FY 2023 Tribal Cybersecurity Grant Program (TCGP)
Project Worksheet User Guide

September 2023

General Information

- This User Guide is intended to help applicants complete the FY 2023 TCGP 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 is a Microsoft Excel spreadsheet which is currently in draft format; **this spreadsheet should be completed by tribal applicants as part of the TCGP application.** 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 Cont'd

- Acronyms:
  - **FEMA:** Federal Emergency Management Agency
  - **IJ:** Investment Justification
  - **NOFO:** Notice of Funding Opportunity
  - **POETE:** Planning, Organization, Equipment, Training, Exercises
  - **PW:** Project Worksheet
  - **ND Grants:** Non-Disaster Grants System
 - **TCGP:** Tribal 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 and right in the worksheet.
- Spell Check functionality is unavailable in Excel.
- Do NOT delete cells with formulas.
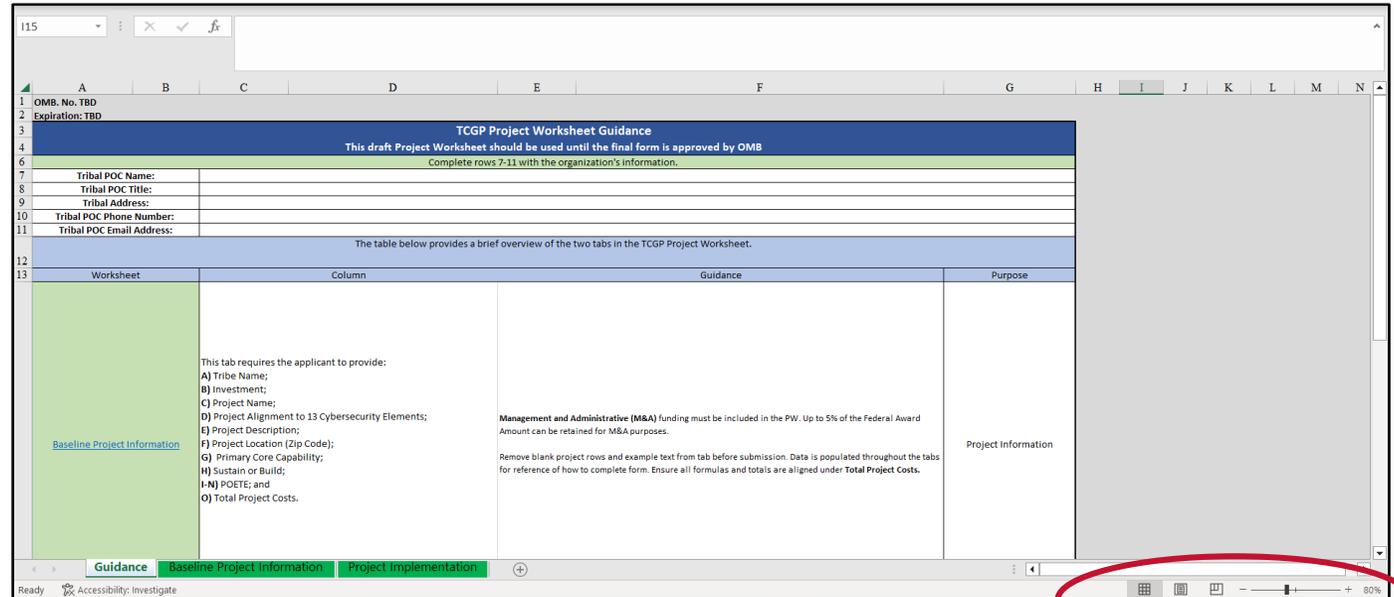
Excel Tips Cont'd

- 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.
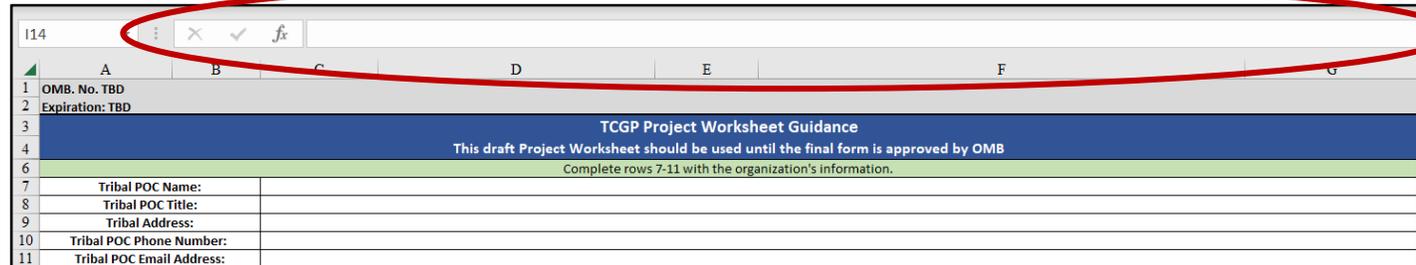
- Resizing Cells
  - If the text entered in a cell does not fit with the cell's existing size, hover your cursor over the line between the rows or columns you wish to expand. When your cursor changes, drag the cell to the desired height and/or width.

Guidance Tab

Guidance Tab

- Tribal POC Name: Please enter the first and last name of the designated tribal point of contact (POC).
- Tribal POC Title: Please enter the role and/or title of the tribal POC.
- Tribal Address: Please enter the full mailing address for the tribe, including city, state, and zip code.
- Tribal POC Phone Number: Please enter the full phone number for the tribal POC in the following format (XXX) XXX-XXXX.
- Tribal POC Email Address: Please enter the email address of the tribal POC; this should match the contact information within the ND Grants System.

TCGP Project Worksheet Guidance	
This draft Project Worksheet should be used until the final form is approved by OMB	
Complete rows 7-11 with the organization's information.	
Tribal POC Name:	
Tribal POC Title:	
Tribal Address:	
Tribal POC Phone Number:	
Tribal POC Email Address:	

Guidance Tab Cont'd

- 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.

Worksheet	Column	Guidance	Purpose
		The table below provides a brief overview of the two tabs in the TCGP Project Worksheet.	
Baseline Project Information	This tab requires the applicant to provide: **A)** Tribe Name; **B)** Investment; **C)** Project Name; **D)** Project Alignment to 16 Cybersecurity Elements; **E)** Project Description; **F)** Project Location (Zip Code); **G)** Primary Core Capability; **H)** Sustain or Build; **I-N)** POETE; and **O)** Total Project Costs.	**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

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Baseline Project Information

Baseline Project Information: Color Code

- **Blue** – Federal amount (whole dollars only).
- **Green** – Planning, Organization, Equipment, Training, or Exercises (POETE) subtotal
- **Yellow** – Total project costs (Federal Amount) (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 TCGP 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 project), primary core capability, and sustain or build (if applicable).

- Information related to the 13 Required Cybersecurity Elements is detailed in **Appendix C** of the funding opportunity.

Tribe Name	Investment	Project Name	Project Alignment to 13 Required Cybersecurity Elements	Project Description	Project Location (ZIP Code)	Primary Core Capability	Sustain or Build
Tribe XXXX	Objective 1: Governance and Planning					Cybersecurity	Build
Tribe XXXX	Objective 2: Assessment and Evaluation					Cybersecurity	Build
Tribe XXXX	Objective 3: Mitigation					Cybersecurity	Build
Tribe XXXX	Objective 4: Workforce Development					Cybersecurity	Build
Tribe XXXX	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

- Amounts should be entered in Columns I through N for the breakdown of the project funding by the POETE Solution Areas.

- Additional information related to POETE Solution Areas for Investments is detailed in **Appendix D** of the funding opportunity.

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

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

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).

Tribal 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
Tribe XXXX	Objective 1: Governance and Planning						
Tribe XXXX	Objective 2: Assessment and Evaluation						
Tribe XXXX	Objective 3: Mitigation						
Tribe XXXX	Objective 4: Workforce Development						
Tribe XXXX	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

Project Implementation Cont'd

- Column K <u>pulls data</u> from Column O in the **Baseline Project Information tab.** Do not erase the formulas in Columns K and O.

  - □ Formula:

    - Column K: | × ✓ *fx* | ='Baseline Project Information'!O2 |

TCGP Grant Program Contact Information and Resources

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  - 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

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

- Please reference the [Tribal Cybersecurity Grant Program web page on FEMA.gov](https://FEMA.gov)

Thank you!

U.S. DEPARTMENT OF HOMELAND SECURITY

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