

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Course:** *E213 Unified Hazard Mitigation Assistance (UHMA) Application Review and Evaluation*

### **Course Dates:**

January 4-5, 2016

### **Travel Dates:**

January 3 and 8, 2015

### **Course Length:**

This course is offered in conjunction with E214 for a total of 4 days. Students must apply to attend both.

### **Location:**

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

### **Course Description:**

This course will provide participants with the knowledge and skills required for effective grant application and sub-application review and evaluation, and equip participants with knowledge of how a grant is awarded.

### **Course Goals:**

Effectively review and evaluate Disaster Grant Program sub-applications and provide a general overview of how a grant is awarded.

### **Prerequisites:**

**Required:** E/L212, Unified Hazard Mitigation Assistance Program: Developing Quality Application Elements.

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

### **Continuing Education Units (CEU's):**

The Emergency Management Institute (EMI) awards 1.3 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 State and Tribal mitigation staff and FEMA staff assisting State Unified HMA staff, reviewing applications or monitoring grant awards. Local jurisdictions, tribal governments, non-profit organizations, and public or private sector organizations that offer consulting services to Unified HMA grant applicants. Secondary audience includes tribal liaisons, Mission Support personnel, Grants Program Directorate staff, and fiscal managers.

### **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 FQS staff should submit applications after receiving notification from FEMA's Incident Workforce Management Division (IWMD). FTE's must obtain Supervisors signature, Reservists send signed applications to [fema-hm-training@fema.dhs.gov](mailto:fema-hm-training@fema.dhs.gov). The Reservist Program Manager will review and sign the Admissions Application. All FEMA Regional employees should submit their application through the Regional Training Manager (RTM).

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Tribal representatives can submit their application directly to the NETC Admissions Office. Mail, scan, or fax applications 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](mailto:netcadmissions@fema.dhs.gov)

Applications for this course must be received by NETC Admissions no later than **November 19, 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](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 FQS Employees. FT 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 via DTS.

All Federal travelers must have an approved TA prior to travel. 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](mailto:Robert.Perry@fema.dhs.gov).

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