

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E212 Unified Hazard Mitigation Assistance: Developing Quality Application Elements Course*

Course Dates:

September 21-24, 2015

Travel Dates:

September 20 and 25, 2015

Course Length:

This course is 4 days in length.

Location:

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

Course Description:

This course will provide grant applicants and sub-applicants the knowledge to develop and submit Hazard Mitigation Assistance (HMA) applications.

Course Goals:

Identify eligible mitigation planning and project activities and developing quality applications for the HMA grant programs. This course will provide clear instruction and group activities that will educate the student on all phases of a grant from mitigation activity identification through application and award. It will further provide detailed instruction on the principals of project management to ensure the student is equipped to properly manage the grant during the implementation phase.

Prerequisites:

Required: IS-393.a, *Introduction to Hazard Mitigation*, IS-212, *Introduction to Unified Hazard Mitigation Assistance*.

Recommended: E/L276, *Benefit-Cost Analysis Entry*.

Continuing Education Units (CEU's):

EMI awards 2.8 CEUs for completion of this course.

Continuing Education Credits (CEC's):

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

Target Audience:

This course is intended for local jurisdictions, tribal governments, non-profit organizations, state, FEMA employees, and public or private sector organizations that offer consulting services to Unified HMA grant applicants.

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application with student signature and signature of supervisor or sponsoring agency official. State and local participants must submit their application through the State Emergency Management Training office.

FEMA staff should submit applications after receiving notification from FEMA's Incident Workforce Management Division (IWMD), Reservists send signed applications to Robert Adams at fema-hm-training@fema.dhs.gov. The Reservist Program Manager will review and sign the Admissions Application; Full-Time Employees (FTE) must obtain Supervisors signature and mail, scan, or fax the application to:

TRAINING OPPORTUNITY

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

Applications for this course must be received by NETC Admissions no later than **August 14, 2015**.

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



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

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 section 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/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



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

FEMA Employee lodging may be off-campus for this course. Once the participant receives the acceptance letter, he/she may need to reserve a room off-site. If housing becomes available on campus, the participant must transfer from the hotel to the NETC dorms and cancel the hotel reservation.

Car rentals may be authorized for participants lodging off-campus. Please car pool where possible.

Travel Authorizations:

Funding for the training activity is being provided by IWMD for FEMA Employees. PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings. RPM/IWMD will supply Reservists Travel Authorizations and deploy Reservists in A.D.D.

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.

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 number 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 "Need a FEMA SID" button on the right side of the 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.

EMI Point of Contact:

For additional information contact the course manager, Robert L. Perry, at (301) 447-1351 or by email at Robert.Perry@fema.dhs.gov.

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