KDEM Preparedness Branch Bulletin 21-04

January 21, 2021

K0705 - Fundamentals of Grants Management (Virtually Facilitated)

Course Dates:
Orientation: February 23, 24, or 25
Class: March 1 - March 25
Course will be delivered virtually according to the attached schedule.

Course Length:
Total time: 35 hours over 4 weeks with 1-hour orientation
• Orientation: 1-hour options for Tuesday, Wednesday and Thursday
• Class Time: 20 hours
• First Monday – Two hours
• Remaining Mondays – One hour
• First Thursday – Two hours
• 2nd and 3rd Thursday – Three hours
• Final Thursday – Four hours
• 2nd Wednesday – One-hour Webinar
• 3rd Wednesday – Two-hour Webinar
• Self-study estimated time (14 hours)

Location:
Online, Adobe Connect Webinar course.

Course Description:
K0705 is a four-week course with a one-hour orientation, 21 hours of synchronous/instructor time and an estimated 14 hours asynchronous/self-study. Students will join virtual sessions during the times listed below. In addition, students will complete weekly reading/homework assignments using a student manual and study guide. Assignments will be submitted weekly by Noon on Wednesdays. Submit specific course questions to FEMA-GPD-Training@fema.dhs.gov.

Course Goal:
Course covers the grant lifecycle. Discussions and activities are designed to improve the ability of NFE to administer healthy grant management.

Continuing Education Units (CEU's):
EMI awards 2.1 CEUs for completion of this course.

Target Audience:
Non-Federal Entities (NFE) with a FEMA financial assistance award.
Course announcements are released to NFE's from the FEMA Grant Programs Directorate via ASKCSID distribution list.

Class size limited to 35 students.

To Apply:
Prospective students should submit their requests directly to the Emergency Management Institute's online admissions system (https://training.fema.gov/netc_online_admissions).

Submit 119 online admission form no later than February 5, 2021.

Notice to Applicants for EMI courses:
Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

How do I obtain my FEMA SID number?
Step 1: To register, go to: FEMA Student Identification System (https://cdp.dhs.gov/femasid)
Step 2: Click on the "Register for a FEMA SID" button on screen.
Step 3: Follow the instructions and provide the necessary information to create your account.

EMI Point of Contact:
For additional information, or a course request form specifically for your jurisdiction, contact Jamie Mauk, Course Manager, at (301) 980-7469, Jamie.mauk@fema.dhs.gov, and FEMA-GPD- Training@fema.dhs.gov.

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Orientation:
Required attendance. Includes review of course format, course materials, audio/computer connections, etc.

Location:
The course will be delivered in a virtual environment, completely online via Adobe Connect. Familiarize yourself with Adobe Connect (https://helpx.adobe.com/adobe-connect/using/meeting-basics.html). Students will use course link to enter as guests. No Adobe Connect account or download of Adobe will be required.

Cost:
No cost. Students must have a FEMA Student Identification number (SID), computer with microphone, speaker and stable access to the internet. Visit link to obtain SID: (https://cdp.dhs.gov/FEMASID/).

Who Should Attend:
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Continuing Education Units:
2.1 CEUs

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TRAINING OPPORTUNITY

GRANTS MANAGEMENT TECHNICAL ASSISTANCE (GMTA)
K0705: Fundamentals of Grants Management

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Week	Virtual Delivery Schedule	Course Units & Homework Assignments
Orientation	Orientation Schedule: 9:00 am - 10:00 am ET - Tuesday, February 23 - Wednesday, February 24 - Thursday, February 25	Register for one of the orientation sessions. Link for orientation registration will be provided in Welcome Email. You only need to attend one orientation session.
Week One	- Monday, March 1 9:00 am - 11:00 am ET - Thursday, March 4 9:00 am - 11:00 am ET	Unit 1: *Introductions and Course Overview* Unit 2: *Pre-Award: Funding Authorization and Appropriations* Unit 3: *Pre-Award: Program Establishment* Activity: *Award Types*
Week Two	- Monday, March 8 9:00 am - 10:00 am ET - Wednesday, March 10 9:00 am - 10:00 am ET - Thursday, March11 9:00 am - 12:00 pm ET	Unit 4: *Pre-Award: Application* Unit 5: *Pre-Award: Review* Unit 6: *Pre-Award: Award* Activity: *Cost Principles* Activity: *Understanding Your Budget: Part 2* Webinar: Pre-Award: *Environmental Planning and Historical Preservation*
Week Three	- Monday, March 15 9:00 am - 10:00 am ET - Wednesday, March 17 9:00 am - 11:00 am ET - Thursday, March 18 9:00 am - 12:00 pm ET	Unit 7: *Post-Award: Monitoring* Unit 8: *Post-Award: Payment Requests* Unit 9: *Post-Award: Reporting* Activity: *Preparing for a Monitoring Visit* Webinar: *Procurement Under Grants*
Week Four	- Monday, March 22 9:00 am - 10:00 am ET - Thursday, March 25 9:00 am - 1:00 pm ET	Unit 10: *Post-Award: Amendments* Unit 11: *Post-Award: Audits* Unit 12: *Post-Award: Closeout* Activity: *Completing the Federal Financial Report* Final Exam

**Additional K0705 deliveries are being planned throughout 2021. Please refer to the EMI website (https://training.fema.gov/emi.aspx) for course date availability.

TRAINING OPPORTUNITY