

IDIS Online for CDBG Grantees
AGENDA

DAY 1

- 8:45 - 9:00 Registration**
- 9:00 - 9:20 Introductions & IDIS Overview**
- a. What is IDIS?
 - b. IDIS Process & Steps
 - c. IDIS Data Collection
- 9:20 - 9:30 Module 1: Logging-in and Navigation**
- 9:30 - 10:00 Module 2: Projects**
- a. Adding Projects
 - b. Copying Projects
 - c. Revising Projects
- 10:00 - 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)**
- a. Activity Funding & Drawing
 - b. Reporting Accomplishments for LMH Activities
 - c. Activity Completion
 - d. 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: IDIS Reports**
a. Overview
b. Processing Reports
c. Downloading Reports
- 10:30 - 10:45 Break**
- 10:45 - 12:00 Module 7: IDIS Reports (continued)**
a. Practice Exercise
b. 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. PR03 CDBG Activity Summary Report (including BOSMAC version)
d. PR26 CDBG Financial Summary Report
e. PR83 CDBG Performance Measures Report
f. PR84 CDBG Strategy Area, CDFI, and Local Target Area Report
g. PR85 Housing Performance
h. PR86 CDBG-R Report
i. Data Clean-up Phase VI
j. Performance Profiles
- 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**