FY 2022 STATE & LOCAL CYBERSECURITY GRANT PROGRAM
PROJECT APPLICATION INSTRUCTIONS

Before completing your FY 2022 State & Local Cybersecurity Grant Program (SLCGP) project application, 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 *State Cybersecurity Plan*. 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 - This is 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 James Cotter at James.Cotter@tn.gov for assistance.
  Total Cost for Project - This auto-populates commas and the dollar sign, please just enter dollar and cents amount.

- *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.

- *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. Please fill in the Total Award Amount, this is the amount you received. 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, discipline 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.

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 or James Cotter at James.Cotter@tn.gov.

Thank you.

PROJECT DETAIL SHEET 2022

County/City Name:

Project Title:

Total Project Cost:

Date Prepared:

Prepared By:

Email:

Phone:

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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

AEL #	ITEM DESCRIPTION

PROJECT DETAIL SHEET 2022

Project Title:

Total Project Cost: :

Project Description:

GRANT AUTHORIZED EQUIPMENT LIST ITEMS

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AEL #	ITEM DESCRIPTION

EQUIPMENT EXPENSE

	LE	FS	EMA	EMS	EDU	G/A

Total All Disciplines:

Total Grant Award:

Total All Expense Sheets:

TRAINING EXPENSE

	LE	FS	EMA	EMS	EDU	G/A

Total All Disciplines:

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

Total All Disciplines:

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 pf 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 James Cotter for assistance.

PLANNING EXPENSE   LE   FS   EMA   EMS   EDU   G/A

Total All Disciplines:

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

EXERCISE EXPENSE   LE   FS   EMA   EMS   EDU   G/A

Total All Disciplines:

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 James Cotter for assistance.