Course: *E0276 Benefit-Cost Analysis: Entry-Level Training*

Course Dates:
1. January 17-18, 2018
2. September 12-13, 2018

Travel Dates:
January 16 and January 19, 2018
September 11 and 12, 2018

Course Length:
This course is 2 days in length.

Location:
Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:
This course is designed as an introduction to the fundamental concepts of benefit-cost analysis (BCA). Cost-effectiveness is a key criterion for determining whether or not a hazard mitigation project is eligible for funding. To assist in assessing cost-effectiveness, the Federal Emergency Management Agency (FEMA) has developed software modules and guidance for conducting BCA of proposed projects. This course applies to and is valid for all FEMA Hazard Mitigation Assistance grant programs.

Course Goal:
Upon completion of this course, participants should be able to:

1. Demonstrate their knowledge of the basic BCA and flood theory learned in IS-0276.
2. Describe features of the BCA Tool.
3. Complete a BCA using the Flood Module.

4. Explain each screen and important data fields.
5. Complete the independent case study assignment.
6. Use supplemental tools and techniques in the BCA Tool in response to different scenarios.
7. Explain key DFA concepts & identify eligible hazards.
8. Explain the DFA Module data and documentation requirements.
9. Complete a DFA Module BCA.
10. Explain Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire and Earthquake Module data and documentation requirements.
11. Complete a Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire and Earthquake Module BCA.

Prerequisites
Required: Participants must have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs). Familiarity with basic mitigation terminology is recommended. Participants <u>must</u> complete the following online tutorials and independent study course:

1. FIRM tutorial at: http://www.fema.gov/media/fhm/firm/ot_firm.htm (30 Minutes)
2. FIS tutorial at: http://www.fema.gov/media/fhm/fis/ot_fis.htm (40 Minutes)

3. IS-0276, Benefit-Cost Analysis Fundamentals

TRAINING OPPORTUNITY

Continuing Education Units (CEU's):

The EMI awards 1.4 CEUs for completion of this course.

Continuing Education Credits (CEC's):

The Association of State Floodplain Managers (ASFPM) awards 12 CECs (C) for completion of this course.

Target Audience:

Federal, State, tribal hazard mitigation staff, applicants/grantees, sub-applicants/sub-grantees, personnel who are involved in the grant application development process involved in conducting BC analyses may also apply.

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office. Tribal government representatives or Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional Office. Mail, scan and e-mail, or fax the signed Application to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than #1 December 4, 2017 or, #2 July 30, 2018 (WDD APPLICANTS – MUST REGISTER THROUGH DTS).

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Travel Authorizations:

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

TRAINING OPPORTUNITY

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**.

How do I obtain my FEMA SID number?

Step 1: To register, go to 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.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets REAL ID Act standards. The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to see if your state is compliant at https://www.dhs.gov/current-status-states-territories.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to Michael.Wells@fema.dhs.gov in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement. Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

EMI Point of Contact:

For additional information contact the course manager, Paul Ganem at (301) 447-1172 or by email at Paul.Ganem@fema.dhs.gov.