



## *E0708: Procurement Under Grants*

**Course Dates:**

June 29–30, 2023

**Course Length:**

Class times generally run from 8 a.m. to 5 p.m. each day.

**Location:**

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

**Course Description:**

The E0708 course strengthens understanding of the Federal requirements when purchasing under a FEMA award.

**Prerequisites:**

None

**Continuing Education Units (CEUs):**

EMI awards 0.8 CEUs for completion of E0708.

**Target Audience:**

The audience for this course includes recipients and subrecipients of FEMA financial assistance awards.

**\*\*Recipients may use Management and Administrative (M&A) grant funds for training with approval from the Program Analyst (HQ or Region). Do NOT make travel arrangements until you receive attendance confirmation from EMI Admissions Office. EMI does not provide travel reimbursement or student stipends for this course. \*\***

**To Apply:**

Scan the QR Code, or click the link to download the application:



[How to apply for EMI courses](https://training.fema.gov/Apply/)

(<https://training.fema.gov/Apply/>)

All EMI applications require an electronic approval from the head of your sponsoring organization. You will need the name, title, and email address of this person to submit the application.

Non-Federal applicants for EMI courses must use the appropriate State Training Officer (STO) as “Head of Organization.” [STO contact information](https://training.fema.gov/programs/aps/stolist.aspx) can be found here:  
(<https://training.fema.gov/programs/aps/stolist.aspx>)

**To Apply:**

Click this link for information on how to apply for EMI courses: [National Emergency Training Center Online Admissions Application](https://training.fema.gov/netc_online_admissions)  
([https://training.fema.gov/netc\\_online\\_admissions](https://training.fema.gov/netc_online_admissions)).

**Application Review:**

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.

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Please note - NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. A separate email will be sent prior to the course outlining additional information to ensure you have a successful experience.

**Notice to Applicants for EMI Courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

- Step 1: To register, go online to the [FEMA Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>).
- Step 2: Click the “Register for a FEMA SID” button on the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.

**Request for Accommodation:**

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 Page 2 Thursday, October 20, 2022 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

**EMI Point of Contact:**

For additional information regarding the course content, contact the Course Manager, Sheila McCartney, at [Sheila.McCartney@fema.dhs.gov](mailto:Sheila.McCartney@fema.dhs.gov) or call 301-447-3984.

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