

# IDIS Online for CDBG Grantees AGENDA

## DAY 1

- 8:45 - 9:00 Registration**
- 9:00 - 9:15 Introductions & IDIS Overview**
- a. What is IDIS?
  - b. IDIS Process & Steps
  - c. IDIS Data Collection
- 9:15 - 9:30 Module 1: Logging-in and Navigation**
- 9:30 - 9:45 Module 2: Projects**
- a. Adding Projects
  - b. Copying Projects
  - c. Revising Projects
- 9:45 - 10:30 Module 3: Housing**
- a. Introduction to Housing and LMH Activities
  - b. Activity Setup
  - c. CDBG Setup Detail
- 10:30 - 10:45 Break**
- 10:45 - 12:00 Module 3: Housing (continued)**
- d. Activity Funding & Drawing
  - e. Reporting Accomplishments for LMH Activities
  - f. Activity Completion
  - g. Lessons Learned & Exercise
- 12:00 - 1:00 Lunch**
- 1:00 - 1:45 Module 4: Public Facilities & Improvements**
- a. Introduction to Public Facilities and LMA Activities
  - b. Activity Setup
  - c. Activity Funding & Drawing Exercise
  - d. Reporting Accomplishments for LMA Activities
  - e. Extra Topic: Reporting over Multiple Program Years
  - f. Lessons Learned & Exercise
- 1:45 - 2:45 Module 5: Public Services**
- a. Introduction to Public Services and LMC Activities
  - b. Activity Setup
  - c. Reporting Accomplishments for LMC Activities
  - d. Extra Topic: Adding a New Organization
  - e. Lessons Learned & Exercise
- 2:45 - 3:00 Break**
- 3:00 - 4:30 Module 6: Economic Development**
- a. Introduction to Economic Development and LMJ Activities
  - b. Activity Setup
  - c. Reporting Accomplishments for LMJ Activities
  - d. Lessons Learned & Exercise
- 4:30 Adjourn**
- 4:30 - 5:00 Optional Technical Assistance**

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## DAY 2

- 9:00 - 10:30    Module 7: New CDBG Oversight Functionality**
- a. At-Risk Activities and Remediation Plans
  - b. Cancelling Activities with Draws
  - c. Revising a Drawdown Voucher
  - d. Practice Exercise
  - e. Review
- 10:30 - 10:45    Break**
- 10:45 - 12:00    Module 8: IDIS Reports**
- a. Overview
  - b. Processing Reports
  - c. Downloading Reports
  - d. Practice Exercise
  - e. Review
- 12:00 - 1:00     Lunch**
- 1:00 - 2:30     Module 7: IDIS Reports Review**
- a. PR01 HUD Grants and Program Income
  - b. PR02 List of Activities by Project and Activity
  - c. PR08 Grantee Summary Activity
  - d. PR03 CDBG Activity Summary Report (including BOSMAC version)
  - e. PR26 CDBG Financial Summary Report
  - f. PR59 CDBG Activities At-Risk Dashboard
  - g. PR54 CDBG Performance Profile
- 2:30 - 2:45     Break**
- 2:45 - 3:30     Module 8: Program Income**
- a. Creating a Receipt
  - b. Funding with Program Income
  - c. Drawing with Program Income
  - d. Lessons Learned
- 3:30 - 4:30     Module 9: Additional Drawdown Topics**
- a. Drawdown Approval
  - b. Drawdown Revision
  - c. Returning Funds to HUD
  - d. Lessons Learned
- 4:30             Adjourn**
- 4:30 - 5:00     Optional Technical Assistance**