

# Purchasing Under FEMA Awards

## Training Schedule: January – June 2023

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FEMA's Grant Programs Directorate (GPD) is offering a series of **one-hour trainings** on the federal procurement rules applicable to recipients and subrecipients purchasing under a FEMA grant award. These virtual trainings will be facilitated by GPD's Procurement Disaster Assistance Team (PDAT) and will be offered on various dates from January through June 2023. The trainings will cover a variety of procurement under grant concepts, frequent compliance issues, and will highlight a variety of user-friendly resources. The various training descriptions are below:

- **Standard Procurement Under Grant (PUG) Training** – Provides an overview of the federal procurement under grant rules for recipients and subrecipients when purchasing under a FEMA grant.
- **Top 10 Procurement Under Grant Mistakes** – Introduces the 10 most frequent procurement noncompliance issues as reported by the Office of the Inspector General (OIG) and lists available resources to help avoid these mistakes.
- **Exigency or Emergency (E&E) Training** – Educates recipients and subrecipients on the federal procurement rules applicable when purchasing during exigency or emergency circumstances.
- **Prepare Before a Disaster** – Focuses on contracting actions recipients and subrecipients can take to prepare before a disaster strikes and addressing the procurement rules applicable during these times.

## Target Audience

This training is appropriate for FEMA award recipients and subrecipients, including state, local, tribal, and territorial government personnel; nonprofit organization staff; eligible private entities; and other non-Federal entities. This training is also appropriate for FEMA staff.

## Delivery Format

These virtual trainings will be delivered using Adobe Connect. If you have never used this platform, we encourage you to [test your connection in advance here](#). Training dates and access information are provided below in the Training Schedule.

To register for any of the trainings listed below, please select “register here” for the day of training you would like to attend. There is no limit to the number of participants in each training.

# Procurement Under Grants Training Schedule

Training Date	Name of Training	Time	Training Link	Telephone Conference Code
1/26/2023	Standard PUG Training	11 a.m. (EST)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
2/2/2023	Prepare Before a Disaster	2 p.m. (EST)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
2/16/2023	Top 10 Mistakes	1 p.m. (EST)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
2/23/2023	Exigency or Emergency Circumstances	11 a.m. (EST)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
3/9/2023	Standard PUG Training	2 p.m. (EST)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
3/15/23	Prepare Before a Disaster	1 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
3/23/23	Top 10 Mistakes	11 a.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
3/30/23	Exigency or Emergency Circumstances	2 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#

Training Date	Name of Training	Time	Training Link	Telephone Conference Code
4/17/23	Standard PUG Training	1 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
4/25/23	Prepare Before a Disaster	11 a.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
5/3/23	Top 10 Mistakes	2 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
5/18/23	Exigency or Emergency Circumstances	1 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
5/24/23	Standard PUG Training	11 a.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
5/31/23	Prepare Before a Disaster	1 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
6/7/23	Top 10 Mistakes	11 a.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
6/15/23	Exigency or Emergency Circumstances	2 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#
6/21/23	Standard PUG Training	1 p.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#

Training Date	Name of Training	Time	Training Link	Telephone Conference Code
6/27/23	Prepare Before a Disaster	11 a.m. (EDT)	<a href="#">REGISTER HERE</a>	<b>Phone Number:</b> 1-800-320-4330 <b>Access Code:</b> 428092#

## Other Resources You Can Explore

- [PDAT Resource Library](#)
- [PDAT Field Manual](#)
- [PDAT Contract Provisions Guide](#)
- [State Entity Fact Sheet](#)
- [Emergency and Exigency Fact Sheet](#)
- [Common Mistakes to Avoid for Non-State Entities](#)

For additional information and trainings on the Federal procurement standards, please visit the PDAT website at [www.fema.gov/grants/procurement](http://www.fema.gov/grants/procurement).