1) Overview
   a) What’s covered (CDBG/HOME) and not covered (HEROS/ESG/HOPWA)
   b) Course format – a year in the life of IDIS
   c) What IDIS is – and what it isn’t
2) How IDIS interacts with the real world
   a) Timing: When to do what in IDIS
   b) Environmental reviews
   c) Allocation Amounts: Estimates v. Actuals
   d) Accuracy: IDIS v. Paper Files
   e) Responsibility: Who does what in IDIS?
3) Roles in IDIS
   a) Planning: Consolidated Plans/Annual Plans
   b) Finance: Receipts and Draws
   c) Activity Administration: Accomplishments & Beneficiaries
   d) Reporting: The CAPER
   e) Communication
      i) Inside of the organization
      ii) Outside of the organization
4) Navigating IDIS
   a) Where do I find...
      i) Plans/Projects/Activities
      ii) Funding/Drawdowns
      iii) Grants
      iv) Reports
      v) Grantee/Admin/Other
   b) Getting around in IDIS
      i) Dynamic Menus: What you see changes based on where you are
      ii) “Hidden” information: Clicking view or edit changes what is displayed
5) Planning in IDIS
   a) Consolidated Plan (3 year/5 year)
      i) Setting up for success
      ii) Priority Needs
      iii) Goals (and Goal Outcome Indicators)
      iv) Once it’s approved...
b) Annual Action Plan
   i) Relating it to the Consolidated Plan
   ii) Goals & Objectives
   iii) Projects
   iv) Once it’s approved...

c) Putting the plan(s) into action

d) Amending the Plan(s)

6) Managing the Program Year

a) Setting up activities
   i) Relating it to the Consolidated/Annual Plans
   ii) Environmental Reviews
   iii) Making the case for every activity:
       (1) National Objectives and Matrix Codes
       (2) Who is carrying it out?
       (3) Where is it happening?
       (4) What will it do?
       (5) Who will benefit?
       (6) How will the beneficiaries be counted?

b) Funding Activities
   i) What does “Ready to Fund” mean? What is a “commitment”??
      (1) In IDIS
      (2) In the real world
   ii) Grant Based Accounting
   iii) What if the funding changes?
      (1) Change orders
      (2) Program changes
      (3) Funding by program year

c) Receipts
   i) Receipt types - Program Income v. Revolving Loan
   ii) Deciding where to put it

d) Draws
   i) IDIS math, aka the shell game
   ii) What do I draw first?
      (1) Entitlement v. Revolving Loan v. Program Income
      (2) Grant Based Accounting
      (3) CDBG v. HOME
e) Accomplishments
   i) Are you counting the right thing?
      (1) Households v. Individuals
      (2) Area Benefit Activities
      (3) Proposed v. Actual Accomplishments
      (4) Documentation
   ii) Multi-year activities
f) Completing Activities
   i) What does “complete” mean?
      (1) In IDIS
      (2) In the real world
   ii) Preparing to complete activities
7) Reporting
   a) Using IDIS reports: Monitoring progress & detecting issues
   b) The Consolidated Annual Performance Evaluation Report (CAPER)
      i) Reports to assist with the CAPER
      ii) PR26 Financial Report
      iii) Reconciling reports to the real world
8) Grant Specific Differences
   a) HOME v. CDBG
   b) Subfunds
      i) CHDOs and CHDO Reserve
      ii) Administration (AD) v. Program Income for Administration (PA) funds
   c) Deadlines for HOME in IDIS
      i) Commitments
      ii) Drawdowns
      iii) Completion
9) When Things Go Wrong
   a) Revising Receipts/Draws
   b) Flagged Activities
   c) Remediation Plans
   d) Canceling Activities
   e) Repaying Funds
   f) HUD Ask-A-Question