Grant Administrator Continuing Education Guidelines

Purpose

These guidelines establish the requirements and procedures for maintaining active credentials as a Grant Administrator under the Office of Community and Rural Affairs (OCRA) Grant Administrator Program. Grant Administrator certificates are valid for two years. To maintain active status, Grant Administrators must complete a minimum of 6 continuing education units (CEUs) annually, including attendance at two OCRA Grant Administrator Update sessions, which account for 2 of the required CEUs each year. CEU submissions will be reviewed and approved on a quarterly basis.

Deadline: All CEUs must be reported to the Office of Community and Rural Affairs by December 31 of each year.

The Office conducts annual audits of continuing education units, with all audits to be completed by January 31 of the following year. If a Grant Administrator does not meet the annual continuing education requirements, a 90-day grace period will be provided to fulfill the outstanding obligations before additional disciplinary action is taken.

A. Grant Administrator Responsibilities for Continuing Education Units (CEUs)

To maintain active credentials under the Office of Community and Rural Affairs (OCRA) Grant Administrator Program, Grant Administrators are responsible for completing and documenting their continuing education requirements.

Grant Administrators are solely responsible for:

1. Identifying and attending eligible CEU events using the information provided in this guideline.
2. Registering for events independently.
3. Obtaining verification of attendance (e.g., certificates, confirmation emails).
4. Entering CEU activities into the Grants Management System for OCRA's review and approval.

CEU submissions are reviewed on a quarterly basis, and all CEUs must be reported to OCRA no later than December 31 of each calendar year.

B. Earning Continuing Education Units (CEUs)

Grant Administrators may earn Continuing Education Units (CEUs) through a variety of instructional formats. OCRA may, at its discretion, issue a list of pre-approved events with designated CEU values. However, Grant Administrators are eligible to attend any training event in the approved subject areas to meet CEU requirements throughout the year. The eligible event formats that a grant administrator may attend include, but are not limited to:

1. In-person conferences and workshops
2. Live webinars with interactive components
3. Pre-recorded training modules with documented learning outcomes

C. Approved Subject Areas for Continuing Education Credit

To qualify for Continuing Education Unit (CEU) credit, instructional content must be directly related to the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program or its associated processes.

CEU must align with one or more of the following core knowledge areas to ensure that Grant Administrators (GAs) are equipped to effectively manage grants and serve their communities. Qualifying knowledge areas include but are not limited to.

Knowledge Area	Description
Federal and State CDBG Regulations	Understanding and applying HUD and state-specific rules governing CDBG programs
Grant Administration Skills	Managing grant lifecycles, reporting, compliance, and documentation
Financial Management	Budgeting, accounting, and fiscal oversight
Procurement Procedures	Acquiring goods/services in compliance with state and federal law
Fair Housing and Civil Rights Compliance	Promoting equal access and preventing discrimination in housing and public services
Citizen Participation and Engagement	Involving community members in planning, outreach, and decision-making processes
Environmental Review	Assessing environmental impact of projects
Labor Standards and Relocation	Ensuring wage compliance and managing relocation under federal guidelines
2 CFR 200 Uniform Administrative Requirements	Applying federal standards for financial management, procurement, and program oversight
Blight Clearance	Removing urban decay and upgrading essential services
Economic Development	Supporting local business growth and job creation
Utility Infrastructure	Rehabilitation or building utility systems, other funding sources
Housing Development	Creating or improving residential housing
Public Facilities	Building or enhancing community-use buildings
Compliance with Federal Regulations	Adhering to applicable federal laws and guidelines related to the CDBG program

Other topics related to community development or economic development may also be considered as eligible for continuing education units. Qualifying knowledge areas include but are not limited to.

Knowledge Area	Description
Strategic Planning for Community Revitalization	Long-term planning to renew and strengthen communities

Workforce Development and Job Creation	Training and employment initiatives to boost local labor markets
Small Business Support and Entrepreneurship	Resources and programs to grow local businesses
Affordable Housing Strategies	Policies and tools to increase access to affordable housing
Downtown and Main Street Redevelopment	Revitalizing central business districts and historic cores, Indiana Mainstreet Programs
Transportation and Mobility Planning	Improving transit access, walkability, and traffic flow
Public-Private Partnerships	Collaborative projects between government and private sector
Grant Writing and Fundraising	Securing funding for community initiatives
Community Engagement and Stakeholder Outreach	Involving residents and partners in planning and decision-making
Brownfield Redevelopment	Reclaiming and repurposing contaminated or underused properties
Disaster Recovery and Resilience Planning	Preparing for and responding to natural or economic disruptions
Zoning and Land Use Planning	Regulating land development and usage
Broadband and Digital Inclusion	Expanding internet access and digital literacy
Environmental Sustainability and Green Infrastructure	Promoting eco-friendly development and infrastructure
Social Equity and Inclusion Initiatives	Ensuring fair access and representation across communities
Historic Preservation	Protecting and restoring culturally significant sites
Public Health and Community Wellness	Enhancing health outcomes through local initiatives
Tax Increment Financing (TIF) and Economic Incentives	Using financial tools to stimulate development
Data Analysis for Community and Economic Development	Using metrics to guide planning and evaluate impact

D. Continuing Education Units Allocation

Continuing Education Unit (CEU) assignments submitted by Grant Administrators and reviewed by CDBG Program Staff must be assessed according to two primary criteria:

1. Method of Participation
2. Duration of Instruction

Duration of Instruction:

Each hour of relevant instruction is equal to one CEU. Partial credits are not permitted. A maximum of three CEUs may be earned for any single event or training session exceeding three hours, including conferences, webinars, or other individual learning activities.

Engagement Requirements:
- **In-Person and Live Webinar Participation:** must include active engagement such as discussion, Q&A, or collaborative exercises.
- **Pre-Recorded Training:** must be completed in full, with evidence of learning outcomes or key takeaways.

To determine the number of Continuing Education Units (CEUs) that may be granted for a specific event or training, please consult the allocation matrix below. This matrix outlines CEU eligibility based on the method of participation and duration of instruction.

CEU Allocation Matrix		
Method of Participation	**Duration of Instruction**	**CEUs Awarded**
In-Person Conference	1 Hour	1 CEU
	2-2.5 Hours	2 CEUs
	3–6 Hours (Half-Day to Full-Day)	3 CEUs
Live Webinar	1 Hour	1 CEU
	2–2.5 Hours	2 CEUs
	3–6 Hours	3 CEUs
Pre-Recorded Training	Per Hour of Completed Content	1 CEU per hour

E. Proof of Attendance Requirements

To receive continuing education unit, Grant Administrators must submit documentation verifying attendance or completion of the event to the Grants Management System (GMS) portal within 15 calendar days of the event. Submissions will be reviewed by CDBG staff on a quarterly basis, with formal notification of approval or denial provided accordingly.

Acceptable forms of verification include:

1. Registration confirmation email or receipt
2. Copy of the event agenda or itinerary
3. Certificate of completion
4. Training materials or handouts

F. Course Justification Process

For any course, training, or event not conducted by OCRA or not previously approved by the Office, Grant Administrators are required to complete and submit the CGAP-001 Continuing

Education Request Form. This form must be accompanied by appropriate documentation verifying participation (e.g., certificate of completion, attendance confirmation).

Grant Administrators must use the CEU guidance outlined in this manual to determine the number of CEUs the course may be eligible to receive. The completed [Form CGAP-2025-001-Continuining Education Units Request Form](#) and participation documentation must be submitted through the Grants Management System (GMS) portal within 15 calendar days of completing the course.

Submissions will be reviewed by a CDBG Program Manager on a quarterly basis. CEU requests may be approved, denied, or revised based on the course's relevance to HUD/CDBG program requirements and alignment with CEU eligibility criteria.

G. Other Approved Trainings

For all OCRA pre-approved training courses, Grant Administrators are responsible for securing the appropriate participation verification documentation from the organization that delivered the training. This documentation must be uploaded and submitted through the Grants Management System (GMS) portal within fifteen (15) calendar days of course completion.

## H. Logging Continuing Education Units in the GMS Portal

Grant Administrators are responsible for logging all Continuing Education Unit (CEU) credits in the Grants Management System (GMS) portal throughout the calendar year. Each CEU entry will be reviewed by a CDBG Program Manager, who will determine approval, denial, or revision based on the documentation provided.

Submission Requirements by Event Type:
  a) **Non-Pre-Approved OCRA Events:** Attach the completed [CGAP-2025-001 Continuing Education Units Request Form](#) along with participation verification (e.g., certificate of completion, attendance confirmation).
  b) **OCRA Pre-Approved Trainings:** Attach both the registration confirmation and the certificate of completion issued by the training provider.
  c) **Grant Administration Updates**: Please note that supporting documentation is not required for the Spring and Fall OCRA Grant Administrator Updates, unless otherwise instructed. In cases where a Grant Administrator is absent from one of these updates, additional instructions regarding documentation or alternative credit may be provided by OCRA.

How To Upload CEUs Information In GMS:
  1) **Access the [Indiana Grants Management System Portal](#)** Log in using your official credentials. If you do not have access, please contact the Grant Administrator at **cdbg@ocra.in.gov**.
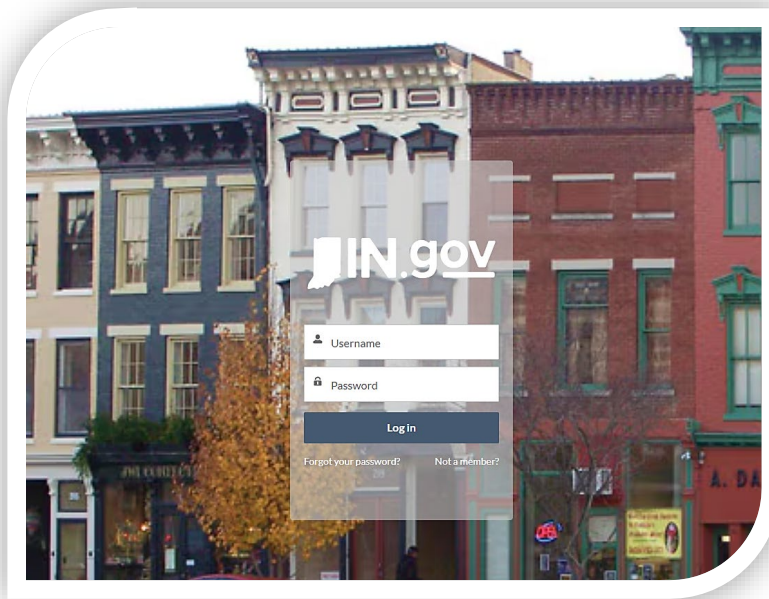
2) **Navigate to the Electronic Grants Management System** A new tab has been added to the portal's homepage for CEUs submission.
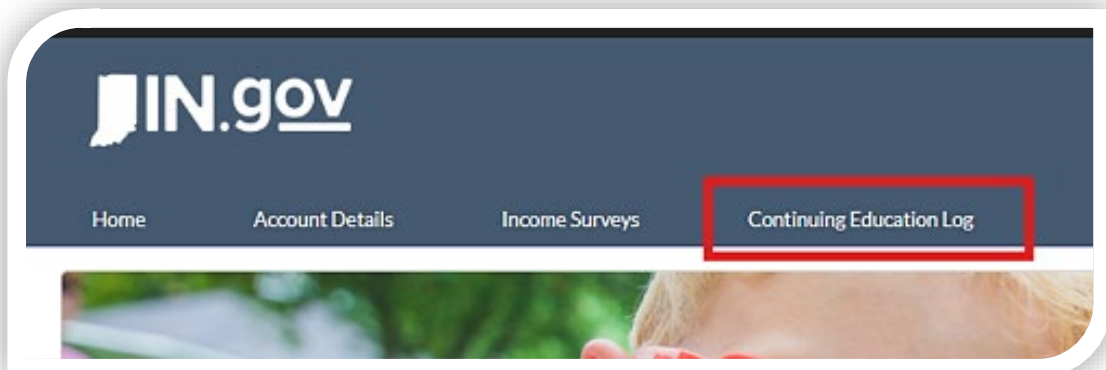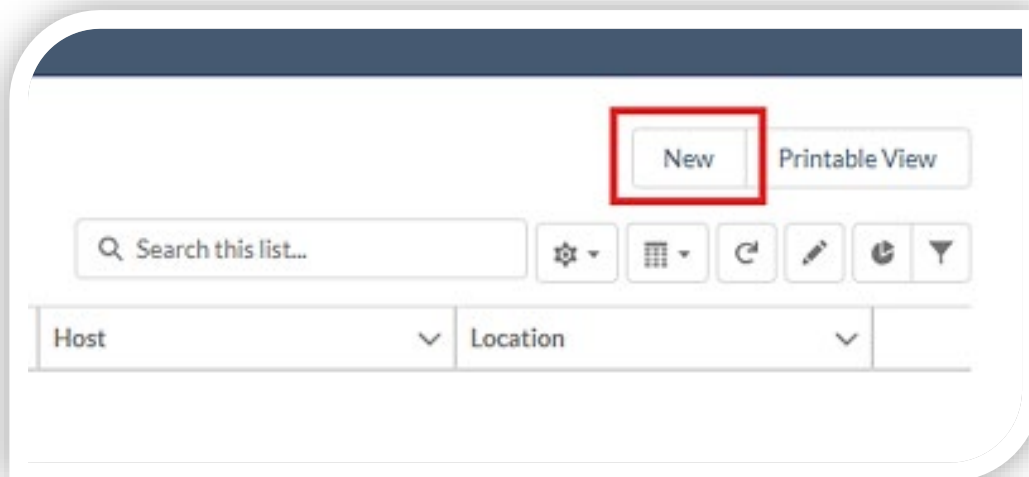

3) **Open the Continuing Education Log**
   - Locate the **drop-down menu** for the list of views on the **left side** of the page.
   - Select **"All"** to ensure you can view all available entries
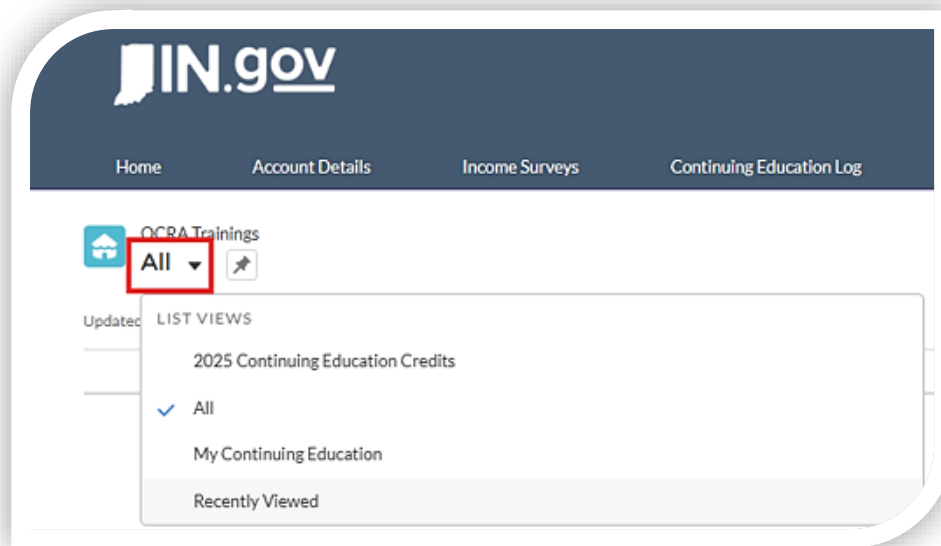
4) Create a New Entry
   o   On the **right side** of the page, click **"New"**.

   o   You should see options labeled **"New OCRA Training**: **GA Training"**.

5) Once you have saved the record you will come to this screen:

6) **Enter Your Information**
   o Type in your **name** and select it from the list.
   o Add the **date** and **number of CE units** earned.
   o Click **"Save"** if entering one record, or **"Save & New"** to add multiple entries.
7) **Verify Credit Information**

- o **Pre-approved events:** CEU values are listed on OCRA's webpage where you registered for the training.
- o **Non-Preapproved events:** If you are requesting CEU via email use the Continuing Education Unit Allocation Matrix to determine the eligibility of the training attended.
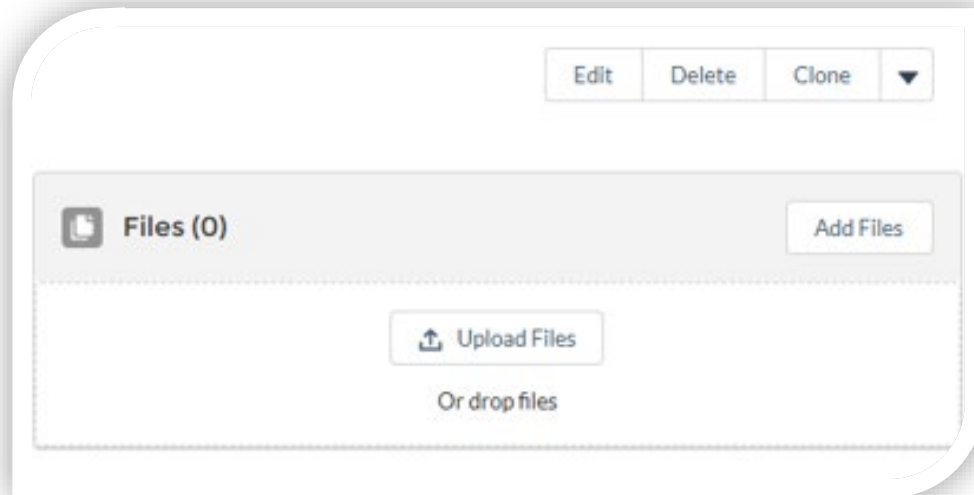
- o **Grant Administrator Update:** These events are 1 CEU unless instructed otherwise.

8) **Supporting Documentation Upload**
   - o Upload files that verify your participation, including:
     - ▪ Proof of registration
     - ▪ Certificate of completion
     - ▪ Form CGAP-2025-001-Continuining Education Units Request Form, if applicable.
     - ▪ GA updates do not require participation documentation unless instructed otherwise.