

FY 2023 State and Local Cybersecurity Grant Program (SLCGP) Investment Justification User Guide

July 2023



FEMA

General Information

- This guide is intended to help applicants complete the FY 2023 SLCGP Investment Justification (IJ) form and includes key tips and instructions for specific sections of the IJ in the order in which they appear on the form.
- The IJ is an approved FEMA form and, therefore, must be completed as a PDF. If a field is locked, please do not attempt to fill it.
- Acronyms:
 - **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 System
 - **POP:** Period of Performance
 - **SAA:** State Administrative Agency
 - **SLCGP:** State and Local Cybersecurity Grant Program



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Helpful Hints

- Complete all required fields prior to submission of your IJ. Incomplete submissions may delay the review and approval of associated projects and your grant application.
- Editing functionality is limited in the IJ form. Do NOT copy and paste content from Microsoft Word into the IJ form as this may result in issues with spacing and formatting during the drafting process.
- Please reach out to your assigned FEMA Preparedness Officer if you require additional technical assistance with completing this IJ. Or send an email to the SLCGP mailbox: FEMA-SLGCP@fema.dhs.gov.



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Applicant Point of Contact (POC) Information

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- **State Administrative Agency (SAA):** Agency name only, do not enter any individual names.
- **SAA POC Name:** First and last name of the designated POC.
- **SAA POC Title:** Role and/or title of the SAA POC.
- **SAA Address:** Full mailing address for the SAA, including city, state, and zip code.
- **SAA POC Phone Number:** Use the following format (XXX) XXX-XXXX.
- **SAA POC Email Address:** This should match the contact information for the SAA POC in ND Grants.
 - In the event of a new POC, please be sure to update the contact information in ND Grants.

APPLICANT POINT OF CONTACT (POC) INFORMATION	
State Administrative Agency (SAA):	
SAA POC Name:	
SAA POC Title:	
SAA Address:	
SAA POC Phone Number:	
SAA POC Email Address:	



Part I: Background for the Project Narrative

Part I: Background for the Project Narrative: I.A. and I.B.

- Each IJ must provide a **baseline** understanding of the **existing cybersecurity gaps, risks, and threats** that the applicant entity faces, and which have influenced the development of the IJ.
- The IJ must include a **summary of the current capabilities** within the applicant jurisdiction to address these threats and risks.
- The IJ should also include a description of **how the proposed project addresses gaps** and/or **sustainment** in the approved Cybersecurity Plan.
- The IJ should include **implementation planning data** to assist in project management.
- Additional information on cybersecurity gaps, risks and threats is detailed in Appendix C, “Cybersecurity Plan” of the NOFO.

PART I. BACKGROUND FOR PROJECT NARRATIVE	
I. A. Provide a baseline understanding of the existing cybersecurity gaps, risks, and threats that the applicant entity faces which have influenced the development of this Investment Justification (IJ). Also, please include a summary of the current capabilities within the applicant jurisdiction to address these threats and risks.	
I. B. Describe how this IJ and the associated project(s) addresses gaps and/or sustainment in the approved Cybersecurity Plan.	



Part II: Specific Investment Information

Part II: Specific Investment Information: II.A. and II.B.

- **II. A. Investment Name:** Enter the name of this IJ.
- **II. B. Investment Type:** Of the four (4) available SLCGP Objectives, list only the Objective Number for this IJ.
- More information related to the FY23 Goals and Objectives is detailed in Appendix A, “Goals and Objectives” in the NOFO.

PART II. SPECIFIC INVESTMENT INFORMATION	
II. A. Investment Name: Provide the Investment Name (each application will consist of up to four (4) investments):	
II. B. Investment Type: Please identify the corresponding SLCGP Objective Number for this IJ (Objective 1, 2, 3 or 4). Each objective must have at least one project.	



Part III: Project Information

Part III: Project Information: III.A. and III.B.

- **Project Name**
 - Each SLCGP Objective requires no more than one IJ and at least one project.
 - List the Project Name(s) here that matches the exact name(s) listed on the PW.

- **Project Alignment**
 - Provide a narrative description here for the alignment of the Project(s) to the 16 required elements of the Cybersecurity Plan.
 - See Appendix C, “Cybersecurity Plans” in the SLCGP NOFO, for more information.

PART III. PROJECT INFORMATION	
III. A. Project Name: Provide the name(s) of the project(s).	
III. B. Project(s) Alignment to the 16 Required Cybersecurity Elements as detailed in the NOFO: Please describe how this project(s) aligns to the cybersecurity elements in the SLCGP NOFO.	



Part IV: Project Implementation Schedule

Part IV: Project Implementation Schedule: Project Management

- The Implementation Schedule should be used to plan for the Milestones (Key Activities) for the Project(s) included in this IJ.
- For each of the Project(s) in this IJ, the applicant should include the Milestones (Key Activities) necessary to accomplish the Project(s) goals from the Cybersecurity Plan.

PART IV. PROJECT IMPLEMENTATION SCHEDULE							
<p>The implementation schedule table should be used as a planning tool for the key activities associated with each project identified in the Cybersecurity Plan. For each project and each year of the grant, the applicant should include the activities necessary to accomplish the goals of each project, as well as the estimated start and completion dates (by calendar quarter) for each activity.</p> <p>The standard definition of a project is a temporary endeavor with a defined beginning and end (usually time-constrained, and often constrained by funding or a deliverable), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. Applying this standard to projects using preparedness grant funds, a project is a related set of activities and purchases supporting the building or sustaining of core capabilities; and is associated with a single entity responsible for execution.</p> <p>This approach will allow CISA/FEMA and applicants to categorize the grant-funded project as a discrete unit for post-award management, reporting, and monitoring purposes. The main steps and processes of the Project Management Lifecycle are Initiate, Execute, Control, Close Out.</p> <ol style="list-style-type: none"> Initiate: The authorization to begin work or resume work on any particular activity. Execute: The period within the project life cycle during which the actual work of creating the project's deliverables is carried out. Control: A mechanism which reacts to the current project status to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring. Close Out: The completion of all work on a project. Can also refer to completion of a phase of the project. <p>For additional information on the Project Management Lifecycle, please visit Project Management Institute's (PMI) <i>A Guide to the Project Management Body of Knowledge (PMBOK Guide)</i> at http://www.pmi.org/PMBOK-Guide-and-Standards.aspx. Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, <i>The Standard for Project Management of a Project</i>.</p>							
Appendix A: Identify up to ten projects/activities, with start and end dates, which will be implemented during the period of performance							
Project Name (100 Character Max)	Funding Amount	Project Management	Dates (Month/Year)		Milestone 1	Milestone 2	Milestone 3
			Start	End			
Example: Incident Plans & Exercises	\$150,000.00	Initiate	07/2023	01/2024			



Part IV: Project Implementation Schedule: Implementation

1. **Project Name:** Each Project(s) in this IJ should have its own cell; do not enter multiple project names within one cell.
2. **Funding Amount (Federal Amount only):** Enter the total Federal Amount, in whole numbers, for each Project(s) in this IJ.
3. **Project Management:** Enter only one step of the Project Management Lifecycle: (Initiate, Execute, Control, Close Out).
4. **Dates:** Enter estimated Start and End Dates for the completion of the Milestones (by calendar quarter) throughout the POP.

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			Start	End			
Example: Incident Plans & Exercises	\$150,000.00	Initiate	07/2023	01/2024			



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](https://www.fema.gov/state-and-local-cybersecurity-grant-program)



Thank you!



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