

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	<p>This tab requires the applicant to provide:</p> <ul style="list-style-type: none"> 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 	<p>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)</p> <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)</p> <p>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.</p> <p>Column T: Please include source of Cost Share (Hard Share vs. Soft Share)</p> <p>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).</p> <p>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.</p> <p>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.</p>	<p>Project Information</p>
Project Implementation	<p>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</p>		<p>Project Implementation</p>

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 6 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0156) NOTE: Do not send your completed form to this address.

PRIVACY NOTICE

GENERAL: This information is being collected for the primary purpose of determining eligibility and administration of SSP and to ensure compliance with existing laws and regulations regarding SSP.

AUTHORITY: The collection of this information is authorized by the Consolidated Appropriations Act, 2023 and 2 CFR Part 200.

USES AND SHARING: FEMA will not share the information collected from POCs, including personally identifiable information, outside of the collecting agency. Further information regarding FEMA's use and sharing of information can be found within the DHS/FEMA/PIA-013 Grant Management Programs Privacy Impact Assessment. The Department's list of Privacy Impact Assessments can be found on the Department's website at <https://www.dhs.gov/privacy-impact-assessments>.

EFFECTS OF NONDISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the organization from receiving grant funding.

State/Local/County Agency Name	Investment	Project Name	Project Alignment to 16 Required Cybersecurity Elements	Project Description
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) (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.

*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	\$100	\$5	\$105
\$0	\$0	\$0	\$120	\$10	\$130
\$0	\$0	\$0	\$140	\$15	\$155
\$0	\$0	\$0	\$160	\$20	\$180
\$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
\$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	\$0	\$0	\$0
			\$520	\$50	\$570

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?
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

Project Management Step	Start Date	End Date	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
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
N/A	N/A	N/A	\$0	\$0	\$0
			\$520	\$50	\$570