DRGR Guidance on Grantee Program Projections Upload Templates

Overview and Purpose

This Fact Sheet applies to CDBG-DR grantee users of DRGR who are required to submit their Public Action Plan through the DRGR system. HUD has developed the ability for grantees to create and manage Grantee Programs within the Public Action Plan created in DRGR. This enhancement will allow grantees with many projects or activities to report their financial and performance data at a level higher than by project or activity. Grantee Programs offer a unique way to group and report cumulative data for the programs within the Disaster Recovery Public Action Plan and the Performance Reports.

The development of the Public Action Plan in DRGR requires Grantee Programs to be established, as well as projected expenditures and performance measures for each Grantee Program developed. These projections can only be added to the system through the upload method utilizing the following upload templates, "GPExpenditureProjectionAddEdit" and "GPOutcomeProjectionAddEdit".

Adding Grantee Program Projection of Expenditures

After the Grantee Program has been created in DRGR, the Projection of Expenditures template should be created utilizing the **GPExpenditureProjectionAddEdit.csv** document. Enter data into the fields as follows:

Grant#	Applicable grant number
GranteeProgramName	Applicable grantee program name
QuarterStartDate	Performance report period **begin** dates (1/1/xxxx, 4/1/xxxx, 7/1/xxxx, 10/1/xxxx)
ProjectedAmount	Amount expected to be expended during the applicable period

The "QuarterStartDate" should begin with a referenced date at least three months in the future and run consecutively the duration of the allocation's expenditure deadline, e.g., 6 years. A separate line for each "QuarterStartDate" should be created as follows:

Grant#	GranteeProgramName	QuarterStartDate	ProjectedAmount
X-20-MJ-20-0001	GP1	1/1/2022	331
X-20-MJ-20-0001	GP1	4/1/2022	3451.32
X-20-MJ-20-0001	GP1	7/1/2022	1245.33
X-20-MJ-20-0001	GP1	10/1/2022	4235.43
X-20-MJ-20-0001	GP1	1/1/2023	7333
X-20-MJ-20-0001	GP1	4/1/2023	7451.32
X-20-MJ-20-0001	GP1	7/1/2023	7245.33
X-20-MJ-20-0001	GP1	10/1/2023	7235.43

One template can be utilized to upload multiple Grantee Programs' projected expenditures. Additional guidance on utilizing upload templates can be found in Chapter 34 of the DRGR User Manual.

When all applicable data has been entered, save the template as a comma-separated values (CSV) file, and ensure the file name does not include special characters such as apostrophes, question marks, etc. After saved, the file can be uploaded by accessing "Manage Action Plan" and selecting the "Upload" tab. In the "Please select the Upload Type" section, select "GPExpenditureProjectionAddEdit", then in the "Please select the file to upload" section select "Choose File" and a separate "Open" window will display. From this window select the file previously saved and select "Open". Once the file name is displayed between "Choose File" and "Upload", select "Upload". After the upload is complete, the system will display the upload results. If a "Status of the Uploading" displays anything other than "Successful", click on the "Download Upload Details" to determine the cause of the error and correct the error and perform the upload process again until successful.
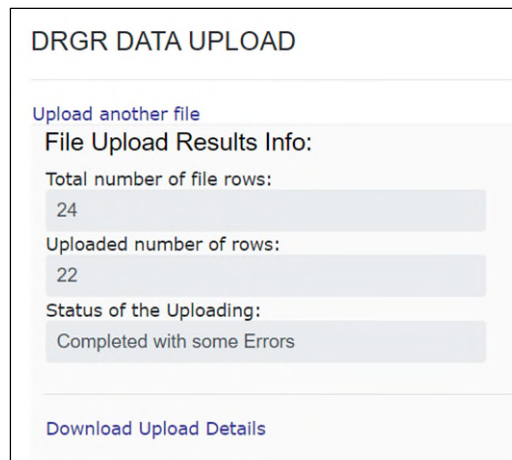
The upload file created can be maintained by the grantee outside of DRGR so the same document can be utilized to save time when updating the projected expenditures in the future. To update, add the new values into the "ProjectedAmount" fields and perform the upload process again (no other fields should be updated). The previous data uploaded will be overwritten so ensure the "QuarterStartDate" field data remains the same as the initial submission.

The results will be visible on the "Manage Action Plan" screen by selecting the "Programs" tab, then the edit icon in the "Action" column of the applicable Grantee Program. This will open the "Manage Grantee Program" screen and the uploaded data can be seen in the "Financials" tab below the "Projection of Expenditures" heading.

Adding Grantee Program Projection of Outcomes

After the Grantee Program has been created in DRGR, the Projection of Outcomes template should be created utilizing the **GPOutcomeProjectionAddEdit.csv** document. Enter data into the fields as follows:

Grant#	Applicable grant number
GranteeProgramName	Applicable grantee program name
QuarterStartDate	Performance report period begin dates (1/1/xxxx, 4/1/xxxx, 7/1/xxxx, 10/1/xxxx)
MeasureTypeName	Performance measure type utilized (determine from chart below)
ProposedTotal	Total expected to be completed during the applicable period

The following table depicts the various Grantee Programs and the applicable "MeasureTypeName" that are available to be utilized for each. At least one should be utilized for each Grantee Program created for the projected outcome measure.
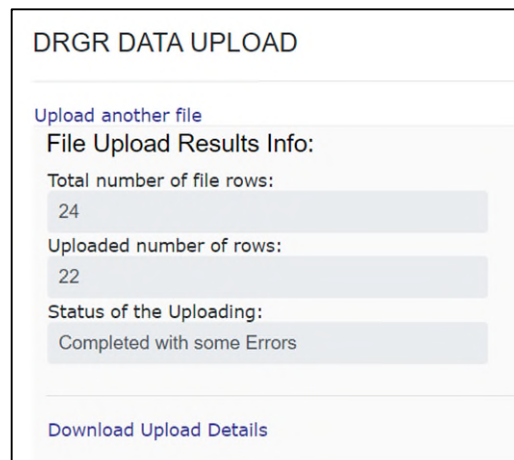
Grantee Program Type	Performance Measures
Buyout Program	# of Properties
	# households relocated
Economic Revitalization Program	# of Businesses
	# of Permanent Jobs Created
	# of Permanent Jobs Retained
Housing Program	# affordable housing units
	# of Elevated Structures
	# of Properties
	# of Substantially Rehabilitated Units
Infrastructure Program	# of Linear feet of Public Improvement
	# of Linear miles of Public Improvement
	# of public facilities
Public Facilities Program	# of Properties
	# of public facilities
Public Services Program	# of households reached
	# of Businesses
	# of Cases closed
	# of Cases opened
Mitigation Program	# of buildings (non-residential)
	# of fewer outages of critical facilities and utilities
	# of Linear feet of Public Improvement
	# of Plans or Planning Products
	# of public facilities
	# of residents protected from future flooding

The "QuarterStartDate" should begin with a referenced date at least three months in the future and run consecutively the duration of the allocation's expenditure deadline, e.g., 6 years. A separate line for each "QuarterStartDate" should be created as follows:

Grant#	GranteeProgramName	QuarterStartDate	MeasureTypeName	ProposedTotal
X-20-MJ-20-0001	GP1	1/1/2022	# of Properties	25
X-20-MJ-20-0001	GP1	4/1/2022	# of Properties	25
X-20-MJ-20-0001	GP1	7/1/2022	# of Properties	25
X-20-MJ-20-0001	GP1	10/1/2022	# of Properties	75
X-20-MJ-20-0001	GP1	1/1/2023	# of Properties	75
X-20-MJ-20-0001	GP1	4/1/2023	# of Properties	100
X-20-MJ-20-0001	GP1	7/1/2023	# of Properties	150
X-20-MJ-20-0001	GP1	10/1/2023	# of Properties	175

One template can be utilized to upload multiple Grantee Programs' projected outcomes. Additional guidance on utilizing upload templates can be found in Chapter 34 of the DRGR User Manual.

When all applicable data has been entered, save the template as a comma-separated values (CSV) file, and ensure the file name does not include special characters such as apostrophes, question marks, etc. After saved, the file can be uploaded by accessing "Manage Action Plan" and selecting the "Upload" tab. In the "Please select the Upload Type" section, select "GPOutcomeProjectionAddEdit", then in the "Please select the file to upload" section select "Choose File" and a separate "Open" window will display. From this window select the file previously saved and select "Open". Once the file name is displayed between "Choose File" and "Upload", select "Upload". After the upload is complete, the system will display the upload results. If a "Status of the Uploading" displays anything other than "Successful", click on the "Download Upload Details" to determine the cause of the error and correct the error and perform the upload process again until successful.

The upload file created should be maintained as this document can be utilized to save time in updating the projected outcomes on a quarterly basis, as needed. To update, add the new values into the "ProposedTotal" fields and perform the upload process again (no other fields should be updated). The previous data uploaded will be overwritten so ensure the "QuarterStartDate" field data remain the same as the initial submission.

The results will be visible on the "Manage Action Plan" screen by selecting the "Programs" tab, then the edit icon in the "Action" column of the applicable Grantee Program. This will open the "Manage Grantee Program" screen and the uploaded data can be seen in the "Measures" tab below the "Projection of Outcomes" heading(s).

Questions?

All questions and inquiries regarding this fact sheet, including defect reporting, should be sent to HUD's Ask A Question (AAQ) portal. Under "My question is related to," select "DRGR: Disaster Recovery Grant Reporting System."