Executive Office of Public Safety and Security
Office of Grants and Research

Cybersecurity Incident Response Plan and Tabletop Exercise Grant Opportunity
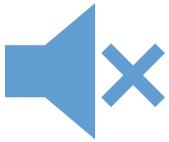
APPLICATION ASSISTANCE WEBINAR

DECEMBER 19, 2024

Webinar Logistics

To minimize background noise, attendees are on mute

At the end of the presentation there will be a Q&A session

If you have a question during the webinar, you may put it in the "Questions" box

A copy of presentation materials will be provided for attendees after the webinar

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Cybersecurity Incident Response Plan and Tabletop Exercise (CIRPTE) Grant Opportunity

The Office of Grants and Research (OGR) will make available approximately $1,595,000 in funding to Executive Branch Agencies through the federal State and Local Cybersecurity Grant Program to assist agencies with improving cybersecurity by reducing susceptibility to cybersecurity threats, reducing vulnerabilities, and mitigating the consequences of attacks by enhancing specific cybersecurity capabilities.

Purpose: This opportunity is a competitive solicitation for Executive Branch Agencies who have yet to develop a Cyber Incident Response Plan (CIRP), as required by EOTSS, **OR** who are in need of testing an existing CIRP via a Tabletop Exercise (TTX).

Eligibility

☑ Only a **Massachusetts Executive Office State Agency** is **eligible to apply** under this grant opportunity.

☑ The **Chief Executive Officer** of the agency applying must sign the application when submitted and only one (1) application per agency is permitted for consideration of funding.

☑ An EXECUTIVE BRANCH STATE AGENCY may not request more than **$85,000** in funds for the development of a **CIRP** or **$50,000** for a **TTX**.

☑ An applicant *__must__* choose one of the eligible projects – either development of a CIRP or implementation of a TTX.

For a list of Executive Branch Agencies, please visit: https://www.mass.gov/topics/executive-branch

Timeline

AGF Posted: December 10, 2024

Application Due Date:

January 7, 2025

Award Notifications:

February 2025 (*anticipated*)

Period of Performance:

February 2025-December 31, 2025

Required Memberships, Programs, and Services

Unique Entity Identifier (UEI) # and register in the System for Award Management (SAM.gov)
Subrecipients must:
1. Obtain a UEI#
2. Be registered in SAM.gov before application submission

Please note: subrecipients do not need to have a valid UEI at the time of application; however, they must have a valid UEI in order to receive a subaward.

Cyber Hygiene Services
Service that assesses the "health" of your publicly accessible web applications by checking for known vulnerabilities and weak configurations.

Homeland Security Exercise and Evaluation Program (HSEEP)
Exercises conducted with grant funding will be managed and conducted consistent with the Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Homeland Security Exercise and Evaluation Program (HSEEP).

Nationwide Cybersecurity Review (NCSR)
Free, anonymous, annual self-assessment designed to measure gaps and capabilities of a State, Local, and Territorial (SLT) governments cybersecurity programs.

Recommended Memberships

Multi State-Information Sharing and Analysis Center (MS-ISAC):
- Provides services and information sharing that significantly enhances SLT governments' ability to prevent, protect against, respond to, and recover from cyberattacks and compromises.
- DHS maintains operational-level coordination with the MS- ISAC through the presence of MS-ISAC analysts in CISA Central to coordinate directly with its own 24/7 operations center that connects with SLT government stakeholders on cybersecurity threats and incidents.
- To register visit: https://learn.cisecurity.org/ms-isac-registration

Election Infrastructure Information Sharing and Analysis Center (EI-ISAC):
- A collaborative partnership between the Center for Internet Security (CIS), CISA, and the Election Infrastructure Subsector Government Coordinating Council.
- The EI-ISAC is funded through DHS grants and offers state and local election officials a suite of elections-focused cyber defense tools, including threat intelligence products, incident response and forensics, threat and vulnerability monitoring, cybersecurity awareness, and training products.
- To register visit: https://learn.cisecurity.org/ei-isac-registration

Allowable Costs

Cost Categories	Description
Contract/Vendor Costs	EOTSS is currently in the process of securing at least three vendors to perform these services for applicants selected for an award. Upon award notification, awardees will be provided a list of vendors that are on statewide contract. Recipients **must** select a vendor on the list to conduct all grant funded services for their approved project. Awardees will not be permitted to utilize a different vendor.
Other	Supplies needed to implement a TTX if not included in the vendor cost, dissemination costs associated with reproducing the CIRP developed, etc.
Indirect Costs	Federally negotiated and approved rate for costs that are not readily assignable to a particular project but are necessary to the operation or maintenance of the organization and performance of the project. Please note: Applicants must include a copy of the federally approved rate with the proposal.

Unallowable Costs

These grant funds are only for the development of a Cybersecurity Incident Response Plan and implementation of a Tabletop Exercise.

Any costs not directly related to these tasks will be considered **unallowable**.

Unallowable costs include:
- Agency personnel, rent, and other related administrative costs;
- Equipment and technology;
- Retainer fees; and
- Food or catering services.

Cost-Match Requirement

For this grant program, FEMA requires that eligible entities meet a cost-match requirement. **To meet this requirement, the Commonwealth of Massachusetts is providing this cost-match for subrecipients.**

Awarded applicants will receive two Interdepartmental Service Agreement (ISA) forms – one for the federal award and one for the state provided match.

The two ISAs will total the amount of funds requested as long as costs requested are allowable.

Cost-Match Requirement – Cont.

! *Please note:* the state matching funds must be spent first to ensure all state match funds are expended by **June 30, 2025**.

State agency subrecipients are **NOT** responsible for providing the match unless they fail to spend the state match funds provided.

Application Process

Applicants may only apply for one (1) of two (2) eligible projects, either:
  1. Development of a Cybersecurity Incident Response Plan (CIRP)
  2. Implementation of a cybersecurity Tabletop Exercise (TTX)

There is a maximum award amount of **$85,000** for development of a CIRP and a maximum award amount of **$50,000** for a TTX.

Applicants seeking more than $70,000 and up to $85,000 for a CIRP or more than $35,000 and up to $50,000 for a for a TTX must describe in their budget narrative how the associated cost(s) will enhance their agency's public emergency response, utility, social service, and/or financial transaction systems or services.

Documents required to submit with online application:
  ✓ Attachment B – Budget Worksheet
  ✓ OGR Subrecipient Risk Assessment Form
  ✓ Indirect Cost Rate Agreement – *only if indirect costs are included in your budget*

After you submit your application, you will receive an email with a PDF copy of the completed application and any documents you included as with the application.

Application Form Overview

[2024 Cybersecurity Incident Response Plan and Tabletop Exercise (CIRPTE) Grant Program Application](#)

Attachment B Review

CIRPTE Budget Workbook

Resources

CIRPTE AGF and Application Materials:
https://www.mass.gov/info-details/cybersecurity-incident-response-planning-and-tabletop-exercise-grant-opportunity

SAM.gov:
https://sam.gov/entity-registration

Cyber Hygiene Services:
https://www.cisa.gov/cyber-hygiene-services

Homeland Security Exercise and Evaluation Program (HSEEP):
https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep

Nationwide Cybersecurity Review (NCSR):
https://www.cisecurity.org/ms-isac/services/ncsr

MA Executive Branch Agencies:
https://www.mass.gov/topics/executive-branch

Information on MS-ISAC:
https://www.cisecurity.org/

Information on EI-ISAC:
https://www.cisa.gov/topics/election-security

Q&A

For any administrative or technical questions after the webinar, please email Sarah Cook: sarah.e.cook@mass.gov