

# ***IDIS Fundamentals Agenda***



## **Day One**

9:00 am-9:30 am	Welcome to IDIS
9:30 am-10:30 am	Getting Started: Accessing IDIS, Login to IDIS, IDIS Functions and Navigating IDIS
10:30 am-10:45 am	Break
10:45 am-12:00 pm	Beginning the Program Year: Identifying Available Resources, Creating Subfunds, and Revising Subfunds
12:00 pm-1:15 pm	Lunch
1:15 pm-2:15 pm	Setting Up Activities: Set Up CDBG Activities, Set Up HOME Activities, Set Up ESG, Activities, and Set Up HOPWA Activities
2:15 pm - 2:30 pm	Break
2:30 pm-3:30 pm	Setting Up Activities (continued)
3:30 pm-4:00 pm	Committing Funds To Activities: Adding Funding and Editing Funding
4:00 pm-5:00pm	Questions/Follow Up/One on One

## **Day Two**

9:00 am-10:00 am	Subgrant Activities: CHDO Activities and Other Entity Activities
10:00 am-10:30 am	Updates and Revisions: Revising Activities
10:30 am-10:45 am	Break
10:45 am-11:30 am	Disbursing Funds: Drawdown Creation, Drawdown Approval, and Revising Drawdowns
11:30 am-12:00 pm	Program Income: Receipt of Program Income and Drawing Program Income
12:00 pm-1:15 pm	Lunch
1:15 pm-2:45 pm	Completing Activities: CDBG Completions, HOME Completions, ESG Completions, and Beneficiary Information
2:45 pm - 3:00 pm	Break
3:00 pm-4:00 pm	Generating Reports: Selecting Reports, Downloading Reports, Formatting Reports, and Reviewing Reports
4:00 pm-5:00 pm	Questions/Follow Up/One on One