



K0705 Fundamentals of Grants Management (virtually facilitated)

Course Dates:

10/19/2020 through 11/13/2020

Travel Dates:

Course will be delivered virtually according to the attached schedule.

Course Length:

- Total time: 31 hours over 4 weeks:
- Adobe Connect 17 hours
 - First Monday – Two hours
 - Remaining Mondays – One hour
 - Three Fridays – Two hours
 - Final Friday – Three hours
 - Wednesdays (2nd One hour and 3rd Two hours)
- Self-study Tuesday – Thursday 14 hours.

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) (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 and stable access to the internet. Visit link to [obtain SID](https://cdp.dhs.gov/FEMASID/): (https://cdp.dhs.gov/FEMASID/).

This course is designed for FEMA grant recipients or subrecipients. It includes discussion and activities to improve the ability of recipients and subrecipients to administer Federal financial assistance.

Selection Criteria:

Participants must be FEMA grant recipients or sub-recipients located in New Mexico. Invitations and course announcements are sent to non-federal entities directly from the FEMA Grant Programs Directorate via ASKCSID.

Class size will be limited to 25 students.

Course Goal:

To explain how FEMA's grant recipients can administer federal financial assistance effectively and efficiently.

The course supports FEMA's partners to institutionalize sound business and programmatic grant management concepts.

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) (https://training.fema.gov/netc_online_admissions) and list Jerome Macdonald as the Head of Organization on the submission no later than October 9, 2020.

Continuing Education Units:

2.1 CEUs

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.

TRAINING OPPORTUNITY



K0705 Fundamentals of Grants Management (virtually facilitated)

GRANTS MANAGEMENT TECHNICAL ASSISTANCE (GMTA)

K0705: Fundamentals of Grants Management New Mexico Virtual Delivery Schedule

K0705 is a four-week course with 17 hours of synchronous time and an estimated 14 hours asynchronous. Students will join virtual sessions during the times listed below, and complete weekly reading assignments with study guides and associated learning activities during Oct. 19 – Nov. 13.

Week	Virtual Sessions	Units & Assignments
Week One	<ul style="list-style-type: none"> Monday, October 19; 1:00 – 3:00pm MT Friday, October 23; 1:00 – 3:00pm MT 	Unit 1: <i>Introductions and Course Overview</i> Unit 2: <i>Pre-Award: Funding Authorization and Appropriations</i> Unit 3: <i>Pre-Award: Program Establishment</i> Unit 4: <i>Pre-Award: Application</i> Activity: <i>Award Types</i>
Week Two	<ul style="list-style-type: none"> Monday, October 26; 1:00 – 2:00pm MT Wednesday, October 28; 1:00 – 2:00pm MT Friday, October 30; 1:00 – 3:00pm MT 	Unit 5: <i>Pre-Award: Review</i> Unit 6: <i>Pre-Award: Award</i> Activity: <i>Cost Principles</i> Activity: <i>Understanding Your Budget: Part 2</i> Webinar: <i>Pre-Award: Environmental Planning and Historical Preservation</i>
Week Three	<ul style="list-style-type: none"> Monday, November 2; 1:00 – 2:00pm MT Wednesday, November 4; 1:00 – 3:00pm MT Friday, November 6; 1:00 – 3:00pm MT 	Unit 7: <i>Post-Award: Monitoring</i> Unit 8: <i>Post-Award: Payment Requests</i> Activity: <i>Preparing for a Monitoring Visit</i> Webinar: <i>Procurement Under Grants</i>
Week Four	<ul style="list-style-type: none"> Monday, November 9; 1:00 – 2:00pm MT Friday, November 13; 1:00 – 4:00pm MT 	Unit 9: <i>Post-Award: Reporting</i> Unit 10: <i>Post-Award: Amendments</i> Unit 11: <i>Post-Award: Audits</i> Unit 12: <i>Post-Award: Closeout</i> Activity: <i>Completing the Federal Financial Report</i> Final Exam

TRAINING OPPORTUNITY