

State and Local Cybersecurity Grant Program

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Maryland FFY2023 SLCGP Project Applications & Budget Narrative Instruction Manual¹

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GENERAL INFORMATION

I. SLCGP Manual Overview:

The SLCGP funds granted to the State of Maryland will be distributed by the Maryland State and Local Cybersecurity Grant Program Planning Committee (“the Committee”). Awards will go to the best applicants to bring them to baseline cybersecurity capabilities level or help them achieve advanced capabilities.

The Maryland Cyber Planning Committee has developed a reimbursable Sub-grant program where eligible entities can apply for funding for their projects.

II. Goals and Objectives

CISA developed a series of overarching goals and objectives for the SLCGP based on input from state, local, and territorial stakeholders, and consideration of national priorities, frameworks, and the national cyber threat environment:

1. Implement cyber governance and planning;
2. Assess and evaluate systems and capabilities;
3. Mitigate prioritized issues; and

¹ Applicants are encouraged to review State and Local Cyber Grant Program

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4. Build a cybersecurity workforce

Using these goals & objectives as guidance, The Committee has determined project categories that will bring Maryland to baseline cybersecurity capabilities level or help the state achieve advanced capabilities.

SLCGP SUBGRANT PROGRAM PROJECT PROPOSAL TEMPLATE INSTRUCTIONS

Follow the instructions below on how to complete the SLCGP Project Proposal Application that must be submitted as part of the funding application. It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible for review by the Committee. Applicants are eligible to apply for both the sub-grant program and the shared services program.

Project Title:

Include a title for the proposed project so that the Committee will have a brief, clear understanding of what will be supported under this project.

- Example: Purchase and Implementation of MFA Tokens Project for Quaker County

Funding Amount:

Indicate the total amount requested for the project. In addition to inserting the total funding amount in this section, the application also requires a completed detailed budget narrative and budget justification sheet. For more information on this requirement, see the section “SLCGP Budget Narrative Template Instructions”.

- Example: \$80,000.00

Requesting Jurisdiction:

The Jurisdiction must include County, city, and/or town applying must report if the applicant is an institution of public health, or education (if applicable)

- Example: Baltimore County, 21234 (or) Harford County Local Health Department, 21014

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Operational Technology Questions:

For this application, operational technology is defined as “hardware and software that detects or causes a change, through the direct monitoring and/or control of industrial equipment, assets, processes, and events.”

Please answer the two questions regarding Operational Technology:

- Was your Operational Technology (OT) in your cybersecurity review process?
- Are you applying for funds to address operational technology cybersecurity gaps?

Start Month/Year and End Month/Year:

The period of performance as determined by the State Administrative Agency (SAA) is: **Please use 12/1/23-11/30/27.**

Contact Information

Please provide the contact information for the following individuals:

- Project Manager Name, Email, and Telephone Information.
- Financial Contact Name, Email, and Telephone Information. This individual is responsible for managing the project budget and ensuring that the grant expenditures will be tracked and segregated from other expenditures.
- Administrative Contact Name, Email, and Telephone Information. This individual is responsible for completing and submitting programmatic and financial progress reports.
- Approving Authority (Project Sponsor) Contact, Email, and Telephone Information (if a different individual from the Project Manager).

Please determine who will be the primary contact for application updates.

Associated Investment Justification(s):

Through the collaborative efforts of the Maryland State and Local Cybersecurity Grant Program Planning Committee (“the Committee”) and the provided SLCGP NOFO issued by the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Resilience/Grant Program Directorate (GPD), the Committee has identified 5 investment priorities (referred to as project

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categories) for Maryland. Your proposed project and project budget should align with at least one of these project categories.

The Committee's identified project categories are as follows:

1. **Project Category 1 (PC1): Adoption or enhancement of priority cybersecurity best practices** - The Maryland Cybersecurity Planning Committee has identified five baseline best practices that will significantly enhance the cybersecurity posture across the state. **Due to the limited amount of funding available, jurisdictions are encouraged to propose projects that enable or enhance these five priority best practices.**

These best practices are (1) Asset Discovery & Vulnerability Management; (2) Multi-Factor Authentication (MFA); (3) End-Point Detection and Response (EDR); (4) Email Security (such as Secure Email Gateway (SEG) solutions); and (5) Security Awareness Training.²

2. **Project Category (PC2): Adoption or enhancement of general cybersecurity best practices** - While not identified as Maryland's prioritized baseline cybersecurity best practices, jurisdictions can submit project proposals that support the adoption or enhancement of other general cybersecurity best practices.

These best practices include, but are not limited to: *Enhanced logging; data encryption; end-of-use processes of software and hardware; strong password management; ability to reconstitute systems (backups); migration to .gov domain; implementing the NIST Cybersecurity Framework; implementing NIST cyber supply chain risk management practices; and making use of knowledge bases of adversary tools and tactics.*³

3. **Project Category 3 (PC3): Cybersecurity policy and governance** - Jurisdictions may seek funding to support the development of cybersecurity policies and governance.

Examples include, but are not limited to: *cyber incident response plans; acceptable use policies; continuity of operations plans; technology modernization processes; and risk and threat assessments.*

² For definitions of the best practices listed in Project Category 1 (PC1), please review the Maryland SLCGP Subapplication FAQs.

³ For definitions of the best practices listed in Project Category 2 (PC2), please review the Maryland SLCGP Subapplication FAQs.

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4. **Project Category (PC4): Addressing specific jurisdictional cybersecurity needs** - Recognizing that some jurisdictions may have specific or unique cybersecurity needs, jurisdictions may propose projects to address those needs. For example: *addressing gaps in cybersecurity critical infrastructure specific to your entity/jurisdiction.*
5. **Project Category 5 (PC5): Cybersecurity workforce development** - Jurisdictions may seek funding to support workforce recruitment and development needs using the NICE Cybersecurity Workforce Framework⁴.

In this section, identify which Project Category aligns more closely with the proposed project. If there is also a secondary Project Category that the project aligns with, include that as well.

Associated Priorities:⁵

As stated in the “Associated Investment Justifications” section, due to the limited amount of funding available, jurisdictions are encouraged to propose projects that enable or enhance the Committee’s identified priority best practices. The Committee has also identified general best practices that they encourage entities/jurisdictions to implement.

- A. (Project Category 1) Priority best cyber security practices determined by the Committee as the most essential functions:
 1. Asset Discovery & Vulnerability Management
 2. End-Point Detection and Response (EDR)
 3. Multi-factor authentication (MFA)
 4. Email Gateway Security
 5. Security Awareness Training
- B. (Project Category 2) General cybersecurity best practices are described in the SLCGP plan as priorities, including but not limited to:

⁴ For more information on the NICE Cybersecurity Framework view:

<https://niccs.cisa.gov/workforce-development/nice-framework>

⁵ Applicants are encouraged to review Section 10. C. PRIORITIES, of The Department of Homeland Security Notice of Funding Opportunity Fiscal Year 2022 State and Local Cybersecurity Grant Program Website title:FEMA

URL:<https://www.fema.gov/fact-sheet/department-homeland-security-notice-funding-opportunity-fiscal-year-2022-state-and-local>

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1. Enhanced Logging
2. Data Encryption
3. End-of-use processes for software & hardware
4. Prohibit the use of known/fixed/default passwords and credentials
5. Ensure the ability to reconstitute systems (backups)
6. Migration to the .gov domain

If the proposed project fulfills Maryland Project Category 1 or 2, please indicate which priorities your project will enable or enhance.

- Example: Security Awareness Training

Grading Considerations:

Because this is a competitive grant program, the committee has implemented a weighting system that ranks rural jurisdictions' applications highest by multiplying their final application score by:

- FEMA Rural Definition x 1.5
- Maryland Rural Definition x 1.4

The same practice will be applied to the project categories at the rates described below:

- Category 1 (Maryland's Priority Best Practices) x 1.3
- Category 2 (General Best Practices) x 1.1
- Category 3 (Cyber Security Governance) x 1
- Category 4 (Addressing specific needs) x 1
- Category 5 (Workforce development) x 1

SUBGRANT APPLICATION REQUIREMENTS SECTION

I. Approving Local Authority

Please identify an approving local authority who is authorized by your entity to attest to the accuracy of the application submitted for the Maryland SLCCP subaward.

Mandatory Forms Attestation & Required Certifications

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- 1. Mandatory Forms:** The following documents must be submitted as part of your proposal. Applications not submitted with this information will be considered incomplete and will not be reviewed by the Committee.

By checking the box in this section for each document, the applicant is attesting that their application packet is submitted in its entirety.

- 2. Availability of Additional Funding Sources & Duplication of Efforts Certifications:**

Please review and certify that the jurisdiction and/or governing body your entity belongs to does or does not have any funding opportunities or programs that would cover the needs of your project. If there is partial or complete funding available from another source, please explain why the grant funds would be needed to support the project on top of already available funds.

Please also certify that there is/are no other entities in their jurisdiction applying for funds to conduct that same project other than to intentionally enhance each other's projects. If other entities within your jurisdiction, that you are aware of, are applying for funds to conduct that same project, please explain why the grant funds would be needed to support your project.

Compliance Requirements

Please review and certify the information in this section for your application:

- SAM: Compliance with SAM registration requirements and providing a UEI number. If you cannot get a UEI number in time to apply. Please inform slcgp.grants@maryland.gov when you submit your application.
- Subrecipients who are municipalities and local health departments must include a completed W-9 form with their application.
- Mailing Address & Check Mailing Address: Please provide the mailing address for your project and address for mailing any checks, if they need to be sent to your entity.
- Suspension, Proposed Suspension From Receiving Federal Award funds: Is the applicant submitter or any other employee or contractor participating in

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this project suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities?

- Fiscal Responsibility: The applicant certifies that its entity's financial system is in accordance with generally accepted accounting principles.
- Replacement or Enhancement of Existing Cybersecurity Control: Please certify if your proposed project is intended to use grant funds to replace or enhance an existing cybersecurity control. If there is a similar cybersecurity control in place, please explain why the grant funds would be needed to support your project. This explanation can also be provided in the proposal summary section.

Rural Alignment:

Federal Rural Definition: According to the Federal Health Resource and Services Administration, Rural jurisdictions are defined as having a population of less than 50,000 people (<https://www.hrsa.gov/rural-health/about-us/what-is-rural>). Furthermore, Maryland's State Office of Rural Health lists Maryland's rural jurisdictions. Based on this information, Maryland has 8 rural jurisdictions out of 24 total jurisdictions: Caroline, Dorchester, Garrett, Kent, Queen Anne's, Somerset, Talbot, and Worcester. Maryland will ensure that 80% of SLCGP funds are passed down to local jurisdictions. If you're applying from one of the counties designated as "rural" please check the "Yes" box on the SLCGP Project Proposal Template. Then in the space below, explain what county you're applying from and how the selected Maryland Project Category is aligned with your county's needs.

Maryland Expanded Rural Definition: To meet the needs of smaller Maryland localities, the Committee has added an additional Rural classification. Any Maryland "Local Government" that can provide adequate evidence of their rural status such as a planning and zoning designation or mapping. This evidence must be submitted with your application as an additional supporting document.

Proposal:

Must align with the project title, provide extensive details regarding the project's goals, and provide a complete narrative of the project. As stated above, this section should delineate how the project will build or sustain capabilities based on gaps

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found during the completion of Appendix A: Cybersecurity Capabilities Assessment⁶.

Other important information that should also be included in this section:

- Title(s) and name(s) of those overseeing the project.
- Roles and responsibilities of those overseeing the project.
- Anticipated Impact: Explain the desired outcome that the proposed project will achieve and how the project will build or sustain capabilities based on gaps found during the completion of Appendix A: Cybersecurity Capabilities Assessment. Another way to answer this question is in the negative (i.e., what would happen if this project fails to receive funding?)
- Specify the groups that will benefit from the project and the geographic locations of project activities.
 - Proposed projects in multiple locations should explain how the project goals will be accomplished.
- Describe the involvement and expertise of relative partners, stakeholders, staff, contractors, and any other involved parties.
- Address any impacts of the project on the general public and include a plan for how to disseminate information or facilitate public involvement.
- Explain how the project ties to the Maryland Project Category(ies) selected.
- If your project will enhance or replace an existing cybersecurity control, please explain why this change is needed.
- Explain how your team will manage all financial and oversight aspects of the project
- If necessary, applicants should describe how the project will incorporate equity, inclusion, and accessibility in the project design and implementation.⁷
- Explain how the project objectives and milestones will be monitored, including developing performance indicators. Indicators should include baselines, targets, and information on how periodic updates will be reported to the Maryland State and Local Cybersecurity Grant Program Planning Committee during the life of the project.

Project Deliverables

⁶ The Cybersecurity Capabilities Assessment and instructions for its completion can be found in Appendix A of the Maryland SLCGP Notice Of Funding Opportunity (NOFO).

⁷ Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

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This section describes the deliverables expected to be produced by the end of your project. Objectives should note the activities and/or deliverables that will be achieved and provide additional granularity against the description provided in the Project Summary section. Objectives are most easily related to project deliverables.

- Example: The project will deliver a series of workshops designed to assist local jurisdictions evaluate current emergency preparedness plans and other authoritative documents and formulate project concepts for future execution.

Project Metrics Summary

This section should include measurable milestones. Formats such as SMART (Specific, Measurable, Achievable, Realistic, Time-Bound) should be considered. This section should strongly align with the Appendix E: Measurable Milestones section. Also, explain how periodic updates on the project's progress will be recorded to report to the Maryland State and Local Cybersecurity Grant Program Planning Committee during the life of the project.

- Example: Complete 7 drills related to project scope by 6/30/2024
- Example: Procure project all equipment no later than Q3 of 2024
- Example: Deliver 4 trainings related to project scope within 90 days of accepting subaward
- Example: Submit requests for reimbursement no later than 15 days from receipt

Project Sustainment Plan:

Applicants are expected to plan for project sustainment once they no longer have SLCGP funds. In this section, please explain your project sustainment plan after the period of performance ends. Also in this section, note any other funding sources related to the successful completion of the proposed project that may assist with project sustainment.

Certification of Application Information

The information, certifications, and representations in the application should be reviewed and signed by an authorized official of the recipient to attest to the accuracy of the application.

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SUB-GRANT SLCGP BUDGET NARRATIVE TEMPLATE INSTRUCTIONS

I. Budget Narrative Overview

The applicant must submit a Budget Narrative using the provided budget template that serves as a detailed line-item budget. This Narrative must include the:

- Budget Dashboard
- Federal & POETE Budget Summary:
 - Federal: *Cost for personnel, fringe benefits, travel, contractual, and other expenses.*
 - POETE: *Cost for Planning, Organization, Equipment, Training, and Exercises.*

II. Detailed Budget Narrative and Budget Justification:

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants should utilize the template provided. Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following federal budget categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Training, and Other. Budgets must also be tied to the FEMA POETE categories, as required by FEMA. These categories are: Planning, Organization, Equipment, Training, and Exercises. Definitions for each POETE category are provided in the fillable POETE Budget Summary.

Budgets must be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

The following are examples allowable expenses for the funds granted by the State and Local Cybersecurity Grant Program:

- Planning
 - Development, review and revision of cybersecurity plans
 - Other planning activities
- Organization
 - Program Management
 - Operational Support
 - Hiring of personnel (training and exercise coordinators, program managers, planners)

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- Equipment, which includes:
 - Maintenance contracts/agreements
 - Warranty coverage
 - Licenses and user fees
 - Repair or replacement of equipment
 - Equipment upgrades
- Exercises
 - Must use HSEEP concept⁸
- Training
- Management and Administration (M&A)
 - M&A costs are allowable expenses for this grant. An eligible entity may use up to 5% of the SLCGP award for M&A purposes.
 - M&A costs and activities are not operational costs; they are those costs and activities incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant. They are directly related to managing and administering the award, such as financial management, reporting, and program and financial monitoring.

If the grant administrator(s) identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and the grant administrator may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

- **Federal & POETE Budget Justification:** Applicants must submit a budget justification to accompany the detailed line-item budget. The purpose of the budget justification is to provide additional information for the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals.

⁸ For more information on the HEESP concept review:
<https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>