



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 (See dates on page 2)
- 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)

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) (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/): (https://cdp.dhs.gov/FEMASID/).

Who Should Attend:

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.

Goal:

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

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).

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

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

GRANTS MANAGEMENT TECHNICAL ASSISTANCE (GMTA)

K0705: Fundamentals of Grants Management

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.

Week	Virtual Delivery Schedule	Course Units & Homework Assignments
Orientation	Orientation Schedule: 9:00 am - 10:00 am ET <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Monday, March 1 9:00 am - 11:00 am ET Thursday, March 4 9:00 am - 11:00 am ET 	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> Activity: <i>Award Types</i>
Week Two	<ul style="list-style-type: none"> Monday, March 8 9:00 am - 10:00 am ET Wednesday, March 10 9:00 am - 10:00 am ET Thursday, March 11 9:00 am - 12:00 pm ET 	Unit 4: <i>Pre-Award: Application</i> 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, 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: <i>Post-Award: Monitoring</i> Unit 8: <i>Post-Award: Payment Requests</i> Unit 9: <i>Post-Award: Reporting</i> Activity: <i>Preparing for a Monitoring Visit</i> Webinar: <i>Procurement Under Grants</i>
Week Four	<ul style="list-style-type: none"> Monday, March 22 9:00 am - 10:00 am ET Thursday, March 25 9:00 am - 1:00 pm ET 	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

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

TRAINING OPPORTUNITY