K0705 Fundamentals of Grants Management (Virtually Facilitated)

Course Dates:
Orientation: February 23, 24, or 25
Class: March 1 - March 25
Course will be delivered virtually according to the attached schedule.

Course Length:
• Total time: 35 hours over 4 weeks with 1-hour orientation
• Orientation: 1-hour options for Tuesday, Wednesday and Thursday (See dates on page 2)
• 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). 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/).

Who Should Attend:
Non-Federal Entities (NFE) with a FEMA financial assistance award.

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 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/hetc_online_admissions).

Submit 119 online admission form no later than February 5, 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, and FEMA-GPD-Training@fema.dhs.gov.
K0705 is a four-week course with a one-hour orientation, 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 a student manual and study guide. Assignments will be submitted weekly by Noon on Wednesdays. Submit specific course questions to FEMA-GPD-Training@fema.dhs.gov.

<table>
<thead>
<tr>
<th>Week</th>
<th>Virtual Delivery Schedule</th>
<th>Course Units &amp; Homework Assignments</th>
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| Orientation| Orientation Schedule: 9:00 am - 10:00 am ET  
• Tuesday, February 23  
• Wednesday, February 24  
• Thursday, February 25 | 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   | Monday, March 1  
9:00 am - 11:00 am ET  
Thursday, March 4  
9:00 am - 11:00 am ET | Unit 1: Introductions and Course Overview  
Unit 2: Pre-Award: Funding Authorization and Appropriations  
Unit 3: Pre-Award: Program Establishment  
Activity: Award Types |
| Week Two   | Monday, March 8  
9:00 am - 10:00 am ET  
Wednesday, March 10  
9:00 am - 10:00 am ET  
Thursday, March 11  
9:00 am - 12:00 pm ET | Unit 4: Pre-Award: Application  
Unit 5: Pre-Award: Review  
Unit 6: Pre-Award: Award  
Activity: Cost Principles  
Activity: Understanding Your Budget: Part 2  
Webinar: Pre-Award: Environmental Planning and Historical Preservation |
| Week Three | Monday, March 15  
9:00 am - 10:00 am ET  
Wednesday, March 17  
9:00 am - 11:00 am ET  
Thursday, March 18  
9:00 am - 12:00 pm ET | Unit 7: Post-Award: Monitoring  
Unit 8: Post-Award: Payment Requests  
Unit 9: Post-Award: Reporting  
Activity: Preparing for a Monitoring Visit  
Webinar: Procurement Under Grants |
| Week Four  | Monday, March 22  
9:00 am - 10:00 am ET  
Thursday, March 25  
9:00 am - 1:00 pm ET | Unit 10: Post-Award: Amendments  
Unit 11: Post-Award: Audits  
Unit 12: Post-Award: Closeout  
Activity: Completing the Federal Financial Report  
Final Exam |

**Additional K0705 deliveries are being planned throughout 2021. Please refer to the EMI website (https://training.fema.gov/emi.aspx) for course date availability.**