MAL705: Fundamentals of Grants Management
Event ID Number: 1006909

Location:
Papago Park Military Reservation - Allen Readiness Center
Classrooms 1 - 3
5636 E. McDowell Road, Phoenix, AZ 85008

Dates:
April 10th – 12th, 2018
8:00am – 5:00pm each day

** This course has been deemed eligible for AZPOST continuing education credits **

Description: FEMA's Grant Programs Directorate will conduct the Fundamentals of Grants Management course for recipients/sub-recipients currently receiving FEMA federal financial assistance. The course, part of the Grants Management Technical Assistance (GMTA) Program, is designed to enhance the recipient's ability to administer and manage their federal financial assistance. This course covers high-level grant management principles with the understanding that processes may differ from program to program and recipients will need to play close attention to their Notice of Funding Opportunity/Program Guidance's for more specific details. Upon completion of the course, participants will be able to: Improve collaboration among policy, program, and financial staff to integrate grant management functions; Identify applicable regulations, navigate and apply the FEMA Code of Federal Regulations, including 2 C.F.R 200; Apply proven business practices related to the grant lifecycle to increase efficiency and meet grant management priorities such as strategic planning, organization, program implementation, staff training, monitoring, reporting, and audits; Develop or revise policies, procedures and practices in critical areas of grants management such as monitoring, procurement, source documentation, payments, and equipment inventory; Prepare for Federal monitoring and sub-recipient monitoring.

Prerequisites: None.

Target Audience: Current FEMA recipients, direct recipients of FEMA federal financial assistance and individuals with less than 10 years grants management experience. Organizations are strongly encouraged to attend as teams comprised of policy, program and financial grants management staff.

Registration: *Registration deadline is March 23.* This course requires self-registration through ERMA, the State's online registration system at www.erma.az.gov using the *Event ID Number* above*.* First time users will be required to create an account prior to enrollment. You must provide a valid email address and phone number for contact information. Instructions are included on page 2 of this bulletin. For registration assistance, contact the DEMA Training Office at 602-464-6225 or training@azdema.gov.

Costs: This training offering is provided at no cost to eligible participants.

Course dates and location are subject to change. Check your ERMA account prior to attending for the most current status of this event.

Arizona Department of Emergency and Military Affairs | 602-464-6225 | training@azdema.gov   Page | 1

Registration Instructions

1. VISIT www.erma.az.gov. This is our online registration site. Due to this being a self-enrollment system, participants need to have their own accounts and enroll themselves in this training. We can assist with enrollment issues, but are not staffed for manual or mass enrollments.

2. If you're certain you have an ERMA account, login with your ERMA Login ID Number (EIN) and password. Skip to step #8. Note: *State employees with a state assigned EIN do not automatically have an ERMA account*. When in doubt, proceed to Step 3 to verify.

3. If you're not sure if you have an account, or if you've forgotten your Login ID or password, you'll find a "Welcome to ERMA" section to the right of the login field. Click "If you're a first time user of ERMA click HERE".

4. Enter your first and last name and "Search". Skip middle initial to avoid a restrictive search.

5. Review the list of search results to see if you have an account. If one of these is yours (confirmed with email address), click the envelop icon to have your ERMA ID Number emailed to you. Follow the instructions in the email to reset your password, retrieve your login ID number, and login to your account. Skip to step #8.

6. If your name does NOT appear in the search results, click "CREATE A NEW ERMA EIN" under the blue banner, and follow the prompts. ENTER ALL REQUIRED INFORMATION (indicated by red asterisks).

7. You will be given an ERMA Login ID Number (EIN), and be sent an email with a temporary password. Follow the instructions in the email to login and access your account.

8. SEARCH FOR AN EVENT. Once logged in, click "Search for an Event" (left navigation pane).

9. Under the "Event Search" blue banner, enter the ERMA Event ID Number in the "Event ID#" field, and click "Search".

10. You'll see the class(es) appear below, and to the right you'll see if the class is open, full (with an option to join a waiting list), or cancelled.

11. Click the link that says, "Click here to register". After clicking the link, you'll be brought to a screen that will show the course description and location information. If you want to enroll in this class, click "Enroll Now" above the blue banner.

12. You'll be asked to confirm your enrollment, so click "Yes, Enroll in Event", or "No, Don't Enroll". You'll receive an email confirmation if you choose to enroll.

13. TO CANCEL YOUR ENROLLMENT, login to your account, click "My Account" and look for your upcoming classes under your account information.

14. Click "Cancel" next to the class you wish to cancel. You'll be asked to confirm your cancellation, and they will receive an email confirmation if you choose to cancel.

15. NOTE: Those who are "Pending Host Approval" or "Waitlisted" cannot self cancel. You will need to call 602-464-6225 or email training@azdema.gov to cancel.

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