



### K0705 Fundamentals of Grants Management (Virtually Facilitated)

**Course Dates:**

February 22 - March 18

Course will be delivered virtually according to the attached schedule.

**Course Length:**

- Total time: 35 hours over 5 weeks:
- Orientation: 1-hour options for Tuesday, Wednesday and Thursday (See dates on page 2)
- Class Time: 20 hours
  - Mondays - Two hours
  - Three Thursdays - Two hours
  - Final Thursday - Three 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:**

Participants must be Non-Federal Entities (NFE) with a FEMA financial assistance award. Preference will be given to NFEs in Idaho.

Course announcements are released to NFEs from the FEMA Grant Programs Directorate via ASKCSID distribution list.

Class size limited to 35 students.

**Goal:**

Course covers the grant life cycle. Discussions and activities are designed to improve the ability of NFEs 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)

In Section 22, list Natalie Lahti as the Head of Organization. Submit 119 online admission form no later than January 29, 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](mailto:Jamie.mauk@fema.dhs.gov), and [FEMA-GPD-Training@fema.dhs.gov](mailto:FEMA-GPD-Training@fema.dhs.gov).

# TRAINING OPPORTUNITY



### GRANTS MANAGEMENT TECHNICAL ASSISTANCE (GMTA)

### **K0705: Fundamentals of Grants Management**

### **Idaho Office of Emergency Management**

K0705 is a five-week course with 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 student manuals, study guides and supplementary notes. These assignments will be submitted weekly by **Noon on Wednesdays**. Submit specific course questions to [FEMA-GPD-Training@fema.dhs.gov](mailto:FEMA-GPD-Training@fema.dhs.gov)

Week	Virtual Delivery Schedule	Units & Assignments
<b>Week One</b>	Orientation Schedule <b>1:00-2:00 MT</b> <ul style="list-style-type: none"> <li>Tuesday, February 16</li> <li>Wednesday, February 17</li> <li>Thursday, February 18</li> </ul>	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.
<b>Week Two</b>	<ul style="list-style-type: none"> <li>Monday, Feb. 22 <b>1:00-3:00pm MT</b></li> <li>Thursday, Feb. 25 <b>1:00-3:00pm MT</b></li> </ul>	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>
<b>Week Three</b>	<ul style="list-style-type: none"> <li>Monday, March 1 <b>1:00-3:00pm MT</b></li> <li>Wednesday, March 3 <b>1:00-2:00pm MT</b></li> <li>Thursday, March 4 <b>1:00-3:00pm MT</b></li> </ul>	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 Webinar</i> Pre-Award: <i>Environmental Planning and Historical Preservation</i>
<b>Week Four</b>	<ul style="list-style-type: none"> <li>Monday, March 8 <b>1:00-3:00pm MT</b></li> <li>Wednesday, March 10 <b>1:00-3:00pm MT</b></li> <li>Thursday, March 11 <b>1:00-3:00pm MT</b></li> </ul>	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>
<b>Week Five</b>	<ul style="list-style-type: none"> <li>Monday, March 15 <b>1:00-3:00pm MT</b></li> <li>Thursday, March 18 <b>1:00-4:00pm MT</b></li> </ul>	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