

Certified CDBG Grant Administrator Training & Certification
Frequently asked questions (FAQs)
Revised 1/01/2026

1. How will new Grant Administrators be able to become Certified according to the new policy?

A: All new GA's must first download the new CGA Policy from the [CDBG Resources page](#), review the criteria, and then submit the CGA Acknowledgement Form to IEDA, signed and dated with a request to be provided the "CDBG Basics" training materials. This step will ensure that the GA is formally in IEDA's CGA administration system and can be provided access to recurring training and regulatory updates that become available. Once the "CDBG Basics" course modules are completed, the GA can contact IEDA and receive access to the test that must be passed with an 80% or higher. Upon completion of 80% or higher, a Conditional Certification will be provided.

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

A: When the request comes to IEDA for admission the program, IEDA will provide access to the "CDBG Basics" courseware per item #1 above. For recurring "Third Thursday" trainings, power point slides will be made available on the website for reference after the group has passed the unit quizzes. Quizzes are open note according to information presented live at the time of the training.

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

A: For the "CDBG Basics" modules, the test will be provided after all modules are completed. For the recurring "Third Thursdays" trainings, the unit quizzes will be available after each training session has been completed.

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

A: Please see CGA Policy: "...If a CGA is unable to attend a mandatory training session, the CGA must inform IEDA prior to the training. In this instance, IEDA will provide the CGA with materials to be covered and will require an exam or quiz on the material covered at the mandatory training..."

5. 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 "CDBG Basics" test and subsequent "Third Thursday" unit quizzes to become certified after the full first cycle is completed.

6. 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 and certified grant administrator as:

- **Grant Administrator ("GA"):** Any grantee staff member or contracted party that provides services to perform project compliance reporting for any portion of an open CDBG grant.
- **Conditional Certification:** A GA that has completed the CDBG Grant Administration Basics webinar (initial training course) and has achieved a knowledge check score of at least 80% will be given a conditional certification until they have demonstrated completion of the other cross-cutting requirements and IowaGrants training modules.
- **Certified Grant Administrator ("CGA"):** a GA that has completed the CDBG Grant Administration Basics webinar with an 80% score or higher and has also completed the interval of cross-cutting compliance and IowaGrants trainings during the monthly "Third Thursday" trainings, each with a score of at least 80% or higher.

7. 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.

8. When will certification tests be required to be taken?

*A: Per the CGA Policy, all GA's that have supported projects **after 9/01/2025** are required to take the "CDBG Basics" course to achieve a baseline understanding of applying for and implementing CDBG and CDBG-DR programs. .*

9. 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 "CDBG Basics" modules, and each recurring "Third Thursday" training will have its own unit quiz.

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

A: IEDA has a web-based quiz tool that will be used for test / quiz administration and will be provided to each GA / CGA upon completion of training events.

11. Is the test an open book/ open notes exam?

A: The "CDBG Basics": module test and the recurring "Third Thursday" quizzes are open note. Presentation slides will be posted to the CDBG Resource page upon group completion.