FY 2023 State and Local Cybersecurity Grant Program (SLCGP) Project Worksheet User Guide

July 2023

General Information

- This User Guide is intended to help applicants complete the FY 2023 SLCGP Project Worksheet (PW). This guide walks through key tips and instructions for each tab of the PW in the order in which they are listed.

- The PW must be filled out in Excel. If a cell is locked, please do not attempt to edit or fill it.

- The PW will be used to identify the budget details and budget narrative portion of the application. Eligible applicants should submit **only one PW** as part of the overall application and must include information for each Investment Justification (IJ) submitted as part of the application for funding.

General Information

- Acronyms:
  - **FEMA:** Federal Emergency Management Agency
  - **IJ:** Investment Justification
  - **NOFO:** Notice of Funding Opportunity
  - **POETE:** Planning, Organization, Equipment, Training, Exercises
  - **PW:** Project Worksheet
  - **M&A:** Management and Administration
  - **ND Grants:** Non-Disaster Grants
  - **POP:** Period of Performance
  - **SAA:** State Administrative Agency
 - **SLCGP:** State and Local Cybersecurity Grant Program

Excel Tips

- Zoom in and out using the slider circled on the right with a minus on one end and a plus on the other.
    - If any text is cut off in the cell you are looking at, try zooming in or out.
- You can also use the slider above it to scroll left/right in the worksheet.
- Spell Check functionality is unavailable in Excel.
- Do NOT delete cells with formulas.

| SLCGP Project Worksheet Guidance			
Complete rows 5-10 with the organization's information.			
State Administrative Agency (SAA)			
SAA POC Name:			
SAA POC Title:			
SAA Address:			
SAA POC Phone Number:			
SAA POC Email Address:			
The table below provides a brief overview of the two tabs in the SLCGP Project Worksheet.			
Worksheet	Column	Guidance	Purpose
Baseline Project Information	This tab requires the applicant to provide: A) State/Local/County Agency Name; B) Investment; C) Project Name; D) Project Description; E) Project Location (Zip Code); F) Primary Core Capability; G) Sustain or Build; H-M) POETE; M) Local Pass-Through; N) Value of the SAA's Pass-Through (Local); O) Rural Pass-Through; P) Value of the SAA's Pass-Through (Rural); Q) Federal Amount; R) Cost Share; S) Total Project Costs	Column P: Dollar value of the SAA's Pass-Through Services, Solutions, etc. for Local Government (If amount entered in Column O, do NOT enter amount in Column P) Column R: Dollar value of the SAA's Pass-Through Services, Solutions, etc. to Rural Communities (If amount entered in Column Q, do NOT enter amount in Column R) Column S): The rural pass-through requirement and the local pass-through requirement are calculated independently. Each must be calculated as a percentage of the total federal funds. Column T: Please include source of Cost Share (Hard Share vs. Soft Share) Note: In lieu of subgrant award funding to local government entities to meet the pass-through requirement, the SAA can pass through items, services, capabilities, or activities to local governments as long as the SAA obtains the written consent of these local governments. In this case, the dollar value of these services, items, activities or capabilities must be a minimum of 80% of the federal award amount. This same requirement applies to the 25% that must be passed through to rural areas.To meet the 25% rural pass-through requirement, the eligible subrecipient must be a local government entity within a rural area (a jurisdiction with a population of less than 50,000 individuals). Management and Administrative (M&A) funding must be included in the PW. Up to 5% of the Federal Award Amount can be retained for M&A purposes. Remove blank project rows and example text from tab before submission. Data is populated throughout the tabs for reference of how to complete form. Ensure all formulas and totals are	Project Information

Excel Tips

- Copying and Pasting Text
  - If you have existing text that you want to copy into the template, highlight the text, copy it, click the desired cell in the template, click into the formula bar (pictured below), and paste the text. You cannot paste an entire cell; you will have to paste the text directly into the formula bar.
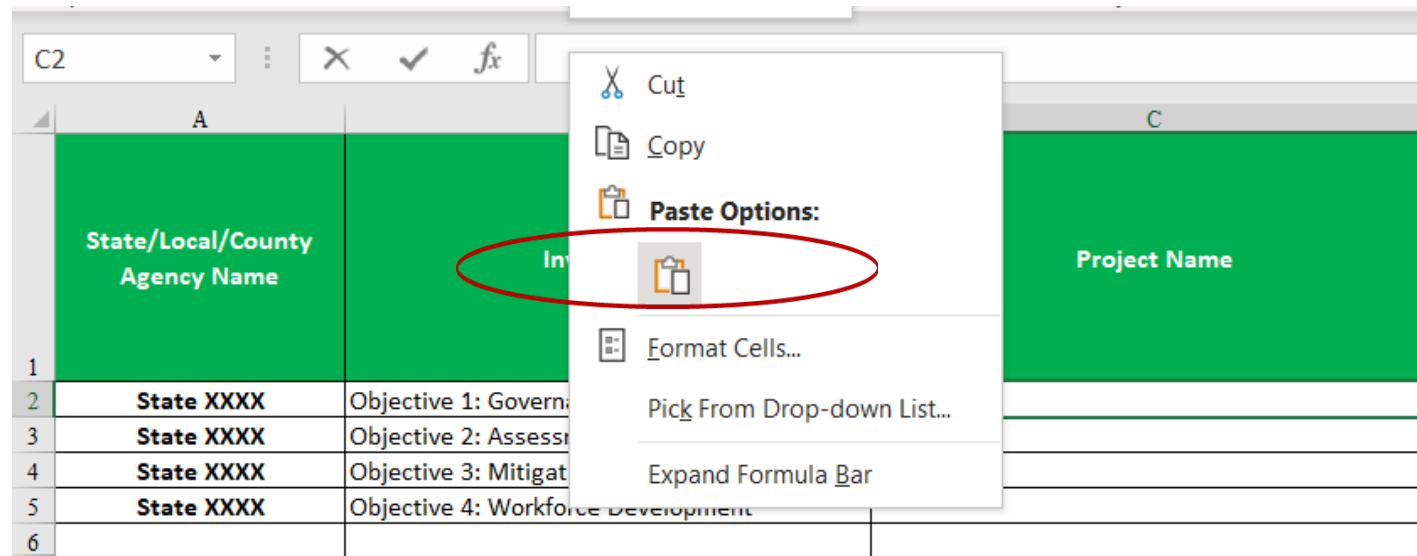
Excel Tips
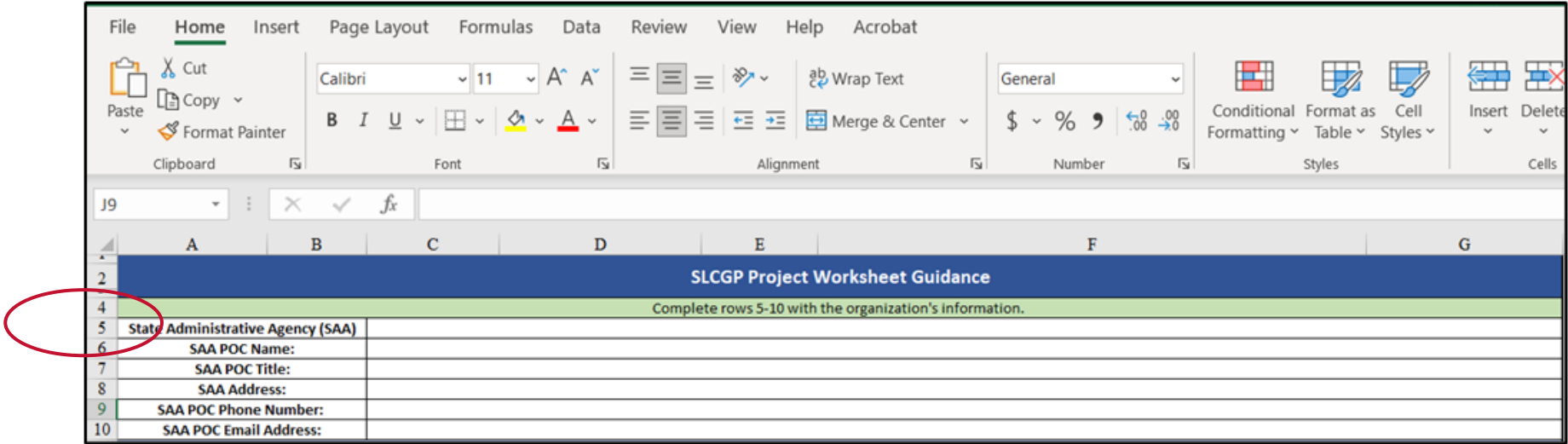
- Resizing Cells
  - If the text entered in a cell doesn't fit with the cell's existing size, hover your cursor over the line between the rows or columns you wish to expand. When your cursor changes, drag the cell to the desired height and/or width.

Guidance Tab

Guidance Tab

- Enter the State Administrative Agency (SAA) <u>name only</u>; do not enter any individual names.
- SAA POC Name: Please enter the first and last name of the designated SAA point of contact (POC).
- SAA POC Title: Please enter the role and/or title of the SAA POC.
- SAA Address: Please enter the full mailing address for the SAA, including city, state and zip code.
- SAA POC Phone Number: Please enter the full phone number for the SAA POC in the following format (XXX) XXX-XXXX.
- SAA POC Email Address: Please enter the email address of the SAA POC; this should match the contact information within the ND Grants System.

SLCGP Project Worksheet Guidance	
	Complete rows 5-10 with the organization's information.
State Administrative Agency (SAA)	
SAA POC Name:	
SAA POC Title:	
SAA Address:	
SAA POC Phone Number:	
SAA POC Email Address:	

Guidance Tab

The table below provides a brief overview of the two tabs in the SLCGP Project Worksheet.			
Worksheet	**Column**	**Guidance**	**Purpose**
Baseline Project Information	This tab requires the applicant to provide: A) State/Local/County Agency Name; B) Investment; C) Project Name; D) Project Description; E) Project Location (Zip Code); F) Primary Core Capability; G) Sustain or Build; H-M) POETE; M) Local Pass-Through; N) Value of the SAA's Pass-Through (Local); O) Rural Pass-Through; P) Value of the SAA's Pass-Through (Rural); Q) Federal Amount; R) Cost Share; S) Total Project Costs	**Column P:** Dollar value of the SAA's Pass-Through Services, Solutions, etc. for Local Government (If amount entered in Column O, do NOT enter amount in Column P) **Column R:** Dollar value of the SAA's Pass-Through Services, Solutions, etc. to Rural Communities (If amount entered in Column Q, do NOT enter amount in Column R) **Column S):** The rural pass-through requirement and the local pass-through requirement are calculated independently. Each must be calculated as a percentage of the total federal funds. **Column T:** Please include **source** of Cost Share (Hard Share vs. Soft Share) **Note:** In lieu of subgrant award funding to local government entities to meet the pass-through requirement, the SAA can pass through items, services, capabilties, or activities to local governments as long as the SAA obtains the written consent of these local governments. In this case, the dollar value of these services, items, activities or capabilities must be a minimum of 80% of the federal award amount. This same requirement applies to the 25% that must be passed through to rural areas. To meet the 25% rural pass-through requirement, the eligible subrecipient must be a local government entity within a rural area (a jurisdiction with a population of less than 50,000 individuals). **Management and Administrative (M&A)** funding must be included in the PW. Up to 5% of the Federal Award Amount can be retained for M&A purposes. Remove blank project rows and example text from tab before submission. Data is populated throughout the tabs for reference of how to complete form. Ensure all formulas and totals are aligned under **Total Project Costs.**	Project Information
Project Implementation	This worksheet requires outlining key project activities and tasks associated with each project identified in the IJ. For application, the estimated start and completion dates (**by calendar quarter**) should be included on the schedule. This sheet should also be used for quarterly reporting on grant activities. For progress reporting purposes, the actual start and completion dates (**by calendar quarter**) should be included on the schedule. If you indicated on the IJ that the project(s) address equity considerations and/or the impacts of climate change, please explain how in the space provided on this schedule. Include the tasks associated with the project that directly address equity and/or the impacts of climate change. **Please note that the Project Implementation Tab does not have any character limits**	Project Implementation

- Data is pulled from multiple cells throughout the PW. Remove blank rows in Baseline Project Information and Project Implementation Tabs to ensure accuracy in data input.

Baseline Project Information

Baseline Project Information: Color Code

- **Blue** – Federal amount (whole dollars only).
- **Green** – POETE subtotal, local pass-through and rural pass-through requirements.
- **Orange** – Pass-through requirements and cost share (whole dollars only).
- **Yellow** – Total project costs (Federal + Cost Share) (whole dollars only).

Baseline Project Information: Project Details

- Projects will be programmatically reviewed and approved by CISA before FEMA conducts project budget reviews. Project details in this worksheet should match exactly to each submitted IJ. Incomplete or inaccurate information could delay the approval or release of funding for related projects.

- Please include the corresponding FY 2023 SLCGP objective, project name, the project's alignment to the 16 required elements of the cybersecurity plan, project description, zip code (for the physical location for the state/territory project), primary core capability, and sustain or build (if applicable).

- Information related to the 16 required cybersecurity elements is detailed in Appendix C, "Cybersecurity Plan" of the NOFO.

State/Local/County Agency Name	Investment	Project Name	Project Alignment to 16 Required Cybersecurity Elements	Project Description	Project Location (ZIP Code)	Primary Core Capability	Sustain or Build
State XXXX	Objective 1: Governance and Planning					Cybersecurity	Build
State XXXX	Objective 2: Assessment and Evaluation					Cybersecurity	Build
State XXXX	Objective 3: Mitigation					Cybersecurity	Build
State XXXX	Objective 4: Workforce Development					Cybersecurity	Build
State SAA	Management and Administration (M&A) (Up to 5% of the Federal Award Amount)	Management and Administration (M&A)	N/A	Funding to provide for the administration, oversight, compliance of the grant award.		Cybersecurity	Build

fx ='Project Implementation'!A2

Baseline Project Information: POETE

I	J	K	L	M	N
Planning	**Organization**	**Equipment**	**Training**	**Exercises**	**POETE Subtotal**
$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0
N/A	N/A	N/A	N/A	N/A	$0
$0	**$0**	**$0**	**$0**	**$0**	**$0**

- Amounts should be entered in Columns I through N for the breakdown of the project funding by the Planning, Organization, Equipment, Training, or Exercises (POETE) Solution Areas.

- Additional information related to POETE Solution Areas for Investments is detailed in Appendix D, "POETE Solution Areas for Investments" of the NOFO.

- Column N calculates the SUM of Columns I - M.

Baseline Project Information: Pass-Through Requirements and Cost Share

	O	P	Q	R	S	T	U
	80% Local Pass-Through Amount (subawards to Local Government)	***Value of the SAA's Pass-Through Services, Solutions, etc. for Local Government (If amount entered in Column O, do NOT enter amount in Column P)**	**25% Rural Pass-Through Amount (subawards to Local Jurisdictions in Rural Communities- less than 50,000 population)**	***'Value of the SAA's Pass-Through Services, Solutions, etc. to Rural Communities (If amount entered in Column Q, do NOT enter amount in Column R)**	**Federal Amount (whole dollars only)**	**Cost Share (whole dollars only)***	**Total Project Costs (Federal + Cost Share) (whole dollars only)**
	$0	$0	$0	$0	$100	$5	$105
	$0	$0	$0	$0	$120	$10	$130
	$0	$0	$0	$0	$140	$15	$155
	$0	$0	$0	$0	$160	$20	$180
	$0	$0	$0	$0	$0	$0	$0
	N/A	N/A	N/A	N/A	$0	$0	$0
					$520	$50	$570

Baseline Project Information: Pass-Through – Subgrant Awards
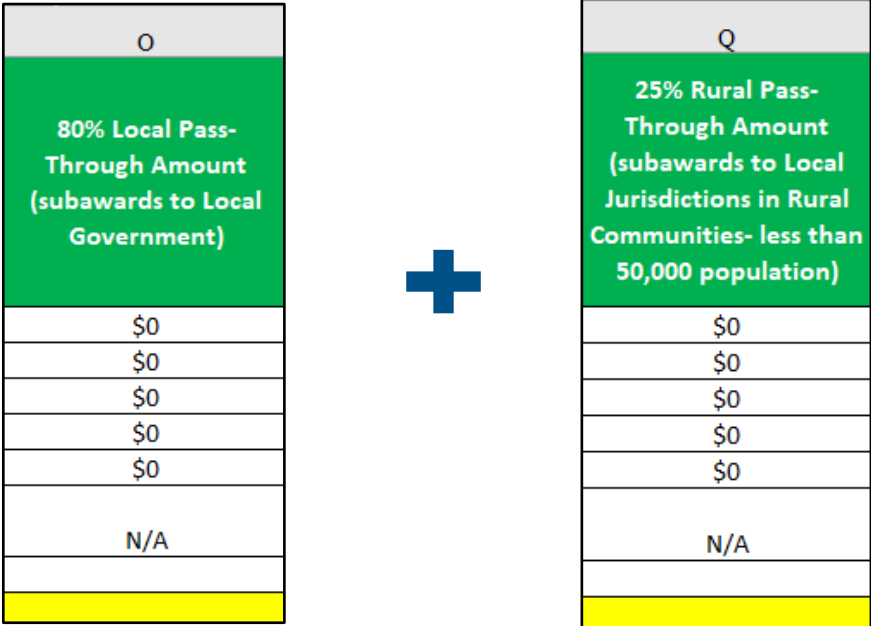
- **80%** of the state or territory federal award amount must be passed through to **local governments.**

- **25%** of the state or territory federal award amount must be passed through to local jurisdictions in **rural areas** (less than 50,000 population).

- Dollar amounts in Columns O and Q reflect the Subgrant Award Amounts passed through from the SAA to Local Governments (Column O) and Rural Areas (Column Q).

  - Do <u>NOT</u> include value of pass-through services, solution, etc. here.

Baseline Project Information: Pass-Through – Services, Solutions, etc.

P
*Value of the SAA's Pass-Through Services, Solutions, etc. for Local Government (If amount entered in Column O, do NOT enter amount in Column P)
$0
$0
$0
$0
$0
N/A

+

R
*'Value of the SAA's Pass-Through Services, Solutions, etc. to Rural Communities (If amount entered in Column Q, do NOT enter amount in Column R)
$0
$0
$0
$0
$0
N/A

- SAAs may pass through items, services, capabilities, or activities on a state-wide basis to all local governments and rural areas in lieu of funding.

- Dollar amounts in Columns P and R relate to the **Value** of the SAA's pass-through services, solutions, benefits, etc. for Local Governments (Column P) and Rural Areas (Column R).

  - Do <u>NOT</u> include Subaward Award Amounts here.

Baseline Project Information: Cost Share

	fx	=SUM(S2:T2)

O	P	Q	R	S	T	U
80% Local Pass-Through Amount (subawards to Local Government)	*Value of the SAA's Pass-Through Services, Solutions, etc. for Local Government (If amount entered in Column O, do NOT enter amount in Column P)	25% Rural Pass-Through Amount (subawards to Local Jurisdictions in Rural Communities- less than 50,000 population)	*'Value of the SAA's Pass-Through Services, Solutions, etc. to Rural Communities (If amount entered in Column Q, do NOT enter amount in Column R)	Federal Amount (whole dollars only)	Cost Share (whole dollars only)*	Total Project Costs (Federal + Cost Share) (whole dollars only)
$0	$0	$0	$0	$100	$5	$105
$0	$0	$0	$0	$120	$10	$130
$0	$0	$0	$0	$140	$15	$155
$0	$0	$0	$0	$160	$20	$180
$0	$0	$0	$0	$0	$0	$0
N/A	N/A	N/A	N/A	$0	$0	$0
				$520	$50	$570

- Total Project Costs (Column U) is the = SUM of Columns S and T. **Input is not required in Column U.** Cell will populate automatically after a number is entered for Federal Amount and Cost Share in Columns S and T.

- Please provide the source of cost-share: Hard Match and Soft Match in Column T, Row 15.

  - Example of Hard (Cash): State or local general funds.

  - Example of Soft (In-kind): Contributions of salary, travel, equipment, supplies and other budget areas that are from third party sources (in compliance with 2 CFR 200.306) and include voluntary contributions.

Project Implementation

Project Implementation

- Data input in Column A in the Project Implementation Tab will automatically populate in the corresponding Column A Tab for the Baseline Project Information.

- Columns E through H provide markers on project execution and must not be skipped. Enter the anticipated start and end date for each project (MM/YYYY).

A	B	C	D	E	F	G	H	I	J
State/Local/County Agency Name (No Character Limit)	Investment (No Character Limit)	Project Name (No Character Limit)	Project Description (No Character Limit)	Does the Project Support a Previously Awarded Investment? Yes or No	If yes, from which year?	If Yes, which investment?	Project Management Step	Start Date	End Date
State XXXX	Objective 1: Governance and Planning								
State XXXX	Objective 2: Assessment and Evaluation								
State XXXX	Objective 3: Mitigation								
State XXXX	Objective 4: Workforce Development								
State SAA	Management and Administration (M&A)	Management and Administration (M&A)	Funding to provide for the administration, oversight, compliance of the grant award.	No	N/A	N/A	N/A	N/A	N/A

Project Implementation

- Columns K and L <u>pull data</u> from Columns S and T from the **Baseline Project Information tab.** Do not erase the formulas in Columns K and L.

  - □ Formula:

    - Column K: `='Baseline Project Information'!S2`

    - Column L: `='Baseline Project Information'!T2`

- Column M is the SUM of Columns K and L.

  - □ Formula:

    - Column M: `=SUM(K2,L2)`

- Applicants ensure the costs in Columns K through M match Columns S through U in the **Baseline Project Information Tab.**

K	L	M
Federal Amount (whole dollars only)	Cost Share (whole dollars only)	Total Project Costs (Federal + Cost Share) (whole dollars only)
$100	$5	$105
$120	$10	$130
$140	$15	$155
$160	$20	$180
$0	$0	$0
$0	$0	$0
$520	$50	$570

FEMA

SLCGP Grant Program Contact Information and Resources

- Lisa Nine, Senior Program Analyst and Team Lead: 202-706-3176, Lisa.Nine@fema.dhs.gov, R10

    - Amanda Carver, Preparedness Officer: 202-368-8197, Amanda.Carver@fema.dhs.gov: R6, R7, R8

    - Amanda Lemminga, Preparedness Officer: 202-924-3436, Amanda.Lemminga@fema.dhs.gov: R2, R3,R4

    - Jennifer Havas Joy, Preparedness Officer: 771-217-7053, Jennifer.Havasjoy@fema.dhs.gov: R1, R5, R9

- SLCGP Mailbox: FEMA-SLCGP@fema.dhs.gov

- State and Local Cybersecurity Grant Program | FEMA.gov

Thank you!