

State and Local Cybersecurity Grant Program (SLCGP) Fiscal Year 2023 Application Instructions

Section 1: Organization Overview

In this section of the application, you must submit your answers as they are recorded within the WVOASIS system. This allows for a smoother application process and ensures less issues with the State Auditor's Office if the application is selected for funding.

The Unique Entity Identifier (UEI) is required by all organizations to receive any federal grant funds. As such, if your organization does not have this, you will need to login to www.sam.gov to obtain the 12-digit alphanumeric code.

If your organization's OASIS number has no leading characters (i.e., VC, etc.), you can enter the last six digits of the number and leave off all the leading zeroes.

Eligible Entities

As per the most recent Notice of Funding Opportunity, eligible subrecipients include local governments and do not include nonprofit and for-profit organizations. Section 2(13) of the Homeland Security Act of 2002 (codified as amended at 6 U.S.C. § 101(13)) defines a local government as:

- a. A county, municipality, city, town, village, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government.
- b. An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
- c. A rural community, unincorporated town or village, or other public entity.

Furthermore, a public educational institution (e.g., elementary school, secondary school, or institution of higher education) is generally eligible to receive assistance under SLCGP if it is an agency or instrumentality of a state or local government under state and/or local law. In contrast, a private educational institution would not be eligible to receive SLCGP assistance because it is not an agency or instrumentality of a state or local government. "Assistance" means either funding, non-funding assistance (i.e., items, services,

capabilities, or activities), or a combination of both. The eligibility of charter schools depends on the function of the charter school—it will be eligible if, and only if, it is an agency or an instrumentality of the state or local government.

Local and Rural Pass-Through Requirements

The SLCGP has certain requirements regarding the expenditure of grant funds. At least 80% of the award must be expended via local subawards. Only up to 20% of the grant funding can be used for State projects, which include the state funded institutions of higher education and community and technical colleges. There is an additional 25% minimum spending requirement for rural areas (of the 80% set aside for local awards). To simplify this process, the State of West Virginia has chosen to use county population to assess whether the local government entity is considered within a rural area, which is defined as 50,000 or less population level. The following counties DO NOT qualify as rural areas per the SLCGP regulations: Kanawha, Berkeley, Monongalia, Cabell, Wood, Raleigh, Harrison, Jefferson, Mercer, Putnam, and Marion.

Water and Sewer Utilities

As the most likely critical infrastructure that comes under the jurisdiction of local government, water and sewer utilities can be considered for grant funding.

Section 2: Organization Technical and Cybersecurity Posture

The information in this section helps the Selection Committee get a better picture of where the organization is in relation to their needs and capabilities due to budgetary and personnel levels. Knowledge of the technical aspects of the organization also helps determine the internal capabilities of the organization and where potential points of failure may need to be addressed.

Each application will be required to have completed a Mini Risk Assessment (attach copy) for the Selection Committee to make better informed decisions on whether the project will close capability gaps in the organization's cybersecurity infrastructure or provide the services needed. If the organization has previously had a cybersecurity assessment, or has one scheduled, this information is also helpful to know.

While technology is important for the overall cybersecurity of an organization, the people within the organization can be the most vulnerable and susceptible aspects of security. To this end, it is important for all organizations to have written policies which all employees follow.

Section 3: Project Contact Information

There are three key people required for each project. Two of these need to be listed on the application and are the main contacts that will be responsible for the paperwork, milestones, procurement, reporting, and requests for reimbursements of the project. The Project Manager is the main point of contact for the project and will be the first line of communication with the Grant Staff at WVEMD. The Fiscal Officer will be responsible for making certain that all payments are properly accounted for within the organization and would be a secondary point of contact for the project, in cases where the Project Manager was not available. Also, the Fiscal Officer will help prepare and submit reimbursement forms for the grant project. The third individual is the Authorized Official, which is the top-level official with the authority to enter into a grant agreement for the organization (e.g., County Commission President, etc.). Please note that there must be three separate individuals to fill these roles to ensure proper segregation of duties.

Section 4: Project Details

The project title should be descriptive enough to encapsulate the overall scope of the project, but not so cumbersome as to be easily forgotten. For example, Star City Firewall Enhancement would be an acceptable title for a project.

The Project Description should be a detailed accounting of what the overall project intends to accomplish, with a short description of equipment, services, or training needs that will close the capability gaps identified through your risk assessments. Cost information is not needed in this section as there will be a line-item budget breakdown later in the application where this data will be captured (as well as the attachment of quotes with the application submission).

Required Elements

All projects submitted for funding must align with the requirements of the SLCGP regulations and the WV Cyber Plan. While most projects will align with more than one of these elements, a project must align with at least one of the elements or it will be considered unallowable under grant guidance.

Project Significance

In this part, explain why this capability gap or risk is the most important one to address with immediacy as compared to other potential risks or needs.

Implementation Plan

In this section, information regarding the initial plan for the project needs to be captured. First, is this project continuing to build upon a previously awarded project through SLCGP? When is the earliest that you believe authorization from your Authorized Official will occur and what timeframe do you believe the actual work will be performed for the project?

At least three major milestones are needed for each project which should highlight from the initial project start through the completion of all work and the assessment of whether the project met the needs of the organization.

Sustainability

In this portion of the application, the questions highlight the ability of the organization to continue to fund and operate once grant funding has been expended. While it is imperative that cybersecurity risks are mitigated, some services can easily become cost prohibitive for smaller jurisdictions, and this must be a consideration when scoping out projects.

Budgetary Breakdown

Here all items required for the project must be entered, along with associated quantities and costs. The FEMA Authorized Equipment List number must also be logged to determine whether the items are allowable under the SLCGP regulations. When searching the website for the [AEL](#), almost all items allowable under this grant will be found in sections 04 & 05. If you have any questions, please reach out to the Homeland Security State Administrative Agency at HSSAA@wv.gov for assistance.

If there will be any ground, wall, or any other disturbance involved in this project, such as the securing of a new server rack, there is an additional process that FEMA requires known as the Environmental and Historical Preservation (EHP) Screening. Please note that no project work can begin without the authorization of FEMA, so it is incredibly important that these forms be completed and filed as quickly as feasible, once received.

The last part of the budget portion of the application is regarding the procurement method used by the organization. For context, there are certain federal requirements under 2 CFR that govern the use of federal funds. Because of these requirements, the most stringent procurement method between federal, state, and local level must be adhered to when purchasing. These questions help the Selection Committee to determine whether proper procedures have been followed.

Final Sections:

The last few sections of the FY23 SLCGP application highlight some of the requirements, if funded, that the organization will be held to. It should be noted that the CISA services and MS-ISAC membership are free of cost and are highly recommended even if the project is not funded.

The initial Conditions and Assurances are a small sample of the full Conditions and Assurances that the organization will need to adhere to if selected for funding. These are based on the U.S. Department of Homeland Security, FEMA, and CISA requirements for federal funding and are necessary to accept federal assistance under the grant.

The last page of the application is a checklist of all the attachments that must be submitted with the application for consideration for funding.

If you have any questions, please contact HSSAA@wv.gov or CSO@wv.gov regarding your project.