



NCDA

National Community Development Association

IDIS BASICS Certificate Course - *Agenda*

- 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...

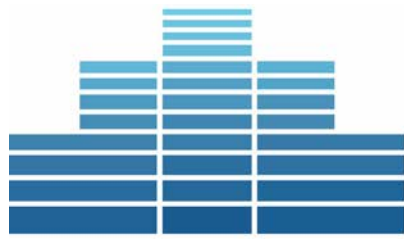


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- b) Annual Action Plan
 - i) Relating it to the Consolidated Plan
 - ii) Goals & Objectives
 - iii) Projects
 - iv) Once it's approved...
- c) Putting the plan(s) into action
- d) Amending the Plan(s)
- 6) Managing the Program Year
 - a) Setting up 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



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- 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