

# DRGR FACT SHEET: DRGR Data Uploads

## DRGR UPLOAD SCREEN FLOW

Starting in Release 7.7, grantee users will be able to set up vouchers and populate QPR activity profiles using uploads.

**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. This opens the possibility that grantees can distribute these templates to the other agencies they fund for reporting purposes. They can then assemble these files for uploading.

VOUCHER					QPR																																																																										
<p><b>Drawdown</b></p> <p>Create Voucher - Page 1 of 4 (Select Activities) <a href="#">Help?</a></p> <p><a href="#">Continue</a></p> <p>Voucher Created For: American Institutes for Research</p> <p>Requested Submission Date: 08/07/2013 <a href="#">Select Date (ex: mm/dd/yyyy)</a></p> <p>Voucher Items</p> <table border="1"><thead><tr><th>Grant #</th><th>Responsible Organization</th><th>Activity Type</th><th>Project #</th><th>Grantee Activity #</th><th>Title/Fund Type</th><th>Program</th></tr></thead><tbody><tr><td colspan="7">No Activities Selected</td></tr></tbody></table> <p><a href="#">Add More Activities</a> <a href="#">Upload Voucher</a></p> <p><a href="#">Continue</a></p> <p><b>DRGR Data Upload</b></p> <p>Please select the Upload Type</p> <p>Select Upload Type: <input type="text" value="Voucher"/></p> <p>Get the template for Upload: <a href="#">Get Upload Template</a></p> <p>Please select the file to upload</p> <p>Please Select file and Press Submit to Upload via Form Processing</p> <p><a href="#">Browse</a> <a href="#">Upload File</a></p> <table border="1"><thead><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th></tr></thead><tbody><tr><td>1</td><td>Grant #</td><td>Activity #</td><td>Fund Type</td><td>Amount</td></tr><tr><td>2</td><td>B-06-DG-28-0001</td><td>0030 POG R1150602 - MS STATE PORT</td><td>PF</td><td>1,000,000.00</td></tr><tr><td>3</td><td>B-06-DG-28-0001</td><td>0030 KED Planned Economic Development Projects</td><td>PF</td><td>50,000.00</td></tr><tr><td>4</td><td>B-06-DG-28-0001</td><td>0099 ADMIN</td><td>PF</td><td>38,000.00</td></tr><tr><td>5</td><td>B-06-DG-28-0001</td><td>0001 NHP RESERVE FOR NHP</td><td>PI</td><td>100,000.00</td></tr></tbody></table>					Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title/Fund Type	Program	No Activities Selected								A	B	C	D	1	Grant #	Activity #	Fund Type	Amount	2	B-06-DG-28-0001	0030 POG R1150602 - MS STATE PORT	PF	1,000,000.00	3	B-06-DG-28-0001	0030 KED Planned Economic Development Projects	PF	50,000.00	4	B-06-DG-28-0001	0099 ADMIN	PF	38,000.00	5	B-06-DG-28-0001	0001 NHP RESERVE FOR NHP	PI	100,000.00	<p><b>Performance Report</b></p> <p>Edit Performance Report - Activity Page 1 <a href="#">Help?</a></p> <p>Grant Number: B-06-DG-28-0002</p> <p>Grant Name: State of Louisiana</p> <p>QPR Start Date: 04/01/2013</p> <p>QPR End Date: 06/30/2013</p> <p>Completed Activity Actual End Date: <a href="#">Select Date (ex: mm/dd/yyyy)</a></p> <p>Grantee Activity Number: Acadia Parish Revitalization</p> <p>Activity Type: Planning</p> <p>National Objective: Urgent Need</p> <p><a href="#">Save QPR Activity</a> <a href="#">Cancel</a></p> <p><a href="#">View Cumulative Totals</a> <a href="#">Upload QPR Data</a></p> <p><b>DRGR Data Upload</b></p> <p>Please select the Upload Family</p> <p>Select Upload Family: <input type="text" value="QPR"/></p> <p>Please select the Upload Type</p> <p>Select Upload Type: <input type="text" value="QPRProgress"/></p> <p>Please select the file to upload</p> <p>Please Select file and Press Submit to Upload via Form Processing</p> <p><a href="#">C:\Upload\QPRProgressEx</a> <a href="#">Browse</a> <a href="#">Upload File</a> <a href="#">Download Template</a></p> <table border="1"><thead><tr><th></th><th>A</th><th>B</th><th>C</th></tr></thead><tbody><tr><td>1</td><td>GranteeActivity#</td><td>ProgressNarrative</td><td>CompletionDate</td></tr><tr><td>2</td><td>ILTR - 00163</td><td>Applications are being process. No awards have been made to date</td><td></td></tr><tr><td>3</td><td>ILOC - 00015</td><td>This activity is now complete.</td><td>8/1/2013</td></tr><tr><td>4</td><td>IEDU - 00004</td><td>Funds obligated this quarter.</td><td></td></tr><tr><td>5</td><td>IEDU - 00056</td><td>Construction and design have begun.</td><td></td></tr><tr><td>6</td><td>IFIS - 00021</td><td>Action Plan 1, Amendment 26 approved by HUD the 4th quarter of 2008, giving \$9,750,000.00 in additional funding.</td><td></td></tr></tbody></table>				A	B	C	1	GranteeActivity#	ProgressNarrative	CompletionDate	2	ILTR - 00163	Applications are being process. No awards have been made to date		3	ILOC - 00015	This activity is now complete.	8/1/2013	4	IEDU - 00004	Funds obligated this quarter.		5	IEDU - 00056	Construction and design have begun.		6	IFIS - 00021	Action Plan 1, Amendment 26 approved by HUD the 4th quarter of 2008, giving \$9,750,000.00 in additional funding.	
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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 7.7 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.

Upload Type	Columns
Voucher	Grant #, Activity #, Fund Type, Amount
QPR Address	Grantee Activity #, State, Address, City, Zip
QPR Accomplishments	Grantee Activity #, <b><u>Performance Measure**</u></b> , <b><u>Category***</u></b> , Number
QPR Beneficiary	<b><u>Performance Measure*</u></b> , (RaceCategory): 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, Income Level Low, Income Level Mod, Income Level Total
QPR Expenditures	GranteeActivity#, ResponsibleOrganization, QPRActualExpenditure
QPR Activity Progress	GranteeActivity#, ProgressNarrative, CompletionDate

Column	Sample DRGR Values
* Beneficiary - Performance Measure	Households - Total, Households - Hispanic/Latino, Households - Total Female, Households - Owner Total, Households - Owner Hispanic/Latino, Households - Owner Female, Households - Renter Total, Households - Renter Hispanic/Latino, Households - Renter Female
** Accomplishments - 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
*** Accomplishments - Category	Low, Mod, Total (Except Household or Jobs, All other measures should only have <b>Total</b> listed in the Category)