EMERGENCY MANAGEMENT INSTITUTE
NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727
FEMA

Course: *E214 Unified Hazard Mitigation Assistance Project Implementation and Programmatic Closeout*

Course Dates:
February 22-23, 2017

Travel Dates:
February 21 and February 24, 2017

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 will provide participants with the knowledge and skills required for effective implementation and closeout of a project.

Course Goal:
Upon completion of this course, participants should be able to describe and apply project management principles and procedural steps that apply to project implementation and closeout and identify the drivers and barriers that impact successful project closeout.

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 local jurisdictions, tribal governments, non-profit organizations, and public or private sector organizations that offer consulting services to Unified HMA grant applicants. State and Tribal mitigation staff and FEMA staff assisting State Unified HMA staff monitoring grant awards. 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. 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 January 10, 2017

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.

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, Robert L. Perry, CFM at (301) 447-1351 or by email at Robert.Perry@fema.dhs.gov