



Certified Grant Administrator (CGA) Certification Training AKA: CDBG 101 and ERR

The Connecticut Department of Housing (DOH) invites you to attend the following upcoming CGA Training course for the Connecticut Small Cities Community Development Block Grant (CDBG) Program.

The Small Cities CDBG program offers funding to assist with housing and community development needs in Connecticut's non-entitlement communities.

The CDBG program involves complex administrative requirements regulated by federal and state policies. Knowledge of the applicable regulations and policies is like an insurance policy that protects grantees from unnecessary monitoring findings due to inexperienced administrators.

This multi-day training course will cover the following topics:

- State Program Overview
- Roles and Responsibilities
- National Objective and Eligible Activities
- Citizen Participation Requirements
- Non-Discrimination and Fair Housing
- Procurement and Conflict of Interest
- Labor Standards
- Acquisition and Relocation
- Financial Management
- Reporting and Monitoring
- Recordkeeping and Closeout
- Environmental Review

This course is recommended for municipal officials, town managers, grant administrators, and all other parties interested in gaining a deeper knowledge of the Small Cities CDBG program and cross-cutting requirements.

The CGA certification and training are administered in two parts; CDBG 101 and Enhanced Environmental Record Review both will be held in-person/live the week of **September 23-26, 2025 (CDBG 101)** and **October 7-9, 2025 (ERR)** at the Lyceum Conference Center, 227 Lawrence Street, Hartford CT 06106. **Note, September 26 and October 9 (test days) will be administered virtually. A laptop is required for all sessions. No paper will be distributed at the training.**

CDBG 101/CGA Training Course Schedule		
September 23	9:00am	12:00pm
September 23	1:00pm	4:30pm
September 24	9:00am	12:00pm
September 24	1:00pm	4:30pm
September 25	9:00am	12:00pm
September 25	1:00pm	4:30pm
September 26 (Virtual)	9:00am	12:00pm
CDBG Environmental Review Training		
October 7	9:00am	12:00pm
October 7	1:00pm	4:30pm
October 8	9:00am	12:00pm
October 8	1:00PM	4:30PM
October 9 (Virtual)	9:00AM	12:00PM

*all courses are required for CGA certification purposes

REMINDER: Current CGA's whose certification is expiring November 30, 2025, must attend all sessions to maintain their certification (tests are not required).

YOU MUST REGISTER FOR BOTH COURSES IF YOU ARE SEEKING THE CGA CERTIFICATION

Please register for DOH Certified Grant Administrator Trainings on Tuesday, September 23-26, 2025 & October 7-9, 2025 with the link below:

[Register Here](#)

After registering you will receive a confirmation email.

**PLEASE READ VERY IMPORTANT EQUIPMENT AND SET UP INFORMATION FOR TRAINING & TESTING BELOW.
A LAPTOP IS REQUIRED TO PARTICIPATE**

Computer logistics:

- 1) Make sure to add kathleen@kw-consultants.com to your safe senders so you can receive all training emails from me.
- 2) Make sure to add customercare@gototraining.com to your safe senders so you will receive the reminder emails from the GoToTraining system.
- 3) In order to fully participate, you **must** use a Google Chrome or a Microsoft Edge Chromium browser. You can download Chrome [here](#).

If you have any questions regarding the above information, please email info.cdbg@ct.gov or kathleen@kw-consultants.com