

## **Certified CDBG Grant Administrator training & certification- Frequently asked questions (FAQs)**

**1. Will Power Point presentations be available in advance of the Certified Grant Administrator (CGA) training?**

A: No. As IEDA will likely be revising training content up to when training is delivered, we will not share materials beforehand.

However, slides will be provided to participants shortly after the training to participants can review those materials.

**2. Will the certification test be delivered after each session or when all training sessions are completed?**

A: The certification test will be available after all training sessions have been completed.

**3. What if I am unable to attend a training session? Am I able to make up a session?**

A: IEDA is adopting the following attendance policy for the CGA training:

Attendees may miss 1 training session with prior IEDA approval. Training sessions will be recorded and access to those sessions will be given to those unable to attend that session. Attendees are responsible for reviewing the training recording/ materials and will be tested on the material.

**4. If I only work on certain types of CDBG projects (Water/Sewer). Will the certification test cover programs that I don't work with and am not familiar with? I'm concerned this will cause me to fail the test.**

A: Administrators must pass all sections of the test to become certified. However, the test will cover CDBG rules/requirements not broken out by specific IEDA program. The test will cover the topics listed in the Certified Grant Administrator certification policy under "Training." This will focus on federal requirements applicable to all CDBG projects.

**5. If a staff member only helps with certain aspects of a project (i.e. the environmental review or checking Davis-Bacon wage rates) does that staff member have to be certified?**

A: Yes. IEDA's policy defines a grant administrator is any staff member that works on any portion of CDBG compliance. The policy states, "Staff involved in any aspect of the administration or compliance of a CDBG project in Iowa must be a CGA."

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**6. Will cities be able to have someone on their staff certified as a CDBG grant administrator?**

A. Yes. Yes, cities may send staff through the training and have a Certified Grant Administrator (CGA) on staff.

**7. When will certification tests be required to be taken?**

A: At this time, IEDA plans to have an approximate 2- week window after training is completed for attendees to take the test online.

**8. Can tests be taken all at once after all training or are they required to be taken after each day of training?**

A: There will be 1 test covering all trainings. The test will be available after all training sessions are complete.

**9. Will the certification test self-administered or administered by IEDA?**

A: The test will be self-administered. IEDA is still learning the software we plan to use for the testing so more instructions regarding testing will be provided at a later date.

**10. Is the test an open book/ open notes exam?**

A: Yes.