

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

This draft Investment Justification Template should be used until the final form is approved by OMB

OMB Control Number: DRAFT

Expiration date: DRAFT

Cybersecurity Grant Programs Investment Justification (IJ) Template Introduction and Instructions

Paperwork Burden Disclosure Notice:

Public reporting burden for this data collection is estimated to average 2.5 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. This collection of information is required to obtain or retain benefits. 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 (1660-0125) NOTE: Do not send your completed form to this address.

Privacy Act Statement:

AUTHORITY: The Homeland Security Act of 2002, as amended by Title I of the Implementing Recommendations of the 9/11 Commission Act of 2007, 6 U.S.C. §§ 605 and 606, Section 2220A of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. § 665g), and Infrastructure Investments and Jobs Appropriations Act (Pub. L. No. 117-58).

PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of facilitating correspondence between the grant applicant and the Department of Homeland Security and for determining eligibility and administration of FEMA Preparedness Grant Programs, specifically, the State and Local Cybersecurity Grant Program.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA – 004 Grants Management Information Files System of Records, 74 FR 39,705 (August 7, 2009), and upon written request, by agreement, or as required by law.

DISCLOSURE: 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.

Security Warning: When opening the IJ template, some users may see a note that says, "Security Warning: some active content has been disabled." Click on the [Options ...] button next to the message, select "Enable this content," then click on the [OK] button. If this is not done, the text boxes may not function properly.

Cybersecurity Grant Programs Investment Justification (IJ) Instructions:

Only one application will be submitted by the eligible entity. Eligible applicants must include at least one IJ as part of the overall application submission through the FEMA GO System, located at <https://go.fema.gov>, later than December 3, 2024 at 5 PM EST. Information on the SLCGP goals and objectives are included in the Notice of Funding Opportunity (NOFO).

The IJ Template is useful for the **Program Narrative** portion of the application.

Requirements:

- **Application level:** Each application must include between one (1) and four (4) IJs. Each IJ must be associated with one of the four objectives outlined in the NOFO. No more than four (4) IJs can be submitted with the application. **Objective:** Each SLCGP objective requires no more than one IJ and at least one project and must be submitted via completion of this form
 - **Projects:** Project-level information will vary based on the associated SLCGP objectives and sub-objectives as outlined in the NOFO.
 - **Project Worksheet (PW):** Applicants must submit only one Project Worksheet (PW) with the application. Multi-entity projects must be included as individual projects within a PW, aligned to the applicable IJ and SLCGP objectives.
 - Use the following naming convention for the IJs and PWs: [Insert name of state or territory] Objective [insert number of corresponding objectives – 1, 2, 3 or 4]. For example: "Alaska PW Objective 2" or "Alaska IJ Objective 2".

The **Project Worksheet (PW)** (submitted separately from this IJ form) is useful for the **Budget Details and Budget Narrative** portion of the application. Eligible applicants must submit one PW as part of the overall application submission through the FEMA GO system. The PW must include information for each IJ submitted as part of the application for funding: IJ Number, Objective, Project Name, Local and/or Rural Pass-through information, etc. The PW should be used to record all proposed projects with budget details, budget narrative, Management and Administrative (M&A) costs, amount and source of Cost Share, etc. The Planning, Organization, Equipment, Training, and/or Exercises (POETE) Solution Areas associated with the IJs and Projects should be indicated on the PW. Please keep in mind that the Federal Amount and Cost Share Amount must be included for each project within the PW.

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The PW provides drop-down selections for several of the project attributes. All project attribute fields must be completed for the PW to be considered complete. Incomplete PWs will not be accepted. Information provided should primarily align to one objective to facilitate project review. If a project aligns to multiple objectives, then applicant must provide sufficient detail to determine which projects, POETE elements, and requested funds belong under which objective. The applicant may then use the information collected in the worksheet for rapid transfer to the FEMA GO interface. Each project will be given a unique identifier as it is submitted via FEMA GO. Applicants should keep a record of the project identifiers as they will be required to report on each project using that identifier. All requested funding must be associated with specific projects.

Helpful Hints:

Moving Through the Investment Justification: While entering information in the IJ template, applicants should try to minimize the use of the Tab and Enter keys to move between data entry fields. As the template consists of a combination of text boxes and cells, using these keys may cause the cursor to move to an undesired location.

Copying & Pasting in the Investment Justification: Some applicants may find it helpful to begin drafting their IJ information in MS Word and then pasting this into the template. However, please be aware that, when copying and pasting information from Word into the text boxes in the template, any formatting may not carry over.

Character Count: The data entry fields included in the IJ allow for the maximum number of characters noted for that section, plus an additional number of characters to account for spaces. Once that limit has been reached, users will not be able to include any additional text.

Spell Check:

It is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word:

In MS Word 2003

- a) Click on the [Tools] menu
- b) Select [Spelling] and all spelling issues will be displayed

In MS Word 2007

- a) Click on the [Review] tab near the top of the screen
- b) Click on [Spelling & Grammar] and all spelling issues will be displayed

Eligibility:

All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SLCGP funds. Accordingly, the Governor designated SLCGP State Administrative Agency (SAA) is the only entity eligible to submit SLCGP applications to DHS/FEMA. Although Tribes are not eligible to apply directly for SLCGP funding, they may be eligible subrecipients, and can receive SLCGP funding as a local government. Each individual SAA may determine whether and how much SLCGP funding to pass through to Tribal entities; DHS does not have the authority to mandate that a certain percentage of SLCGP funds are directed to Tribal governments. In addition to applying as a single entity, an eligible entity under SLCGP (i.e., the SAA) may partner with one or more other eligible entities to form a multi-entity group. Members of multi-entity groups work together to address cybersecurity risks and cybersecurity threats to information systems within their jurisdictions. There is no limit to the number of participating entities in a multi-entity group. Local entities can be included in the project, but their respective eligible entity must also participate at some level. There is no separate funding for multi-entity awards. Instead, they should be considered as group projects within their existing state or territory allocations. These projects should be included as individual Investment Justifications from each participating eligible entity, each approved by the respective Planning Committee and aligned with each respective eligible entity's Cybersecurity Plan. Information on eligibility for the SLCGP can be found in the SLCGP NOFO.

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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:	

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

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.

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.