

To: Certified Grant Administrators

From: Indiana Office of Community and Rural Affairs – CDBG Division

Effective Date: August 10, 2026

Subject: GA Update Absence Reconciliation Guidelines

A. Purpose

This notice establishes guidelines for reconciling absences from the mandatory bi-annual Grant Administrator (GA) Updates.

B. Background

Grant Administrators are required to attend the Grant Administrator Updates in order to keep their certification in good standing. The GA Updates are typically virtual, and last no more than two hours. The purpose of GA Updates is for the CDBG Program Team to update as many Grant Administrators as possible in one sitting; ensuring equal access to the information presented.

C. Applicability

This guidance applies to any Certified Grant Administrator who requires attendance accommodation for a GA Update, any time prior to the event.

D. GA Update Absence Reconciliation Process

1. Email CDBG@ocra.in.gov to request attendance accommodation.
 - Be sure to explain your attendance conflict, and if your circumstances will prevent you from completing the following steps for an extended period of time.
2. Watch the recording of the GA Update once it is published on the [Indiana CDBG Grant Administrator Continuing Education webpage](#).
3. Complete a GA Update knowledge check.
 - The assessment link will be sent to GAs who notified the CDBG Team of their absence in advance.
 - If you did not email the CDBG Team regarding your absence prior to the GA update, it is your responsibility to request a link to the knowledge check within fifteen (15) calendar days of the GA Update broadcast.
 - You must complete the assessment within fifteen (15) calendar days of receiving the link, and pass with an 80%, to receive one (1) CEU credit hour for the GA Update.
 - If you do not pass the assessment, you will not receive CEU credit. However, your absence will be reconciled, and your certification will remain in good standing.
4. A Program Manager will follow up with your assessment results, and further instructions if necessary.

5. If you passed the assessment, and provided advance notice of your absence, log your one (1) CEU in GMS.
 - Include a screenshot of your complete knowledge check in the uploads, along with other required documentation.

E. Restrictions

If a Grant Administrator does not notify the CDBG Team of their attendance conflict ahead of the GA Update, they are not eligible to receive CEU credit via the knowledge check. However, they are still required to reconcile their absence in accordance with Part D of these guidelines.

F. Effective Date

This policy is effective as of **July 10, 2026**, and will remain in effect until amended, superseded, or rescinded.