

# FY 2023 STATE & LOCAL CYBERSECURITY GRANT PROGRAM

## LOCAL GOVERNMENT INVESTMENT JUSTIFICATION FORM

Before completing your FY 2023 State & Local Cybersecurity Grant Program (SLCGP) Local Government Investment Justification Form, please read this Instruction Page and the Notice of Funding Opportunity (NOFO). Information specific to the grant criteria and guidelines is contained within those documents. Also, please ensure your projects are in alignment with the Nationwide Cybersecurity Review (NCSR) Assessment. Applications must be complete and correct in order to be approved. All links are "clickable" and linked to desired items.

When possible, please consolidate like projects and then consolidate in the Equipment, Training, Exercise, Planning and Organizational Activities sections for the respective entities.

- **PROJECT DETAIL SHEET:**

**County/City Name (Legal entity name as it appears in Edison)** - This is a fillable field.

**Project Title** - Assign the project a brief descriptive title (e.g., County Elections Security)

**Total Project Cost** - This block will auto-populate the dollar sign and commas, all that is required to be entered are the dollar and cent amounts.

**Date Prepared** - Please "click" the box for the calendar drop-down; if your version does not allow for this please type the date in.

**Person Preparing Form** - Please type the name of the person completing the form.

**Project Description** - When completing the project description, please articulate: what Core Capabilities your project(s) are addressing; what needs or gaps your projects are addressing (e.g., Training, Equipment & Capital Expenses, Awareness Campaigns, Planning, Exercises, (etc.); and who will receive/manage the project(s). Please keep the project(s) in alignment with the State Cybersecurity Plan and 16 Elements of the grant. You DO NOT need to include pricing information or list every item contained in a kit. There are 6 project sheets and AEL lists. If you need more please contact [CyberSafeTN@tn.gov](mailto:CyberSafeTN@tn.gov) for assistance.

**Total Cost for Project** - This auto-populates commas and the dollar sign, please just enter dollar and cents amount.

**Cost Sharing** - The federal government covers 80% of the project costs, and the state provides the remaining 20%. You are not required to contribute to the cost share. Your only responsibility is to follow invoice instructions through the cost-reimbursement process managed by the state.

**Licensing Option:** - If applying for no-cost software licensing in lieu of direct funding, either CrowdStrike Falcon Complete - Endpoint Detection and Response software and/or InfoSec Security Awareness Training, please detail how many licenses are needed for each solution in the project detail sheet. A cost estimate is not needed for licensing.

- **GRANT AUTHORIZED EQUIPMENT LIST (AEL)** - Please ensure the AEL number is correct and list the title of the item as in the AEL. The link on the AEL Sheet is to the current AEL for this grant cycle.

<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

- **EXPENSE SECTIONS** - The EXPENSE SECTIONS for each of the different solution areas: Equipment, Training, Exercise, Planning and Organizational Activities have drop-down categories, and the dollar amounts auto-populate the dollar sign and commas. The other Totals will auto-populate and track your entries as you complete the form, these totals should all match when completed. Select the appropriate solution area which corresponds to your projects and enter the amount of funding being assigned to each allowable cost category and/or program.

You DO NOT need to complete a separate Expense Section for each project. To reduce application length, please combine your project costs under the appropriate entity and in the correct category:

**LE** - Law enforcement entity; **FS** - Fire ~Services; **EMA** - Emergency Management Agency; **EMS** - Emergency Medical Services; **EDU** - Education entity; **G/A** - Government and Administration.

When you have completed your application, please email to [CyberSafeTN@tn.gov](mailto:CyberSafeTN@tn.gov).

The deadline to submit your application is November 27, 2024.

If at any time during the process you have a question or need assistance with the forms, please contact STS by emailing [CyberSafeTN@tn.gov](mailto:CyberSafeTN@tn.gov).

Thank you.

# FY 2023 STATE & LOCAL CYBERSECURITY GRANT PROGRAM PROJECT APPLICATION INSTRUCTIONS

## Grant Applicant Information Page

Please include this cover page with your application.

The deadline to submit your application is November 27, 2024.

1. **Legal Entity Name:** (County/City Name exactly as it appears in Edison).
2. **Mailing Address:**
3. **Edison Supplier/Vendor ID:** ([click here](#) to find supplier ID or register)
4. **Unique Entity Identifier (UEI):** (found in SAM.gov)
5. **Signatory Authority:** name and email address of the entity's signatory.

# PROJECT DETAIL SHEET 2023

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Project Title:

Total Project Cost:

Date Prepared:

Prepared By:

Email:

Phone:

Project Description:

\*\*\*NOTE\*\*\* If you have any questions at all regarding equipment and training eligibility or the Expense Section, please email [CyberSafeTN@tn.gov](mailto:CyberSafeTN@tn.gov). On the Expense Section first page - the Total Award is the sum of all your Total Project Costs (see above). The Total All Expense Sheets will auto calculate what you enter - these two should match.

## GRANT AUTHORIZED EQUIPMENT LIST ITEMS

<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

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Total Project Cost:

Project Description:

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Total Project Cost:

Project Description:

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EQUIPMENT EXPENSE

	LE	FS	EMA	EMS	EDU	G/A	
Cybersecurity Enhancement							
Physical Security Enhancement							
Information Technology (IT)							

Total Requested Amount:

**TRAINING EXPENSE**

LE

FS

EMA

EMS

EDU

G/A

Training/Workshops/Conference							

Total Requested Amount:

**Overtime & Backfill:** Please refer to the current NOFO to ensure compliance with the grant guidelines and allowable expenses. Rule of Thumb - authorized for personnel attending DHS/FEMA approved training.

**ORGANIZATIONAL ACTIVITIES**

LE

FS

EMA

EMS

EDU

G/A

Contractors & Consultants							

Total Requested Amount:

**Operational Expenses:** For increased security measures at critical infrastructure sites (up to 50% of allocation).

**Overtime:** For information, investigative and intelligence sharing activities associated with the Fusion Center (up to 50% of allocation).

**Contractors/Consultants:** For hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of allocation).

If in doubt - please refer to the current NOFO or contact [CyberSafeTN@tn.gov](mailto:CyberSafeTN@tn.gov) for assistance.

**PLANNING EXPENSE**

	LE	FS	EMA	EMS	EDU	G/A	
Develop/Conduct Assessments							

Total Requested Amount:

*Not for the purpose of hiring public safety personnel fulfilling traditional public safety duties.*

**EXERCISE EXPENSE**

	LE	FS	EMA	EMS	EDU	G/A	
Design/Dev/Conduct/Eval							

Total Requested Amount:

*Overtime and backfill costs including expenses for part-time and volunteer emergency personnel participating in DHS/FEMA approved exercises.*

*If in doubt - please refer to the current NOFO or contact [CyberSafeTN@tn.gov](mailto:CyberSafeTN@tn.gov) for assistance.*