Housing Unit
Activity – Edit	Grantee Activity #, Activity Title, Activity Type, National Objective, Project Number, Budget, Projected Start Date, Projected End Date, Activity Status, Environmental Assessment, Responsible Org Name, Location Description, Activity Description, Benefit Type, Housing Unit, Adjust Project Budget
Activity - Accomplishment	Grantee Activity #, <b>Performance Measure*</b> , Total
Activity - Address	Grantee Activity #, State, Address, City, Zip
Activity - Beneficiary	Grantee Activity #, <b>Performance Measure**</b> , Low, Mod, Total
Activity – Funding Sources	Grantee Activity #, Fund Source Name, Matching Fund, Fund Amount
Activity – Responsible Org Budgets	Grantee Activity #, Responsible Org Name, Budget
Project Add	Grant Number, Project #, Project Title, Description, Budget Amount, Revolving Loan, Project Status, Project Effective Date, Project End Date, Responsible Org
Project Edit	Grant Number, Current Project #, New Project #, Project Title, Description, Budget Amount, Revolving Loan, Project Status, Project Effective Date, Project End Date, Responsible Org
Responsible Org Add	Org Name, Org Type, DUNS#, DUNS Ext, TIN#, AddressLine1, AddressLine2, AddressLine3, City, State, Zip
Responsible Org Edit	Current Org Name, New Org Name, Org Type, DUNS #, DUNS Ext, TIN #, AddressLine1, AddressLine2, AddressLine3, City, State, Zip
Responsible Org Contact Information	Org Name, First Name, Middle Name, Last Name, Title, Email, Address, City, State, Zip, Tel, Ext
Obligations	Grant Number, Grantee Activity #, Obligation Amount
Voucher	Grant #, Activity #, Fund Type, Amount

QPR Address	Grantee Activity #, State, Address, City, Zip
QPR Accomplishments	Grantee Activity #, <b>Performance Measure*</b> , Total
QPR Accomplishments LM	Grantee Activity #, <b>Performance Measure**</b> , Total, Low, Mod
QPR Beneficiary	Grantee Activity #, <b>Performance Measure*</b> , <b>Beneficiary****</b> , White,Black/African American,Asian,American Indian/Alaskan,Native Hawaiian/Other Pacific Islander,American Indian/Alaskan Native and White,Asian and White,Black/African American and White,American Indian/Alaskan Native and Black,Other multi-racial,Households Female,unknown
QPR Expenditures	GranteeActivity#, ResponsibleOrganization, QPRActualExpenditure
QPR Activity Progress	GranteeActivity#, ProgressNarrative, CompletionDate
QPR Address Supporting Information	GranteeActivity#,State,Address,City,Zip,PropertyStatus,AffordStartDate,AffordEndDate,AffordMethod ,EndUseType,ProjectDispositDate,ActualDispositDate,EndUseNationObj,NationObjMetDate,Deadline Date,EndUseDescription,TotalExpenditure
<b>Column</b>	<b>Sample DRGR Values</b>
* Add Activity Template	Benefit Type field - If provided then must be a) Area – Census b) Area - Survey c) Direct (Persons) d) Direct (HH only) f) Direct (HH – Renter only) g) Direct (HH – Owner only) h) Direct (HH – Renter/Owner)  Housing Units Field - If provided then must be a) HU only b) HU – SF only) c) HU – MF only d) HU – SF/MF
* Accomplishments - Performance Measure	Measures without Low/Mod (Most performance measures Except the ones listed below or Jobs)
** Accomplishments LM- Performance Measure	# of Housing Units, # of Singlefamily Units, # of Multifamily Units, # of Households, # Owner Households, # Renter Households, # of Businesses, # of Permanent Jobs Created, # of Permanent Jobs Retained, # of Public Facilities, # of Linear feet of Public Improvement
****Beneficiary	<u>Persons:</u>  Persons – Total, Persons - Hispanic/Latino  <u>Households:</u> Households – Total, Households - Hispanic/Latino

	<p><u>Renter:</u> Households - Renter Total, Households - Renter Hispanic/Latino</p> <p><u>Owner:</u> Households - Owner Total, Households - Owner Hispanic/Latino</p>
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ERROR MESSAGESUPLOAD  
CLASSIFICATIONUPLOAD TYPEERROR MESSAGE

ActionPlan	APEstimatedPIRL	Grant Award Amount + Estimated PI/RL amount must be greater than or equal to sum of all project budgets for the Grant
ActionPlan	APEstimatedPIRL	Error: you do not have access to upload for this Responsible Organization.
ActionPlan	APEstimatedPIRL	Error: Update grants obligated amount failed
ActionPlan	APFundingSource	Error: invalid fund type
ActionPlan	APFundingSource	Error: AP funding source already exists
ActionPlan	APFundingSource	Error: activity funding exist and action plan funding should not be removed
ActionPlan	APFundingSource	Error: Update action plan funding source failed
ActionPlan	APNarratives	Error: narrative has no label set up at appropriation
ActionPlan	APNarratives	Error: Update action plan narrative failed
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityAccomplishment	Error: invalid measure type
ActionPlan	ActivityAccomplishment	Error: invalid total
ActionPlan	ActivityAccomplishment	Error: update activity accomplishment failed
ActionPlan	ActivityAdd	Error: Data Input does not match correct syntax
ActionPlan	ActivityAdd	Error: grantee activity number already exists, please select a different one
ActionPlan	ActivityAdd	Error: invalid activity type
ActionPlan	ActivityAdd	Error: invalid national objective
ActionPlan	ActivityAdd	Error: invalid project number and no project found by given project number
ActionPlan	ActivityAdd	Error: invalid project budget
ActionPlan	ActivityAdd	Error: invalid projected start date
ActionPlan	ActivityAdd	Error: invalid activity status
ActionPlan	ActivityAdd	Error: invalid environment assessment status
ActionPlan	ActivityAdd	Error: invalid responsible org name
ActionPlan	ActivityAdd	Error: invalid benefit type
ActionPlan	ActivityAdd	Error: invalid housing unit
		Error: you dont have access to upload; activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityAdd	Error: Insert activity and activity description failed in part 1
ActionPlan	ActivityAdd	Error: Insert activity and activity description failed in part 2
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityAddress	Error: invalid state
ActionPlan	ActivityAddress	Error: invalid activity address
ActionPlan	ActivityAddress	Error: update activity address failed
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityBeneficiary	

ActionPlan	ActivityBeneficiary	Error: invalid measure type
ActionPlan	ActivityBeneficiary	Error: invalid total, mod and low
ActionPlan	ActivityBeneficiary	Error: update activity beneficiary failed
ActionPlan	ActivityEdit	Error: Data Input does not match correct syntax
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityEdit	Error: invalid activity type eith wrong type name or type not set up for this appropriation
ActionPlan	ActivityEdit	Error: invalid activity type - the new activity type does not have all performance measure from old activity type
ActionPlan	ActivityEdit	Error: invalid national objective
ActionPlan	ActivityEdit	Error: invalid project number
ActionPlan	ActivityEdit	Error: invalid project budget
ActionPlan	ActivityEdit	Error: invalid projected start date
ActionPlan	ActivityEdit	Error: invalid activity status
ActionPlan	ActivityEdit	Error: invalid environment assessment status
ActionPlan	ActivityEdit	Error: invalid responsible org name
ActionPlan	ActivityEdit	Error: invalid benefit type
ActionPlan	ActivityEdit	Error: invalid housing unit
ActionPlan	ActivityEdit	Error: adjust project budget flag need to be set for modifying project#
ActionPlan	ActivityEdit	Error: edit activity failed in part 1
ActionPlan	ActivityEdit	Error: edit activity failed in part 2
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityFundingSource	Error: invalid funding source name
ActionPlan	ActivityFundingSource	Error: invalid matching funds
ActionPlan	ActivityFundingSource	Error: invalid fund amount
ActionPlan	ActivityFundingSource	Error: Update activity funding source failed
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
ActionPlan	ActivityResponsibleOrgBudget	Error: invalid responsible org name
ActionPlan	ActivityResponsibleOrgBudget	Error: invalid budget
ActionPlan	ActivityResponsibleOrgBudget	Error: Update activity responsible org budget failed
Financial	ActivityObligation	Error: Data Input does not match correct syntax for the obligation
Financial	ActivityObligation	Error: User is not authorized to do drawdowns
Financial	ActivityObligation	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
Financial	ActivityObligation	Error: Associated Grantee is blocked
Financial	ActivityObligation	Error: Grant is blocked
Financial	ActivityObligation	Error: Grant is closed
		Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status is cancelled or the activity is not associated with the Grant #.
Financial	ActivityObligation	Error: Activity is Blocked for drawdown
Financial	ActivityObligation	Error: Project is blocked for drawdown

Financial	ActivityObligation	Error: Obligation Amount cannot be greater than the Total Budget Amount.
Financial	ActivityObligation	Error: activity obligation update failed. Please report error to HUD
Financial	Voucher	Error: Data Input does not match correct syntax for the Voucher
Financial	Voucher	Error: User is not authorized to do drawdowns
Financial	Voucher	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
Financial	Voucher	Error: Associated Grantee is blocked
Financial	Voucher	Error: Grant is blocked
Financial	Voucher	Error: Grant is closed
Financial	Voucher	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status is cancelled or the activity is not associated with the Grant #.
Financial	Voucher	Error: Activity is Blocked for drawdown
Financial	Voucher	Error: Project is blocked for drawdown
Financial	Voucher	Error: Closed w/PI Active Grant only supports PI
Financial	Voucher	Error: Voucher update failed. Please report error to HUD
Projects	ProjectAdd	Error: grantee project# has been used by another project, please pick a different one
Projects	ProjectAdd	Error: you do not have access to upload for this Responsible Organization.
Projects	ProjectAdd	Error: invalid budget
Projects	ProjectAdd	Error: invalid project effective date
Projects	ProjectAdd	Error: invalid responsible organization name
Projects	ProjectAdd	Error: invalid project type
Projects	ProjectAdd	Error: invalid project status
Projects	ProjectAdd	Error: create new project failed
Projects	ProjectEdit	Error: no project found by grantee project#
Projects	ProjectEdit	Error: invalid, New Grant Project# has been used
Projects	ProjectEdit	Error: you do not have access to upload for this Responsible Organization.
Projects	ProjectEdit	Error: invalid budget
Projects	ProjectEdit	Error: invalid project effective date
Projects	ProjectEdit	Error: invalid responsible organization name
Projects	ProjectEdit	Error: invalid project type
Projects	ProjectEdit	Error: invalid project status
Projects	ProjectEdit	Error: edit project failed
QPR	AddressSupportInfo	Error: Data Input does not match correct syntax
QPR	AddressSupportInfo	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	AddressSupportInfo	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	AddressSupportInfo	Error: State must be Valid
QPR	AddressSupportInfo	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	AddressSupportInfo	Error: invalid property status
QPR	AddressSupportInfo	Error: invalid activity type
QPR	AddressSupportInfo	Error: invalid national objective
QPR	AddressSupportInfo	Error: invalid QPR activity location

QPR	AddressSupportInfo	Error: QPRAddress update failed. Please report error to HUD
QPR	QPRAccomplishments	Error: Data Input does not match correct syntax: Grantee Activity #, Performance Measure, TotalAmount
QPR	QPRAccomplishments	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRAccomplishments	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRAccomplishments	Error: Projected Performance Measure does not exist
QPR	QPRAccomplishments	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRAccomplishments	Error: Sum of performance measures across all QPRs should be >= 0
QPR	QPRAccomplishments	Error: QPRAccomplishment update failed. Please report error to HUD
QPR	QPRAccomplishmentsLM	Error: Data Input does not match correct syntax: Grantee Activity #, Performance Measure, TotalAmount, ModAmount, LowAmount
QPR	QPRAccomplishmentsLM	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRAccomplishmentsLM	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRAccomplishmentsLM	Error: Projected Performance Measure does not exist
QPR	QPRAccomplishmentsLM	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRAccomplishmentsLM	Error: Sum of Total >= Sum of Mod + Sum of Low across all QPRs
QPR	QPRAccomplishmentsLM	Error: QPRAccomplishment update failed. Please report error to HUD
QPR	QPRAddress	Error: Data Input does not match correct syntax: Grantee Activity #, State, Address, City, Zip
QPR	QPRAddress	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRAddress	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRAddress	Error: State must be Valid
QPR	QPRAddress	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRAddress	Error: QPRAddress update failed. Please report error to HUD
QPR	QPRBeneficiaries	Error: Data Input does not match correct syntax: GranteeActivity#,PerformanceMeasure, Beneficiary followed by 15 Numbers (12 Races and 3 Income)
QPR	QPRBeneficiaries	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRBeneficiaries	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRBeneficiaries	Error: Projected Performance Measure for the activity does not exist.
QPR	QPRBeneficiaries	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRBeneficiaries	Error: sum of all Races NOT equals to sum of Total Income levels across QPRs
QPR	QPRBeneficiaries	Error: QPRBeneficiaries update failed. Please report error to HUD
QPR	QPRExpenditures	Error: Data Input does not match correct syntax: GranteeActivity#,ResponsibleOrganization,CurrentQPRActualExpenditure
QPR	QPRExpenditures	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRExpenditures	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRExpenditures	Error: Responsible org is not valid for this activity
QPR	QPRExpenditures	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRExpenditures	Error: QPRExpenditure update failed. Please report error to HUD

QPR	QPRProgress	Error: Data Input does not match correct syntax: GranteeActivity#;ProgressNarrative;CompletionDate
QPR	QPRProgress	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRProgress	Error: Grantee Activity # is invalid or you dont have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRProgress	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRProgress	Error: QPRProgress update failed. Please report error to HUD
ResponsibleOrg	ResponsibleOrgAdd	Error: Data Input does not match correct syntax: OrgName;OrgType;DUNS#;DUNSExt;TIN#;AddressLine1;AddressLine2;AddressLine3;City;State;Zip
ResponsibleOrg	ResponsibleOrgAdd	Error: Responsible Organization must be atleast one character
ResponsibleOrg	ResponsibleOrgAdd	Error: CITY must be atleast one character
ResponsibleOrg	ResponsibleOrgAdd	Error: Responsible Organization must be unique for a Grantee
ResponsibleOrg	ResponsibleOrgAdd	Error: Organization Type is not Valid
ResponsibleOrg	ResponsibleOrgAdd	Error: State is not Valid
ResponsibleOrg	ResponsibleOrgAdd	Error: ResponsibleOrgAdd update failed. Please report error to HUD
ResponsibleOrg	ResponsibleOrgContactData	Error: Data Input does not match correct syntax: OrgName,FName,MName,LName,Title,Email,Address,City,State,Zip,Tel,Ext
ResponsibleOrg	ResponsibleOrgContactData	Error: Responsible Organization does not exist
ResponsibleOrg	ResponsibleOrgContactData	Error: ResponsibleOrgContactData update failed. Please report error to HUD
ResponsibleOrg	ResponsibleOrgEdit	Error: Data Input does not match correct syntax: OrgNameOld;OrgNameNew;OrgType;DUNS#;DUNSExt;TIN#;AddressLine1;AddressLine2;AddressLine3;City;State;Zip
ResponsibleOrg	ResponsibleOrgEdit	Error: Responsible Organization does not exist
ResponsibleOrg	ResponsibleOrgEdit	Error: Responsible Organization being updated already exist
ResponsibleOrg	ResponsibleOrgEdit	Error: OrgType must be valid
ResponsibleOrg	ResponsibleOrgEdit	Error: State must be valid
ResponsibleOrg	ResponsibleOrgEdit	Error: ResponsibleOrgEdit update failed. Please report error to HUD

