

SLCGP Project Worksheet Overview

Complete rows 5-15 with the information for the SLCGP award and SAA organization. Replace the instructive language with the appropriate information.

Award Number	EMW-20XX-CY-XXXXX
Project Worksheet Submission #	The first project worksheet submission is at time of application and therefore would be (#1). Subsequent submissions for revisions or additional projects would be sequential (e.g., #2, #3, etc.).
Federal Fiscal Year:	FY 2022
Federal Award Amount:	
Total Cost Share Amount:	
State Administrative Agency (SAA)	
SAA POC Name:	
SAA POC Title:	
SAA Address:	
SAA POC Phone Number:	
SAA POC Email Address:	

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 SLCGP and to ensure compliance with existing laws and regulations regarding SLCGP.
 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.

Below provides instructions for the Baseline Project Information Tab in the SLCGP Project Worksheet.

FOR APPLICATION PURPOSES ONLY: PLEASE ENTER THE DOLLAR AMOUNTS IN WHOLE DOLLARS ONLY-NO DOLLARS AND CENTS.

FOR POST-AWARD PURPOSES: DOLLAR AMOUNTS CAN BE ENTERED IN DOLLARS AND CENTS.

Tab	Column	Instructions
Baseline Project Ta	Column A) State/Territory/Local Agency Name	Enter in State/Territory/Local government entity name.
	Column B) Investment (Objective #)	List the Investment's applicable Objective # in which the project is associated.
	Column C) Project Name	Enter in the project title.
	Column D) Project Alignment to Plan's 16 Cybersecurity Elements	List which of the Plan's 16 required elements this project aligns (e.g., 1, 5, 10).
	Column E) Project Description	Please enter the project description in this cell. There are no character limits for the description.
	Column F) Project Location (Zip Code)	List the zip code for the physical location of the Project.
	Column G) Primary Core Capability	Enter in Cybersecurity .
	Column H) Sustain or Build	Please list if the project will be used to Sustain or Build capabilities.
	Column I-M) POETE	Enter the total project dollar amount (federal amount plus cost share, as applicable) for the Planning, Organization, Equipment, Training, and Exercise category(s) associated with each Investment (Columns I-M).
	Column N) POETE Subtotal	Do NOT manually enter any value in this cell. Column N totals values entered into Columns I-M.
	Column O) State Projects (up to 20%)	Enter the Dollar amount allocated to State projects (up to 20%).
	Column P) Local Pass-Through Amount (80%)	Enter the Dollar amount of the SAA's Subgrant (Awarded Projects) to the LOCAL government entity. This number should INCLUDE the pass through to the rural areas.
	Column Q) Rural Pass-Through Amount (25%)	Enter the Dollar amount of the SAA's Subgrant (Awarded Projects) to a Local government entity within a RURAL area (population less than 50,000). The pass-through to rural areas is a part of the overall 80% local pass-through. If the project does not include funding for rural areas, enter \$0.
	Column R) Value of the 80% Local Pass-Through in Services	Enter the Dollar value of the SAA's Pass-Through Services, Solutions, etc. for LOCAL government entities. This number should INCLUDE the pass-through to the rural areas.
	Column S) Value of the 25% Rural Pass-Through in Services	Enter the Dollar value of the SAA's Pass-Through Services, Solutions, etc. for local government entities within a RURAL areas. The pass-through of services to rural areas is a part of the overall 80% local pass-through. If the project does not include services for rural areas, enter \$0.
	Column T) Do you have an approved Cost Share Waiver?	In the associated cells under column U, there is a drop down menu that will give you the option to enter in Yes/No. Choose one of the two options.
	Column U) Federal Amount	Do NOT manually enter any value in this cell. The Federal Amount is automatically calculated based on the total project costs captured in column N (POETE subtotal).
Column V) Cost Share	Do NOT manually enter any value in this cell. The Cost Share is automatically calculated based on the total project costs captured in column N (POETE subtotal) and the yes/no entered into Column T.	
Column W) Total Project Costs	Do NOT manually enter any value in this cell. The Total Project Costs are automatically calculated based on the total project costs captured in column N (POETE subtotal)	

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).

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.

State/Territory/Local Agency Name	Investment (Objective #)	Project Name	Project Alignment to which of the Plan's 16 Required Cybersecurity Elements	Project Description
State/Territory XXX	e.g. (Objective 3, Security Protections)	IJ 1 Endpoint Detection		
State/Territory XXX	e.g. (Objective 4, Training)	IJ 2 Cybersecurity Subgrant Statewide Training		
State/Territory 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.

Project Location (ZIP Code)	Primary Core Capability	Sustain or Build	Planning	Organization	Equipment	Training	Exercises
			\$ 707,070.00	\$ -	\$ 5.00	\$ 5.00	\$ 500,000.00
			\$ 10,000.00	\$ 15,000.00	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
	Cybersecurity	Build	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 717,070.00	\$ 15,000.00	\$ 5.00	\$ 5.00	\$ 500,000.00

POETE Subtotal (Do not manually enter amount)	State Share of Award (up to 20%) Amount allocated for State Projects	80% Local Pass-Through Amount (SUBAWARDS to LOCAL Government)	25% Rural Pass-Through Amount (SUBAWARDS to LOCAL Jurisdictions in RURAL Communities- less than 50,000 population)
\$ 1,207,080.00	\$ -	\$ -	\$ -
\$ 25,000.00	\$ -	\$ 700,000.00	\$ 250,000.00
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
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\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 1,232,080.00	\$ -	\$700,000	\$250,000

*Value of the SAA's Pass-Through Services, Solutions, etc. for LOCAL Government (If dollar amount is entered in Columns P and/or Q, do not enter a dollar amount in this column)	*Value of the SAA's Pass-Through Services, Solutions, etc. to RURAL Communities (If dollar amount is entered in Columns P and/or Q, do not enter a dollar amount in this column)	Do you have an approved Cost Share Waiver? (Indicate Yes/No)	Federal Amount (Do not manually enter amount)
\$ 100,000.00	\$ 25,000.00	No	\$ 965,664.00
\$ -	\$ -	No	\$ 20,000.00
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$ -	\$ -	No	\$ -
\$100,000	\$25,000		\$985,664.00

Cost Share (Do not manually enter amount)	Total Project Costs (Federal + Cost Share) (Formula; do not manually enter)
\$ 120,708.00	\$ 1,207,080.00
\$ 2,500.00	\$ 25,000.00
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -

\$123,208.00	\$1,232,080.00
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Source of Cost-Share	Total Amount
Hard (Cash) Description	\$ - (e.g. General Fund)
Soft (in kind) Description	\$ - (e.g., the value of salaries and fringe benefits paid for with general fund monies for staff directly involved in the development of the cybersecurity plan. See the SLCGP NOFO for other examples)

This tab requires outlining constrained by funding or a is a related set of activities categorize the grant-funde

Please see below for specif

Note: /

Tab

Project Implementation



Management Body of

Below provides brief instructions for the P

key project activities and tasks associated with each project. The standard de
(a deliverable), undertaken to meet unique goals and objectives, typically to br
s and purchases supporting the building or sustaining of core capabilities; and
d project as a discrete unit for post-award management, reporting, and monit
ic instructions and information on filling out the Project Implementation Tab

Any additional line items added to the 15 available in the Baseline Project Info

Column
Column A) State/Territory/Local Agency Name
Column B) Investment Objective #
Column C) Project Name
Column D) Project Description
Column E) Does the Project Support a Previously Awarded Investment?
Column F) If yes, from which year?
Column G) If Yes, which investment?
Column H) Project Management Step
Column I) Start Date
Column J) End Date
Column K) Milestone 1

Column L) Milestone 2
Column M) Milestone 3
Column N) Federal Amount
Column O) Cost Share
Column P) Total Project Costs (Federal + Cost Share)

For additional information on the Project Management Lifecycle of Knowledge (PMBOK Guide) at [http://www.pmi.org/PMBOK-Guide-and-Standard for Pr](http://www.pmi.org/PMBOK-Guide-and-Standard-for-Pr)

Project Implementation Tab in the SLCG

Definition of a project is a temporary endeavor undertaken to create a unique product, service, or result. A project is associated with a single entity reporting purposes.

Information, please add the same amount

Do NOT manually enter any value in
Baseline Project Information Tab.

In the associated cells under column E,
project supports a previously awarded i

Enter the appropriate year of the investm

Enter in the Project name if the answer

For this column, please see below for in
the associated cells for column H, there

The main steps and processes of the Pr

1) Initiate: The authorization to begin w

2) Execute: The period within the projec
carried out.

3) Control: A mechanism which reacts t
involves planning,
measuring, monitoring, and taking corr

4) Close Out: The completion of all worl

Enter in the estimated start dates of ea

Enter in the estimated completion date:

For each project, enter the Milestones /

For each project, enter the milestones &
Plan.
Additional information on the Implemen

Do NOT manually enter any value in
Baseline Project Information Tab.

ycle, please visit [Project Management](#)
[standards.aspx](#). Specifically, applica
Project Management of a Project.

P Project Worksheet.

endeavor with a defined beginning and end (usually time-constrained, and often value. Applying this standard to projects using preparedness grant funds, a project on for execution. This approach will allow CISA/FEMA and applicants to

: to the **Project Implementation** tab and drag the formula down.

Instructions

n **these cells**. Columns A, B, C and D auto populate from columns A, B, C and E in the

there is a drop down that will allow you to select **Yes/No**. Please indicate if your investment. Choose one of the two options.

ment if the previous question in column E is answered yes.

in column E is yes.

information on each of the steps and processes of the Project Management Lifecycle. In : is a drop down. Choose the appropriate step of your investment.

object Management Lifecycle are Initiate, Execute, Control, Close Out.

work or resume work on any particular activity.

ct life cycle during which the actual work of creating the project's deliverables is

to the current project status to ensure accomplishment of project objectives. This

ective action based on the results of the monitoring.

k on a project. Can also refer to completion of a phase of the project.

ch project

s of each project

Key Activities) necessary to accomplish the Project(s) goals from the Cybersecurity

n these cells. Columns N, O, and P auto populate from Columns U, V, and W on the

nt Institute's (PMI) A Guide to the Project
nts are encouraged to reference Chapter three of the PMBOK Guide, The

State/Territory/Local Agency Name (Autopopulates from Baseline Project Information)	Investment Objective # (Autopopulates from Baseline Project Information)	Project Name (Autopopulates from Baseline Project Information)	Project Description (Autopopulates from Baseline Project Information)	Does the Project Support a Previously Awarded Investment? Yes or No
State/Territory XXX	e.g. (Objective 3, Security Protections)	IJ 1 Endpoint Detection		
State/Territory XXX	e.g. (Objective 4, Training)	IJ 2 Cybersecurity Subgrant Statewide Training		
State/Territory SAA	Management and Administration (M&A) (Up to 5% of the Federal Award Amount)	Management and Administration (M&A)	Funding to provide for the administration, oversight, compliance of the grant award.	No

If yes, from which year?	If Yes, which investment?	Project Management Step	Start Date	End Date
N/A	N/A	N/A		



