

2022 State and Local Cybersecurity Grant Program (SLCGP) Awardee Guidance

2022 SLCGP Award Notification (Dissemination scheduled Aug. 18th to Aug. 25) sent via DocuSign.

Status: All awardees notified as of August. 22nd including declination letters to those not awarded.

Purpose of the award letter is DocuSign notification and request for additional information only

Enter UEID (MOA will be held until UEID is entered and confirmed in this award letter)

Enter Signatories (up to 3 signatories and 1 of these must be finance personnel), enter in the order you wish your signatories to sign the forthcoming MOA. You may add additional personnel to be cc'd for the final executed copy of the MOA. The award letter should be completed in docusign within 10 days of receipt so that the MOA can be sent to the awardee.

Submit the 5 required Compliance Documents, if not previously submitted for another NCEM award, or if submitted and awardee needs to submit any updated documents:

- [W-9 \(09 NCAC 03M .0202\)](#)
- [Payment / Vendor Verification Form](#)
- [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)
- Conflict of Interest Policy [\(G.S. 143C-6-23.\(b\)\)](#)
- Copy of Subrecipient's procurement policy

Documents email subject line: Agency name, 5 Compliance Documents. Documents should be titled in this format: Agency Name State of N.C. Sub W-9, Agency Name Electronic Vendor Form, Agency Name No Overdue Tax Statement, Agency Name Conflict of Interest Policy, Agency Name Procurement Policy. All 5 documents submitted in one email to SLCGP@ncdps.gov no later than September 15, 2023.

2022 SLCGP Memorandum of Agreement (MOA) sent via DocuSign, with two North Carolina Emergency Management (NCEM) signatories signing prior to forward for awardee signatures. The MOA provides the awardee with the rules, regulations and guidelines set by DHS/FEMA and NCEM for the SLCGP program. Please read this document carefully as it provides valuable information regarding the award. The signatories will sign in the order provided by the awardee in the award notification returned. Awardee must sign the MOA within 30 days of receipt as required in the MOA.

This is a reimbursement grant. Eligible expenditures must be incurred and paid for by subrecipients during the period of performance of the grant, for goods or services received during the period of performance of the grant, to be reimbursable under the grant. Any expenditures incurred prior to the start of the period of performance would not be reimbursable. Steps for reimbursement requests are found in the MOA.