Investment Justification User Guide

FY 2024 State and Local Cybersecurity Grant Program | September 2024

FEMA

General Information

- This guide is intended to help applicants complete the FY 2024 State and Local Cybersecurity Grant Program (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.

- Please complete the IJ as a PDF. Read all instructions carefully and utilize this guide to assist in completing the form. If a field is locked, please do not attempt to fill it.

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General Information - Acronyms

- **IJ**   Investment Justification

- **NOFO**   Notice of Funding Opportunity

- **POETE**   Planning, Organization, Equipment, Training, Exercises

- **PW**   Project Worksheet

- **M&A**   Management and Administration

- **FEMA GO**   FEMA Grants Outcomes

- **POP**   Period of Performance

- **SAA**   State Administrative Agency

- **SLCGP**   State and Local Cybersecurity Grant Program
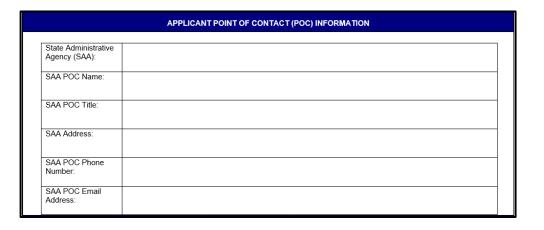
Helpful Hints

- 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

Applicant Point of Contact (POC) Information

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- **State Administrative Agency (SAA):** Please enter the name of the State Administrative Agency; do not enter any individual point of contact (POC) name.
- **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 nine-digit zip code using the following format XXXXX-XXXX.
- **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 FEMA GO.
  - In the event of a new POC, please be sure to update the contact information in FEMA GO.

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:	

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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.

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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 FY 2024 Goals and Objectives is detailed in Appendix A, "Program 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.

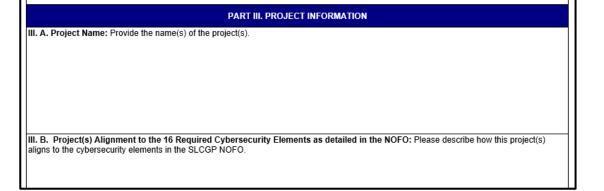FEMA

Part III: Project Information

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

III. A. Project Name

- Each SLCGP Objective requires no more than one IJ and <u>at least one project</u>.

- List the Project Name(s) here that matches the exact name(s) listed on the PW.

III. B. 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 Plan," 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.

SLCGP Grant Program Contact Information and Resources

- **Cyber Branch Chief, National Programs Division:**

    - Elizabeth Koren, 202-802-2438, Elizabeth.Koren@fema.dhs.gov

- **Senior Program Analyst and SLCGP Team Lead:**

    - Lisa Nine, 202-706-3176, Lisa.Nine@fema.dhs.gov

- **SLCGP Preparedness Officers:**

    - Amanda Carver, 202-368-8197, Amanda.Carver@fema.dhs.gov
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    - Julie Robinson, 202-812-7854, Julie.Robinson@fema.dhs.gov
    - Keith Walls, 202-702-9064, Keith.Walls@fema.dhs.gov

- **For additional inquiries, please contact:** FEMA-SLCGP@fema.dhs.gov

Thank you!