



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
- 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:

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

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's 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 for approval. Submit 119 online admission form no later than January 29, 2021.

Continuing Education Units:

2.1 CEUs

For additional information contact Jamie Mauk, EMI Course Manager, at (301) 980-7469, Jamie.mauk@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.

Week	Virtual Delivery Schedule	Course Units & Homework Assignments
Orientation	Orientation Schedule 1:00 pm - 2:00 pm MT <ul style="list-style-type: none">Tuesday, February 16Wednesday, February 17Thursday, February 18	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, Feb. 22: 1:00 pm- 3:00 pm MTThursday, Feb. 25: 1:00 pm - 3:00 pm MT	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>
Week Two	<ul style="list-style-type: none">Monday, March 1: 1:00 pm- 2:00 pm MTWednesday, March 3: 1:00 pm - 2:00 pm MTThursday, March 4: 1:00 pm - 4:00 pm MT	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 8: 1:00 pm - 2:00 pm MTWednesday, March 10: 1:00 pm - 3:00 pm MTThursday, March 11: 1:00 pm - 4:00 pm MT	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 15: 1:00 pm - 2:00 pm MTThursday, March 18: 1:00 pm - 5:00 pm MT	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