

NICE

NATIONAL INITIATIVE FOR **CYBERSECURITY** EDUCATION



Applicants Webinar

June 1, 2017

Welcome & Overview

Danielle Santos

Program Manager of NICE

NIST Notice of Funding Opportunity

National Initiative for Cybersecurity Education (NICE) is a partnership between government, academia, and the private sector focused on cybersecurity education, training, and workforce development.

nist.gov/nice

Join Us

8th Annual
NICE Conference and Expo
November 7-8, 2017
Dayton, Ohio

Registration Opening Soon!

www.fbcinc.com/nice

Agenda

1. NICE Goals and Engagement Objectives
 - Rodney Petersen, NICE Director
2. NICE Stakeholder Engagement Program
 - Danielle Santos, NICE Program Manager
3. Administrative Requirements
 - Timothy Lynch, NIST Grants Specialist
4. Q&A

NICE Goals and Engagement Objectives

Rodney Petersen
Director of NICE

Mission of NICE

To energize and promote a robust network and an ecosystem of cybersecurity education, training, and workforce development.



Values of NICE



Seek Evidence

Pursue Action

Challenge Assumptions

Embrace Change

Stimulate Innovation

Foster Communication

Facilitate Collaboration

Share Resources

Model Inclusion

Measure Results

Accelerate Learning and Skills Development



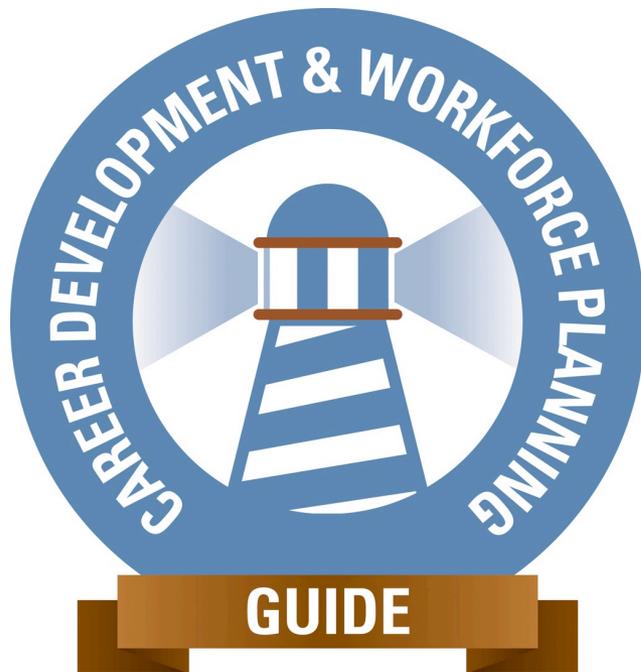
Inspire a sense of urgency in both the public and private sectors to address the shortage of skilled cybersecurity workers

Nurture A Diverse Learning Community

Strengthen education and training across the ecosystem to emphasize learning, measure outcomes, and diversify the cybersecurity workforce



Guide Career Development & Workforce Planning



Support employers to address market demands and enhance recruitment, hiring, development, and retention of cybersecurity talent

Purpose of 2017 Solicitation

- Increase Stakeholder Engagement for NICE
- Convene thought leaders to help address the nation's cybersecurity education, training, and workforce needs.
- Explore methods and opportunities to review NICE strategic directions and priorities.
- Provide a forum to showcase best practices.

NICE Stakeholder Engagement Program

Purpose and Scope

Danielle Santos

Program Manager of NICE

Applicants Must Be

- US-located
- a non-Federal entity
- engaged in building national (and exploring international) relationships

Applicant's Program must include

- a year-round communication strategy
- conference planning and execution efforts
 - pre-conference activities
 - determining tracks, content, and speakers
 - arranging the venue
 - managing the conference logistics
 - managing post conference wrap up activities

Applicant's Program must include

- a diverse stakeholder engagement strategy
 - Employers
 - Educators and trainers
 - Certification providers
 - Workforce development managers
 - Economic development administrators
 - Policymakers
- a demonstration of commitment to regional diversity

Application Contents and Evaluation Criteria

Application Content – Required Forms

- SF 424, Application for Federal Assistance
 - SF-424A, Budget Information - Non-Construction Programs
 - SF-424B, Assurances - Non-Construction Programs
- CD-511, Certification Regarding Lobbying

Application Content

- Proposal Narrative
- Budget Narrative
- Indirect Cost Rate Agreement
- Letters of Commitment

Application Content – Proposal Narrative

- No more than 12 pages
- Executive Summary
- Outreach Strategy
- Process for Building a Cybersecurity Education and Workforce Development Community.
- Conference Planning
- Resources

Application Content – Letters of Commitment

- Letters of Commitment
 - Not included in page count
- Should be provided from contractors or subawardees who will be participating in the project
- Should indicate level of participation and any resources or infrastructure brought to the project.

Application Process and Format

- Submission to Grants.gov
 - Paper, E-mail and Facsimile (fax) Submissions. Will not be accepted.
- Document Formatting
 - Single or Double Space
 - Easy to read font (10-point minimum)
- Page Limit
 - The Proposal Narrative for Applications is limited to twelve (12) pages.
 - includes: tables, graphs, qualifications
 - excludes: forms, budget narrative, letter of commitment
- **Revisions must be made by submission of a new application.**

Evaluation Criteria

- Outreach Strategy (0 – 20 points)
- Process for Building Community Engagement (0 to 20 points)
- Conference Planning (0 to 30 points)
- Resources (0 - 20 points)
- Reasonableness of the Proposed Budget (0 – 10 points)

Administrative Requirements

Timothy Lynch
NIST Grants Specialist

General Rules of Thumb...

Budget Format

- Costs should be placed under the applicable budget categories of Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges.
- The total dollar amounts listed under each budget category in the Budget Narrative must match the dollar amounts listed on the SF424A.
- Cost computations and written justification must be provided for all costs in the Budget Narrative.
- The Budget Narrative and SF424A should only include the Federal share of costs. Cost share is not required.
- Best estimates are acceptable.

Budget Narrative Content

a. Personnel

- Name or TBD
- Job title
- Role of individual and description of work to be performed
- Salary
- Level of effort (in hours or percentage of time)
- Total cost to project

* Consultants/contracted personnel should be listed under the Contractual budget category.

* Include sufficient time for reporting requirements and participation in the NICE Conference.

Budget Narrative Content

b. Fringe Benefits

- Identified separately from salaries and wages.
- Based on rates determined by organizational policy.
- Costs included as fringe should not be charged under another cost category.

c. Travel

- Include: destination; travel dates or duration of trip; names of travelers or number of people traveling; transportation rate; lodging rate; subsistence rate (per diem); and description of how travel is directly related to the project.
- For travel that is yet to be determined or destinations that are not known, provide best estimates based on prior experience.
- Include travel to two NICE Conferences.

Budget Narrative Content

d. Equipment

- Defined as: property with an acquisition cost of \$5,000 or more and expected service life of more than one year (unless the organization has established lower levels).
- Items that do not meet the threshold for “equipment” may be placed under the Supplies budget category.
- Identify each piece of equipment, the cost, and provide a description of how it will be used and why it is necessary for the successful completion of the project.
- Prorate costs for equipment that will be used for other purposes besides project-related effort.

e. Supplies

- Identify each supply item and provide a breakdown of costs by quantity or unit.
- Describe the necessity of the cost for the completion of the project.

Budget Narrative Content

f. Contractual

- Treat each contract or subaward as a separate line item.
- Describe the services provided and the purpose.
- Describe the necessity of the contract or subaward.
- Describe how costs were determined
- For contracts, identify if the contract is sole sourced or competed.

Budget Narrative Content

Contracts vs. Subawards

The primary distinction between a sub-recipient and a vendor is the performance of programmatic work.

Sub-recipient

- Performs substantive portion of the programmatic work
- Involved in the design and conduct of the project
- Usually on cost-reimbursement
- Flow-through of OMB/CFR and award requirements
- No fee or profit can be charged on the grant for subrecipients

Subaward

An award of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient (DoC Grants Manual).

Vendor

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Operates in a competitive environment
- Not subject to Federal programmatic compliance requirements
- Profit can be charged

Contract (via a Vendor/Procurement)

Principal purpose of the relationship is the acquisition by purchase, lease, or barter, of property or services (DoC Grants Manual).

Budget Narrative Content

g. Construction

- Not an allowed cost under this program.

h. Other Direct Costs

- Costs that do not easily fit into the other cost categories (e.g. conference registration costs).
- Identify the cost and provide a breakdown of the cost by quantity or unit.
- Describe the necessity of the cost for the completion of the project.

Budget Narrative Content

j. Indirect Charges

- Indirect costs include business expenses that are not readily identified, but are necessary for general operation and conduct of activities.
- Indirect cost rates are negotiated with the recipient's cognizant Federal agency.
- For applicants without a negotiated rate:
 - Use best estimates for a rate to be negotiated with NIST
 - For DoC General Indirect Cost Rate Program Guidelines for Grantee Organizations, July 2013, email Dean Iwasaki, NIST Grants Specialist, at dean.iwasaki@nist.gov.
 - Use the 10% De Minimis Rate, authorized by 2 CFR 200.414.

Allowable Costs

- Reasonable
- Allocable
- Allowable under grant terms, regulations, statute
- Necessary for the performance of the award
- Consistently charged regardless of source of funds

Allowable Costs

- Direct costs for technical work
 - Salaries of technical personnel on the project
 - Equipment used on the project (prorated)
 - Materials and supplies
- Travel to NICE Conferences
- Award related audits - audits will be required by an external auditor (CPA or cognizant Federal audit agency), following the Federal single audit requirements.
- Accounting system certification - if a recipient has never received Federal funding, a certification that indicates whether the recipient has a functioning financial management system meeting the provisions of 2 CFR 200.302 may be required from a CPA. Sample will be provided at time of award.

Unallowable Costs

- Profit and fees
- Application writing and/or development
- Contingency fees
- Any cost disallowed by 2 CFR Part 200
- Any cost not required for the approved work

Award Requirements

- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by the Department of Commerce at 2 CFR 1327.101 (<http://go.usa.gov/SBYh> and <http://go.usa.gov/SBg4>)
- DoC Financial Assistance Standard Terms and Conditions, December 26, 2014 (<http://go.usa.gov/hKbj>)
- Special Award Conditions specific to NICE and each specific cooperative agreement

Payment of Grant Funds

- Award funds are paid electronically through the Automated Standard Application for Payment (ASAP) system managed by the US Treasury.
- Enrollment will be required if not already enrolled.

Reporting Requirements

- **SF425 Federal Financial Reports**
 - 30-days after the end of each calendar quarter.
 - Final 90-days after the end of the award.
- **Performance (Technical) Reports**
 - 30-days after the end of each calendar quarter.
 - Final 90-days after the end of the award.
 - Guidance on content will be provided following award.

Q & A

Helpful Information

The deadline to apply:

Tuesday, August 1, 2017, by 11:59 p.m. Eastern Time

Link to opportunity on

Grants.gov: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=294083>

Link to full Notice of Funding Opportunity (NOFO)

PDF: https://www.nist.gov/sites/default/files/documents/2017/05/24/nice_stakeholderengagement_nofu_5.24.17.pdf