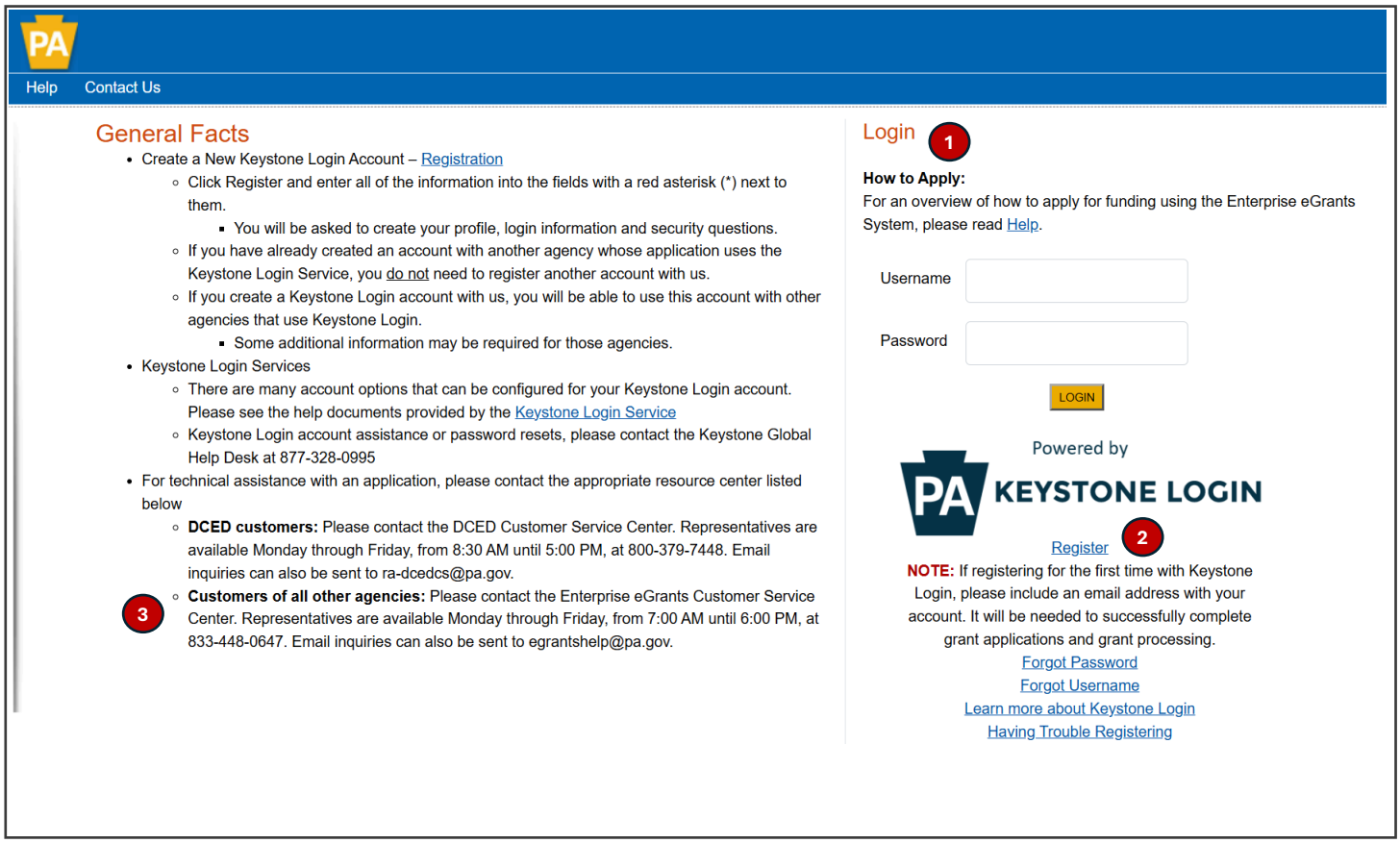
Pennsylvania State and Local Cybersecurity Grant Program (SLCGP) Application Instructions

Step 1 - Visit Enterprise eGrants System to Login OR Create Your Keystone Account



1. Login

If you already have a Keystone account, login using your existing username and password

2. Register a new Keystone Account

If you are a new user, click Register to register a new account

3. Enterprise eGrants Customer Service

For any account login or registration issues, contact Enterprise eGrants Customer Service at 833- 448-0647 or egrantshelp@pa.gov. Representatives are available Monday through Friday, from 7:00 AM to 6:00 PM

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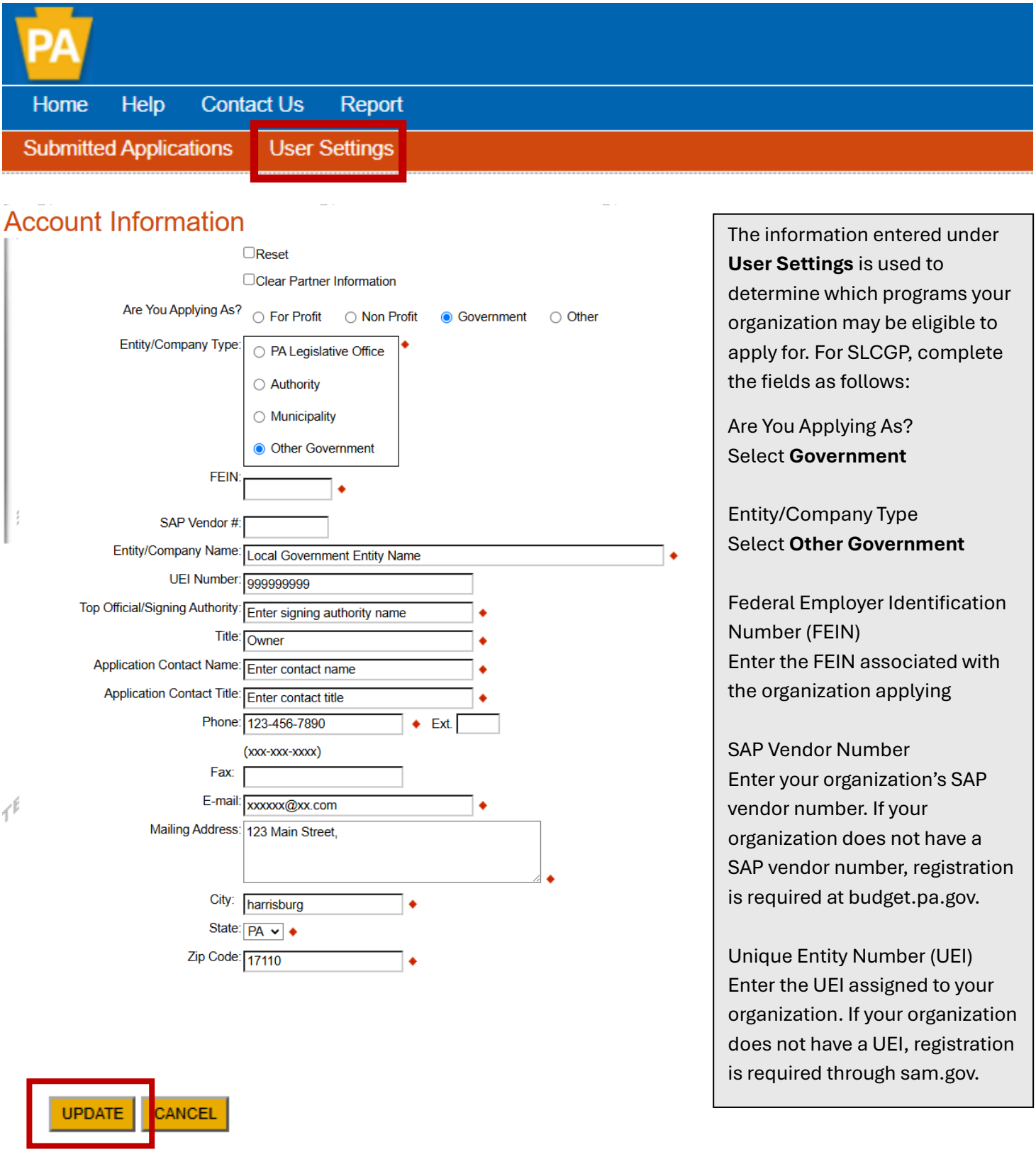
Step 2 – Update Your Organization's User Settings



The information entered under **User Settings** is used to determine which programs your organization may be eligible to apply for. For SLCGP, complete the fields as follows:

Are You Applying As?
Select **Government**

Entity/Company Type
Select **Other Government**

Federal Employer Identification Number (FEIN)
Enter the FEIN associated with the organization applying

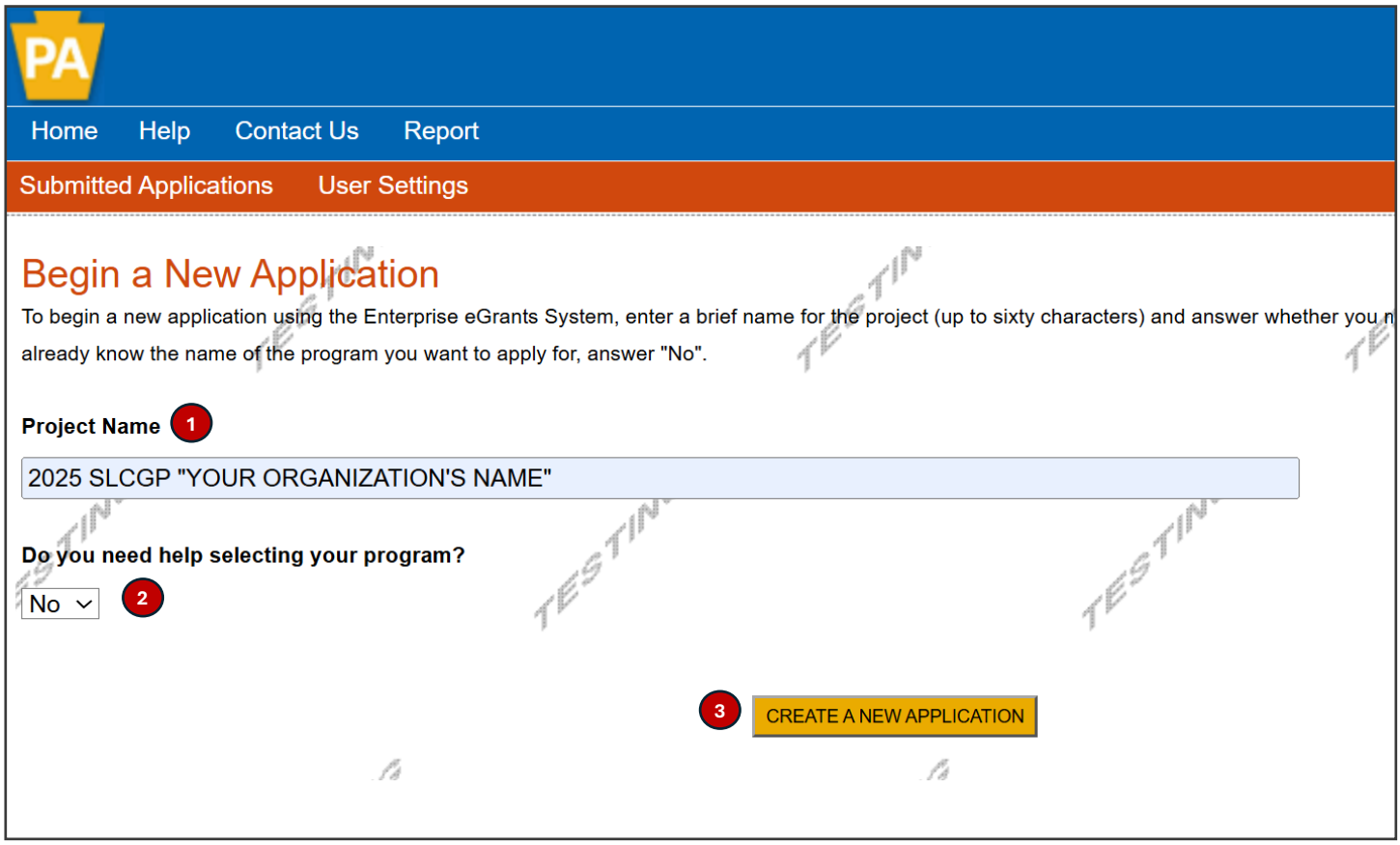
SAP Vendor Number
Enter your organization's SAP vendor number. If your organization does not have a SAP vendor number, registration is required at budget.pa.gov.

Unique Entity Number (UEI)
Enter the UEI assigned to your organization. If your organization does not have a UEI, registration is required through sam.gov.

Pennsylvania State and Local Cybersecurity Grant Program (SLCGP) Application Instructions

Step 3 – Begin A New Application

Use the Begin a New Application screen to create your SLCGP application.



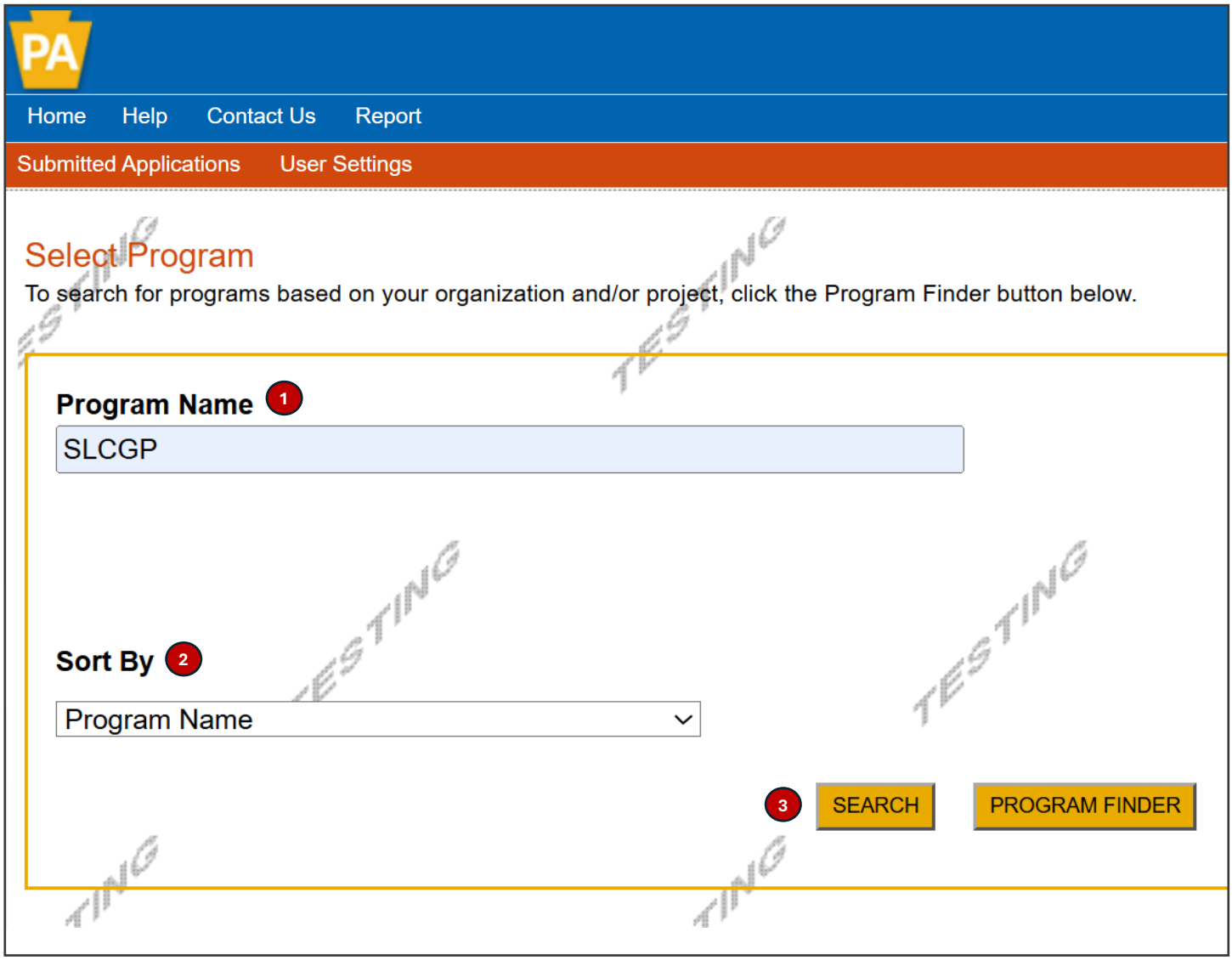
1. **Project Name**
   Enter the project name using the following naming convention:
   2025 SLCGP [Organization Name]
   Replace **[Organization Name]** with the full legal name of the organization applying for funding.

2. **Do you need help selecting your program?**
   Select No from the drop-down menu.

3. **Create the Application**
   Select Create a New Application to continue to program selection and begin the application.

Step 4 – Select Program

On the Select Program screen, locate the Program Name field



1. Enter **SLCGP** in the Program Name field

2. Select **Program Name** in the Sort By drop-down menu

3. Click **SEARCH**

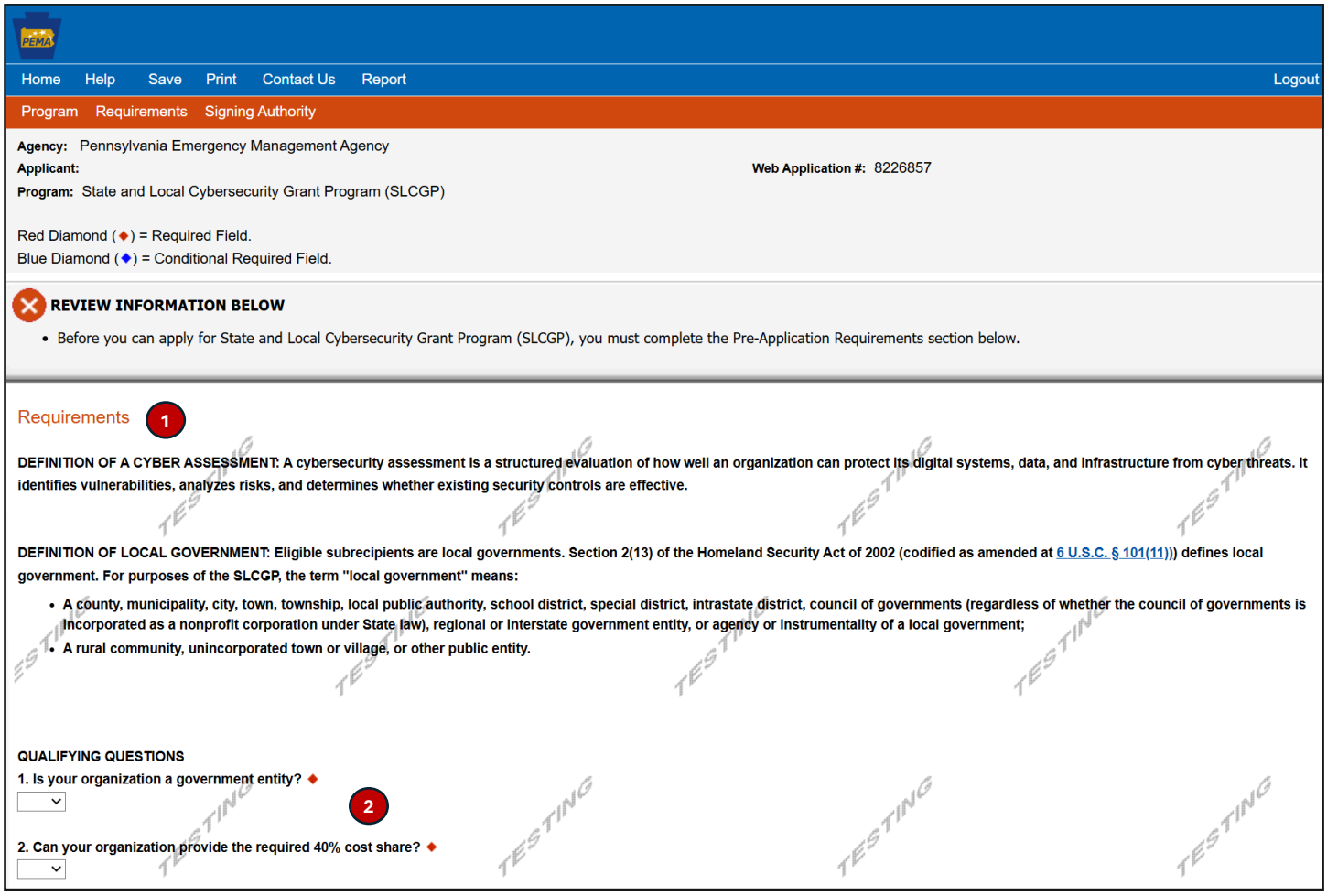
When the search results appear, select the SLCGP program to continue with the application.

Note: Entering SLCGP in the Program Name field is the quickest way to locate the correct program. The Program Finder option is not necessary when searching directly by program name.

Pennsylvania State and Local Cybersecurity Grant Program (SLCGP) Application Instructions

Step 5 – Pre-Application Requirements

Before beginning the SLCGP application, you must complete the Pre-Application Requirements section to confirm your organization meets the program's basic eligibility requirements.



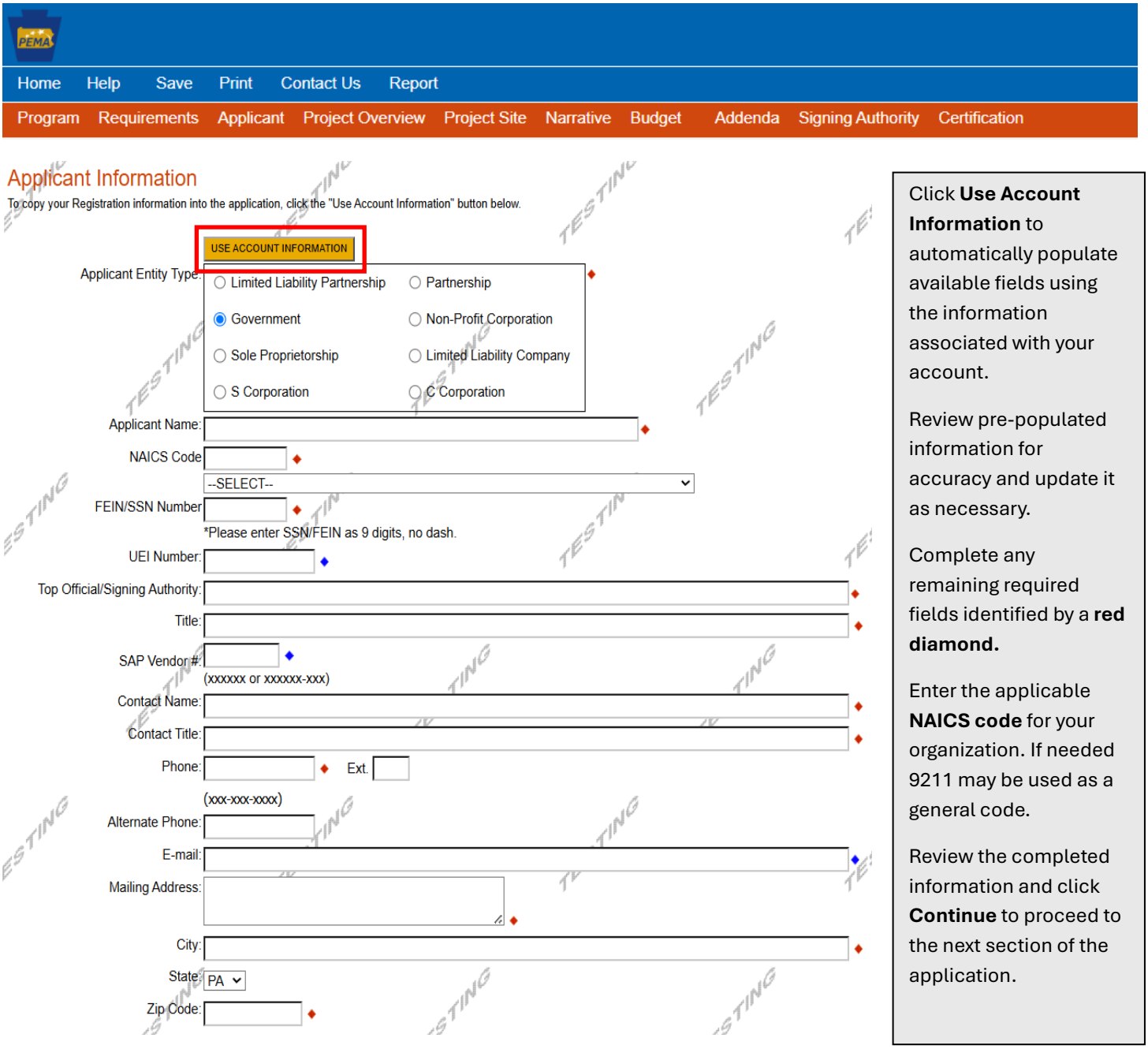
1. Review the **Definition of a Cyber Assessment** and **Definition of a Local Government** provided on the screen.

2. Use the drop-down menus to respond to each qualifying question.

Cost Share Requirement: Applicants are responsible for providing the required 40% non-federal cost share. Applicants should confirm their ability to meet this requirement before proceeding with the application.

Pennsylvania State and Local Cybersecurity Grant Program (SLCGP) Application Instructions

Step 6 – Complete Applicant Information



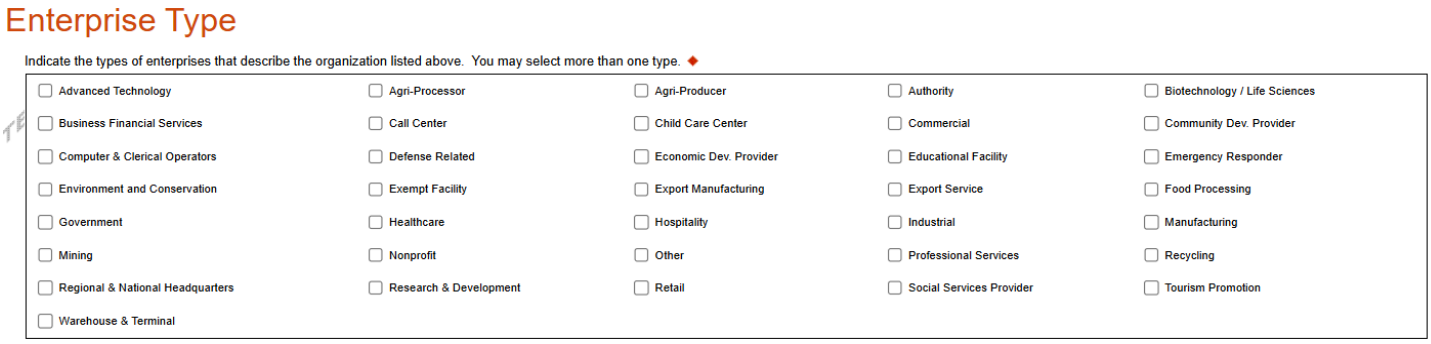
Click **Use Account Information** to automatically populate available fields using the information associated with your account.

Review pre-populated information for accuracy and update it as necessary.

Complete any remaining required fields identified by a **red diamond.**

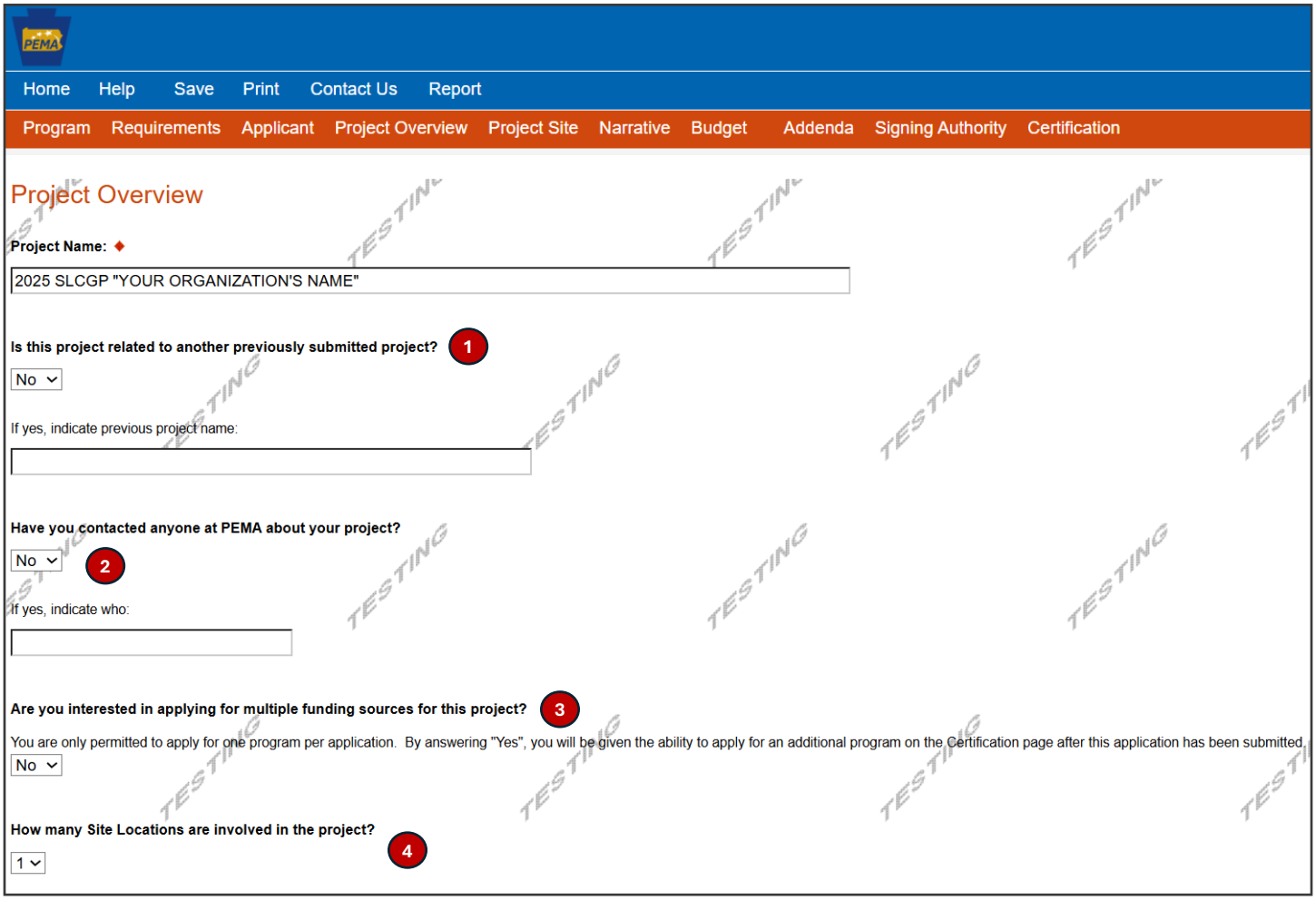
Enter the applicable **NAICS code** for your organization. If needed 9211 may be used as a general code.

Review the completed information and click **Continue** to proceed to the next section of the application.



Step 7 – Complete Project Overview

On the Project Overview screen, provide general information about the project for which funding is being requested.



1. Indicate whether the project is related to another previously submitted project. If **Yes**, provide the name of the previously project in the field provided.

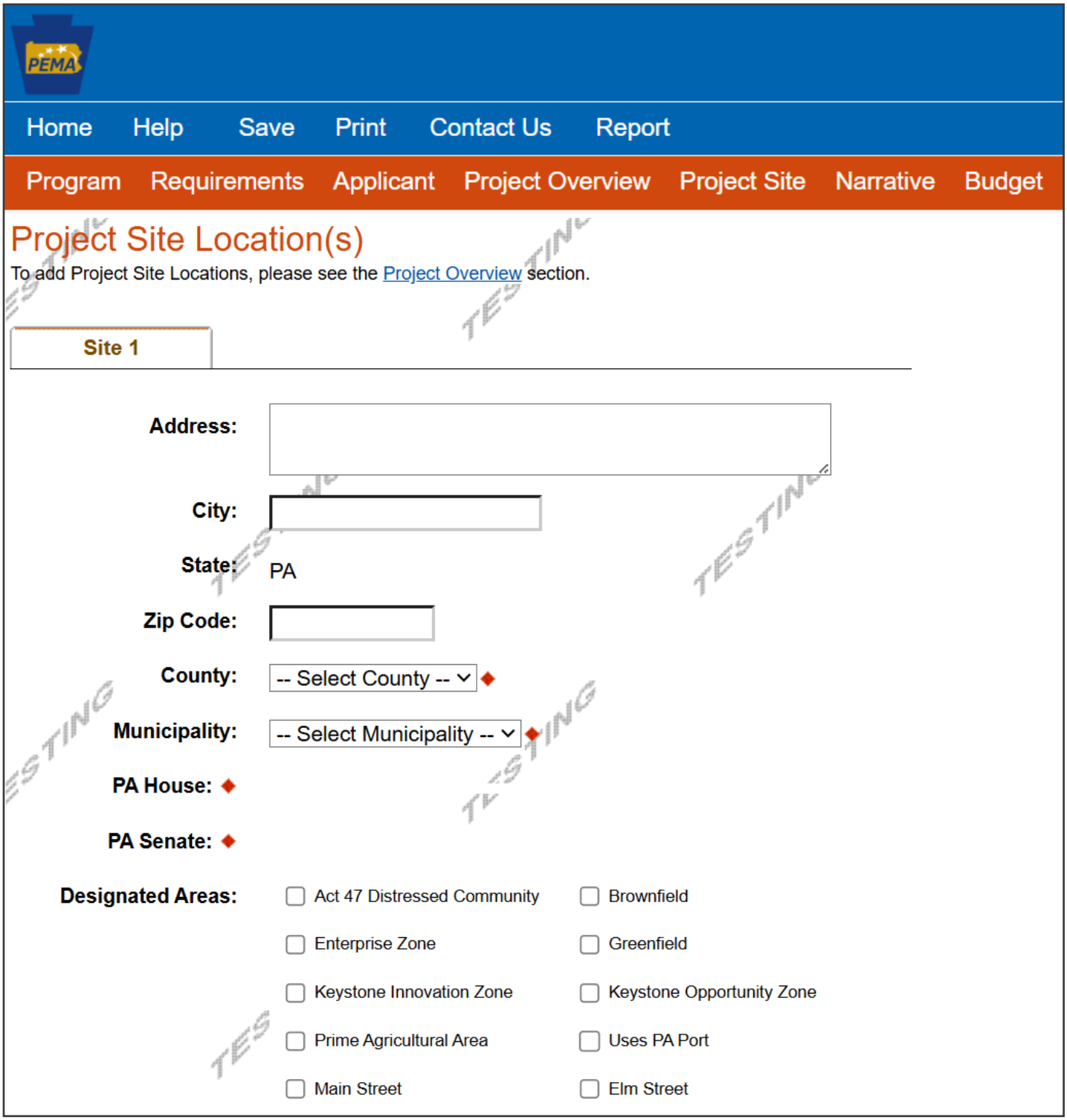
2. Indicate whether your organization has contacted anyone at PEMA about this project. If **Yes**, provide the requested information.

3. Indicate whether you are interested in seeking **multiple funding sources** for the project.

4. Select the number of **Site Locations** included in the project.

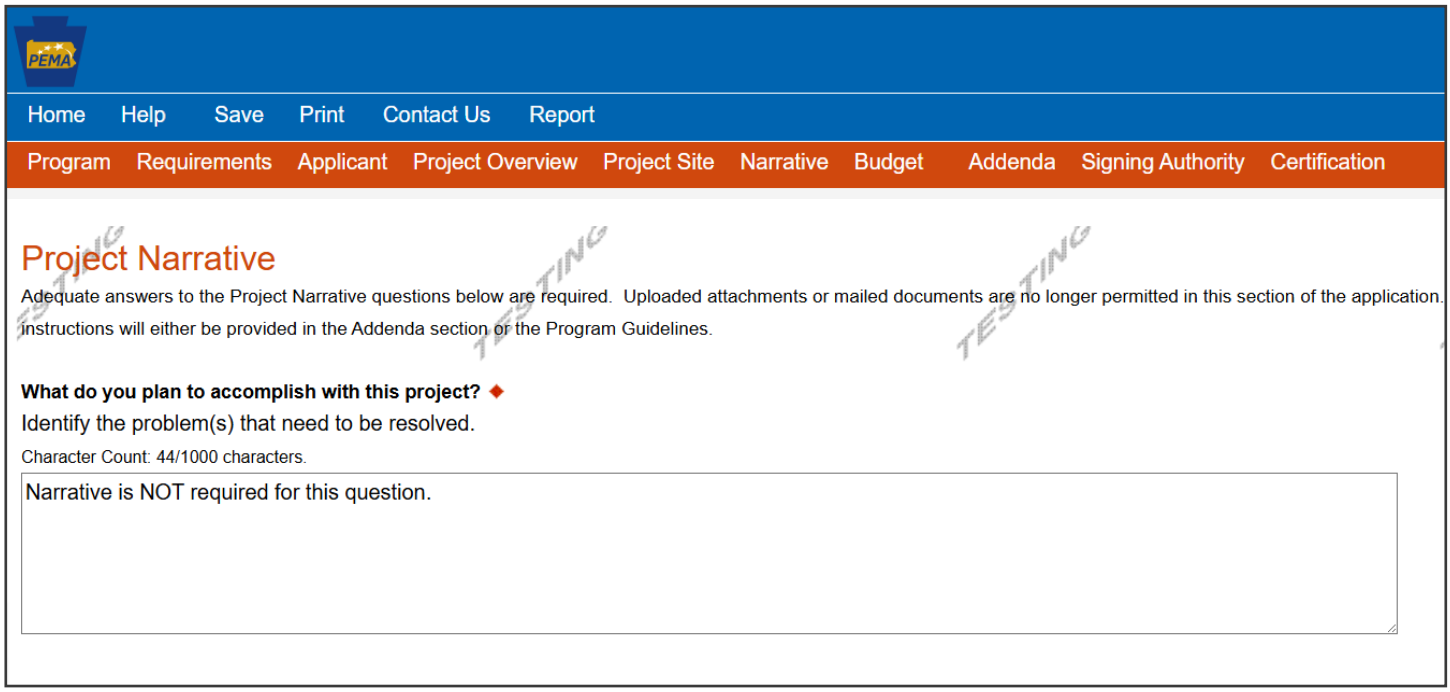
Step 8 – Complete Project Site Locations

Complete all required Project Site Location fields and verify that the correct legislative districts are selected.



Step 9 – Project Narrative

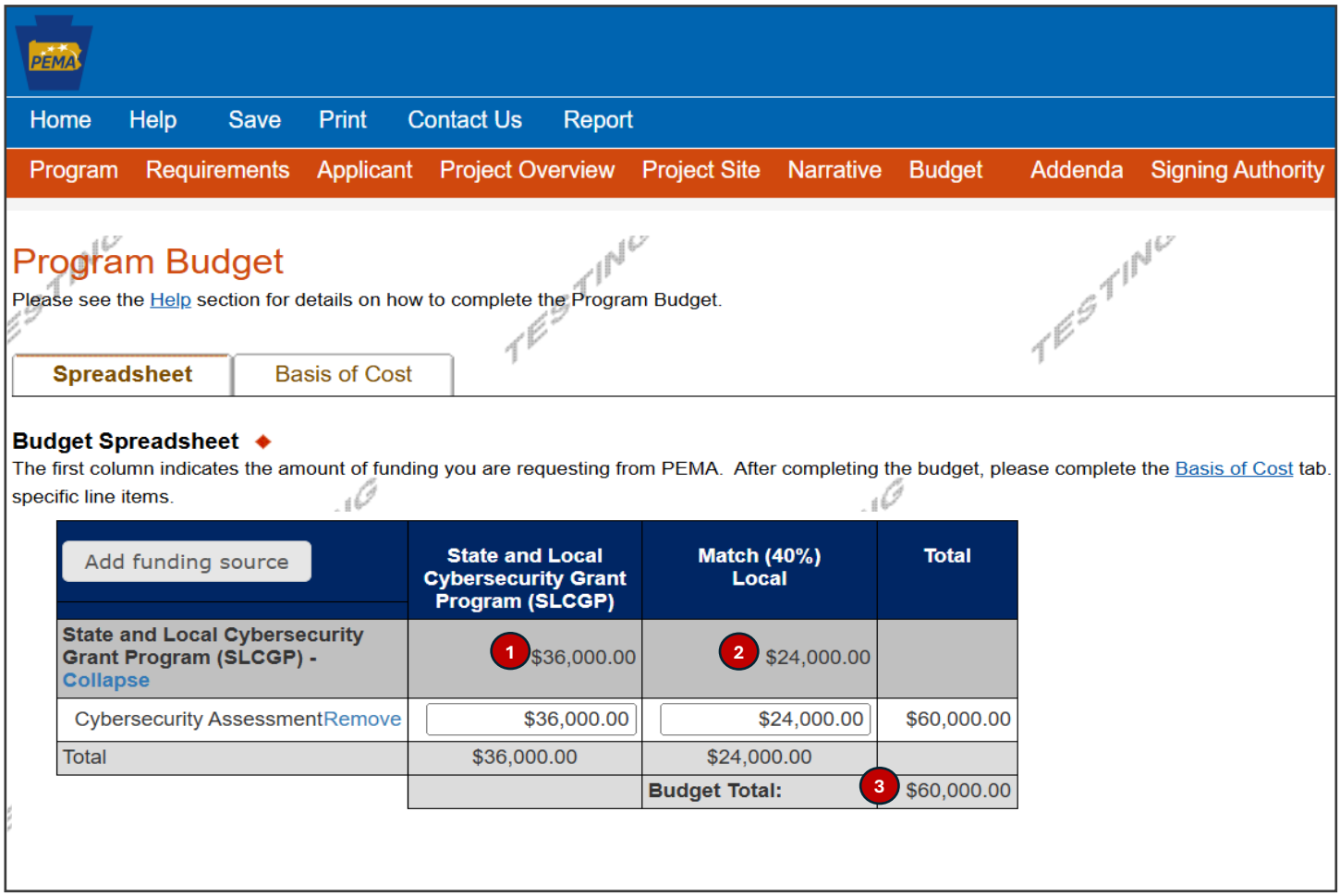
No action is required on this page. **Leave the pre-populated response unchanged** and do not enter any additional information.



Select **continue** to proceed to the next section of the application.

Step 10 – Complete Program Budget

Enter the project budget in the Spreadsheet tab. The budget must include both the amount of SLCGP funding requested and the required 40% local cost share.



1. **SLCGP Funding Request**

   Enter the amount of federal SLCGP funding being requested up to $36,000.

2. **Local Cost Share**

   Enter the required local cost share up to $24,000. For this grant cycle, the cost share must equal 40% of the total project cost. The SLCGP funding request in step 1 therefore represents the remaining 60% of the total project cost.

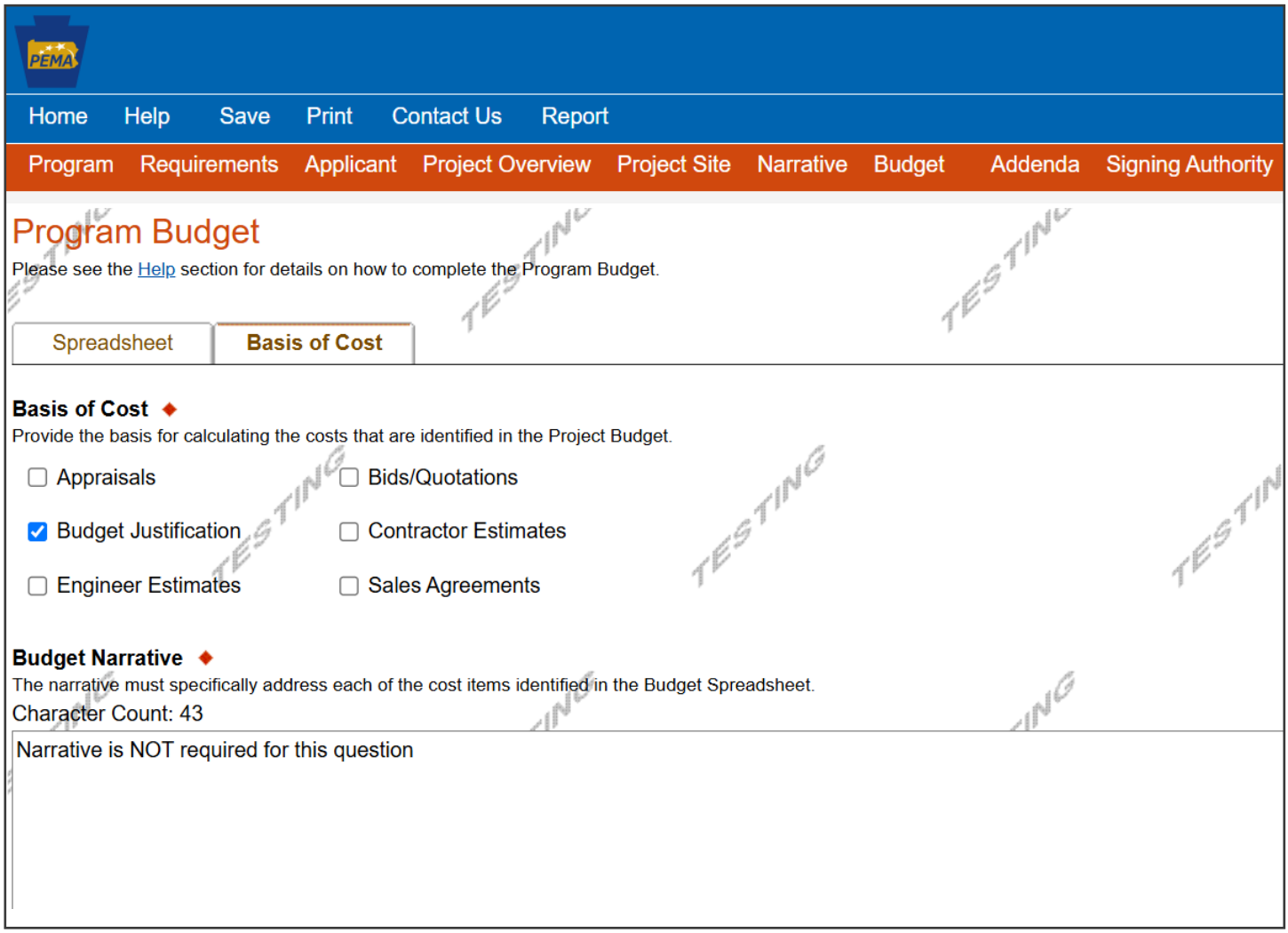
3. **Budget Total**

   Confirm that the Budget Total reflects the combined SLCGP funding request and local cost share.

Important: The system will validate the budget calculations. The application cannot be submitted if the required 40% cost share is calculated incorrectly or if the total request exceeds the maximum award of **$60,000.**

Step 11 – Complete Program Budget

Program Budget continued



Ensure that **Budget Justification** box is checked

Leave the **pre-populated response in the Budget Narrative text box unchanged** and do not add any additional information.

Step 12 – Complete the Addenda

Answer each of the following questions for your organization

Home Help Save Print Contact Us Report

Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Signing Authority

Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization or project do not meet

SLCGP HISTORY

1. Has your organization previously received a State and Local Cybersecurity Grant Program (SLCGP) award? ◆

2. When was your organization's most recent cybersecurity assessment completed? ◆

- ○ Within the past 12 months
- ○ 1-2 years ago
- ○ 3-5 years ago
- ○ More than 5 years ago
- ○ Never conducted

DEMOGRAPHICS

1. In what county is your organization located ◆

2. Select which Critical Infrastructure sector your organization belongs to: ◆

- ○ 1. Government Facilities/EMS - Federal, state, and local government buildings and services; Police, fire, EMS, and emergency management organizations.
- ○ 2. Water and Wastewater - Drinking water and wastewater treatment facilities.
- ○ 3. Transportation Systems - Aviation, rail, maritime, highways, pipelines, and transit.
- ○ 4. Healthcare and Public Health - Hospitals, clinics, public health agencies, and medical supply chains.
- ○ 5. Information Technology - Hardware, software, and digital infrastructure.
- ○ 6. My organization does not fall within any of the above-mentioned sectors.

3. Approximately how many individuals are served by your organization annually? ◆

- ○ Fewer than 1k
- ○ 1k-10k
- ○ 10k-50k
- ○ 50k-250k
- ○ 250k or more

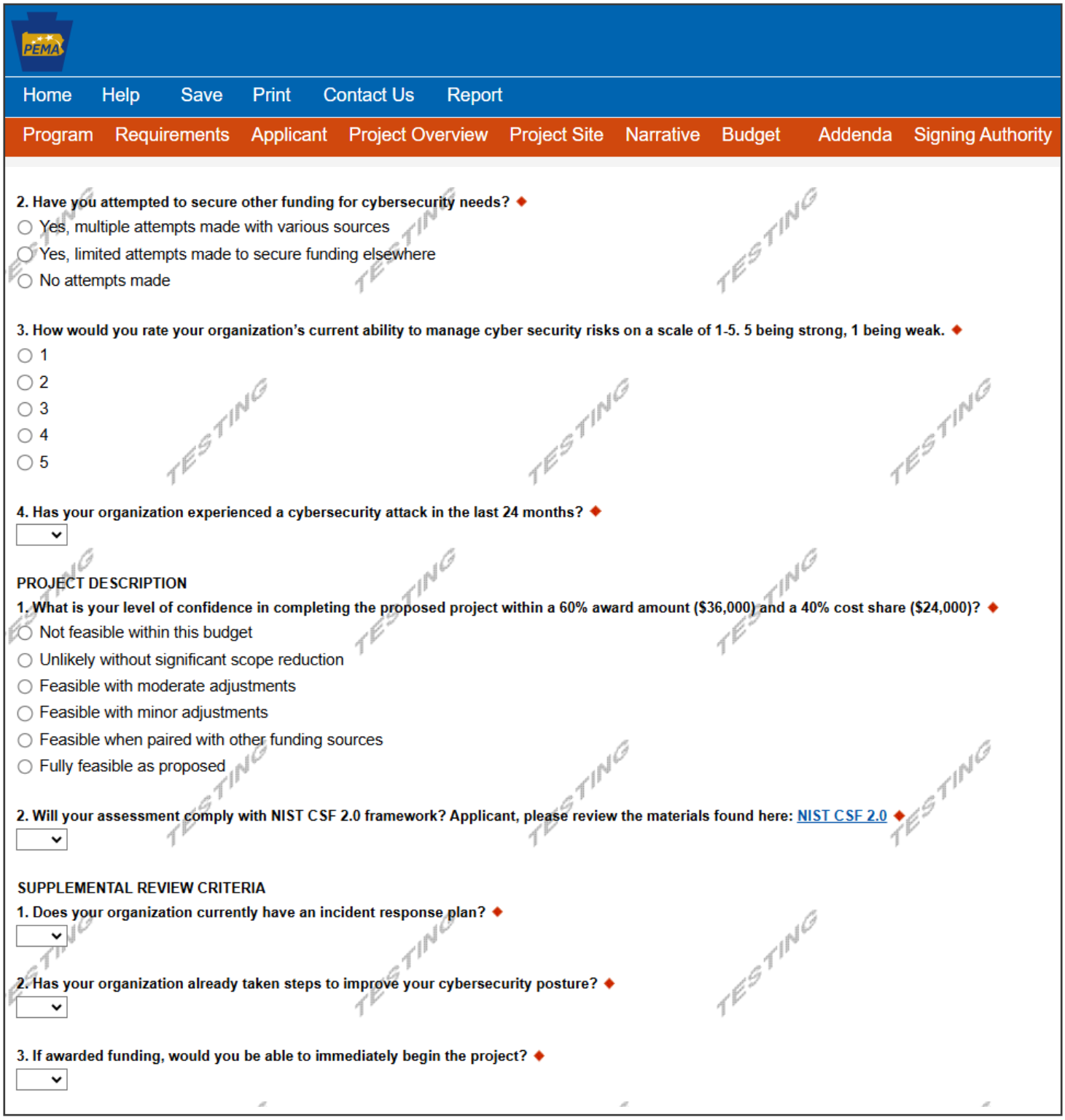
DESCRIPTION OF NEED

1. What percentage of your organization's budget is currently allocated to cybersecurity? ◆

- ○ 0%
- ○ 1-2%
- ○ 3-5%
- ○ 6-10%
- ○ >10%

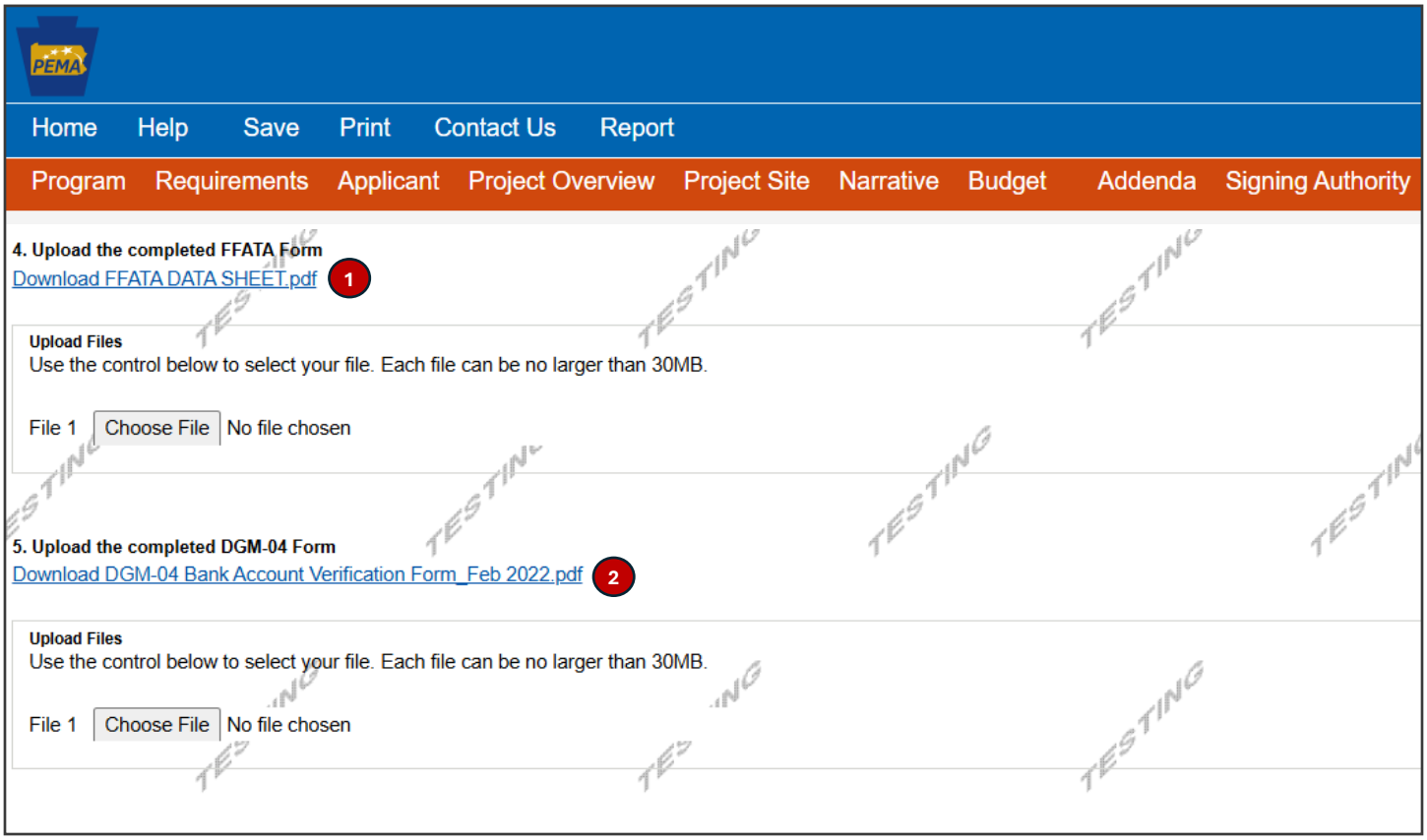
Step 12 - Complete the Addenda

Continued



Step 12 - Complete the Addenda

Continued



Required Forms

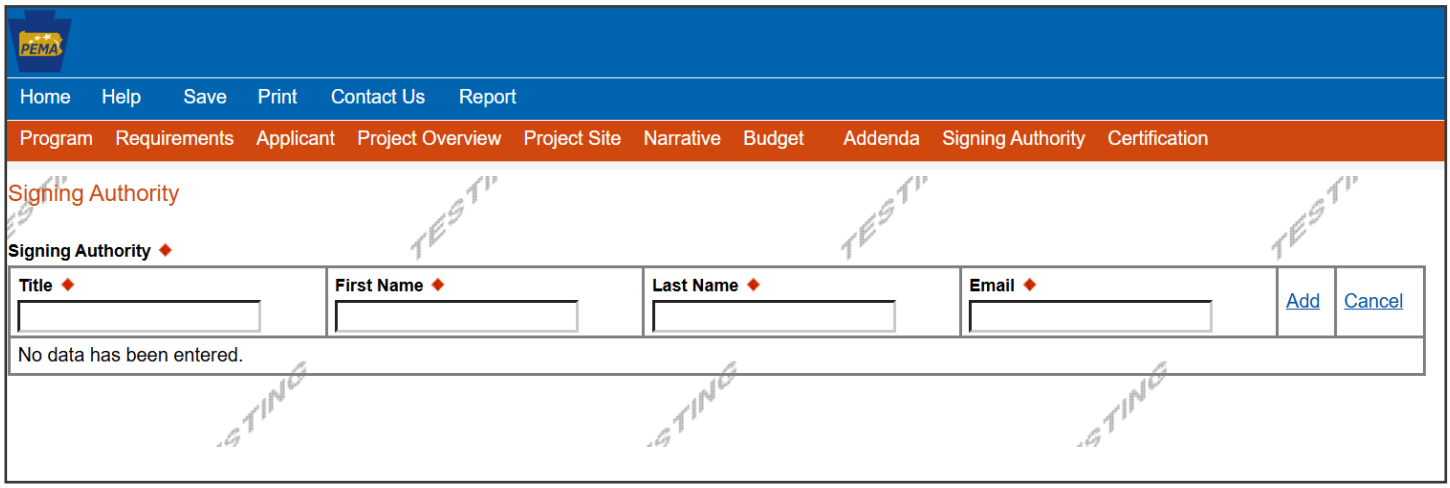
1. **FFATA Subrecipient Data Sheet**
   Select the FFATA Data Sheet hyperlink to download the form. Complete the form, save it to your computer, then select Choose File to upload the completed document to your application.

2. **DGM-04 Bank Account Verification Form**
   Select the DGM-04 Bank Account Verification Form hyperlink to download the form. Complete and save the form, then select Choose File to upload the completed document to your application.

Additional guidance for completing these forms is available under Application Resources on PEMA's SLCGP website. Apply for a Cybersecurity Grant | Commonwealth of Pennsylvania

After all required questions have been completed and both forms have been uploaded, click **continue** to proceed to the next section of the application.

Step 13 – Complete Signing Authority



Enter the information for the individual **authorized to sign grant documents on behalf of your organization**.

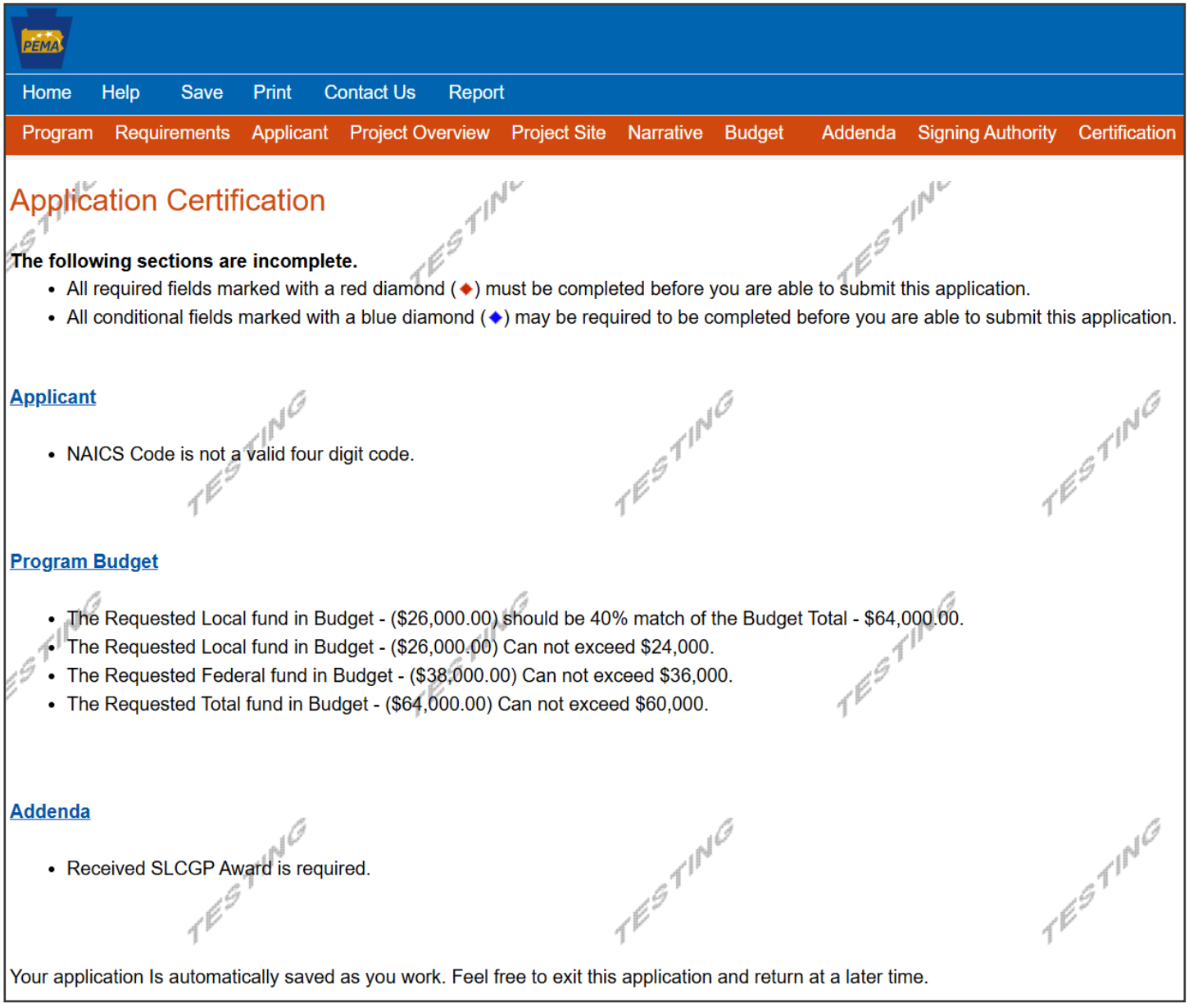
Complete the Title, First Name, Last Name, and Email fields, then select **Add** to save the Signing Authority.

Once the information has been added, click **continue** to proceed to the Certification section.

Step 14 – Application Certification

The Application Certification page performs a final review of the application and identifies any incomplete or invalid information that must be corrected before submission.

Review each validation message displayed on this page. Errors are grouped by the section of the application where the correction is needed, such as Applicant, Program Budget, or Addenda.

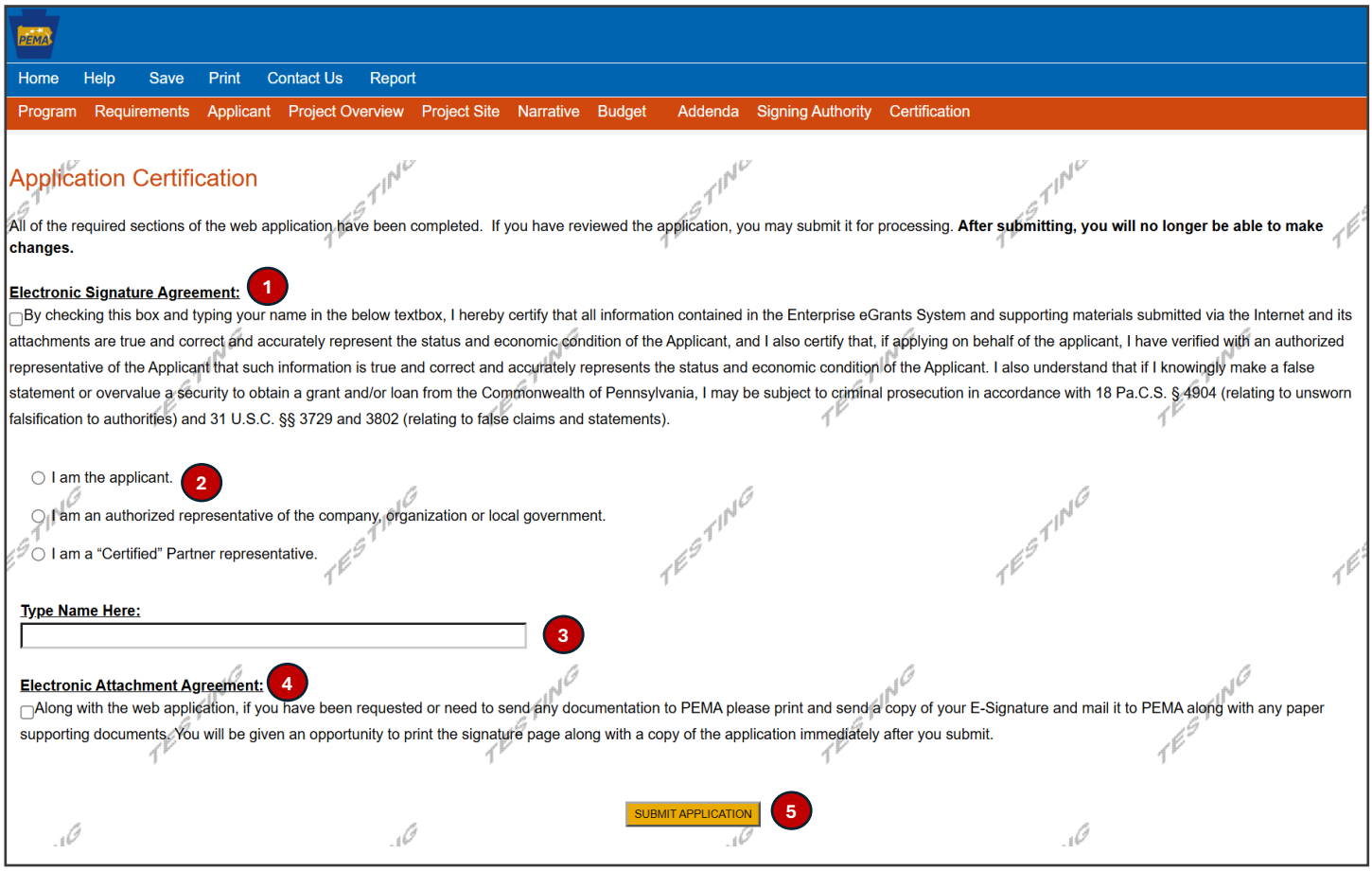


Return to each section identified on the Certification page and make the necessary corrections. Your application is automatically saved as you work.

Once all errors have been corrected, the application is ready for certification and submission.

Step 14 – Application Certification

When all errors are cleared, the **Application Certification** page becomes available.



1. Review the **Electronic Signature Agreement** and select the checkbox to acknowledge the certification statement.

2. Select the option that best describes your authority to submit the application

3. Enter your name in the **Type Name Here** field. Your typed name serves as your electronic signature.

4. Review the **Electronic Attachment Agreement** and select the checkbox to acknowledge.

5. Select **Submit Application** to formally submit the application to PEMA.

Important: Once the application has been submitted, you will no longer be able to make changes. Verify that all information and attachments are complete and accurate before selecting Submit Application.

View Submitted Applications

To view applications that have already been submitted, select the **Submitted Applications** tab from the main menu.

A list of submitted applications will display below. Use the **Search** field to locate a specific application by entering identifying information such as the applicant name, project name, or application ID, then select **Search**.

Select the appropriate application from the results to open and review the submitted application.

Use **Export** if you need to download the submitted application list for reference.