

# NICE

NATIONAL INITIATIVE FOR **CYBERSECURITY** EDUCATION



## Applicants Webinar

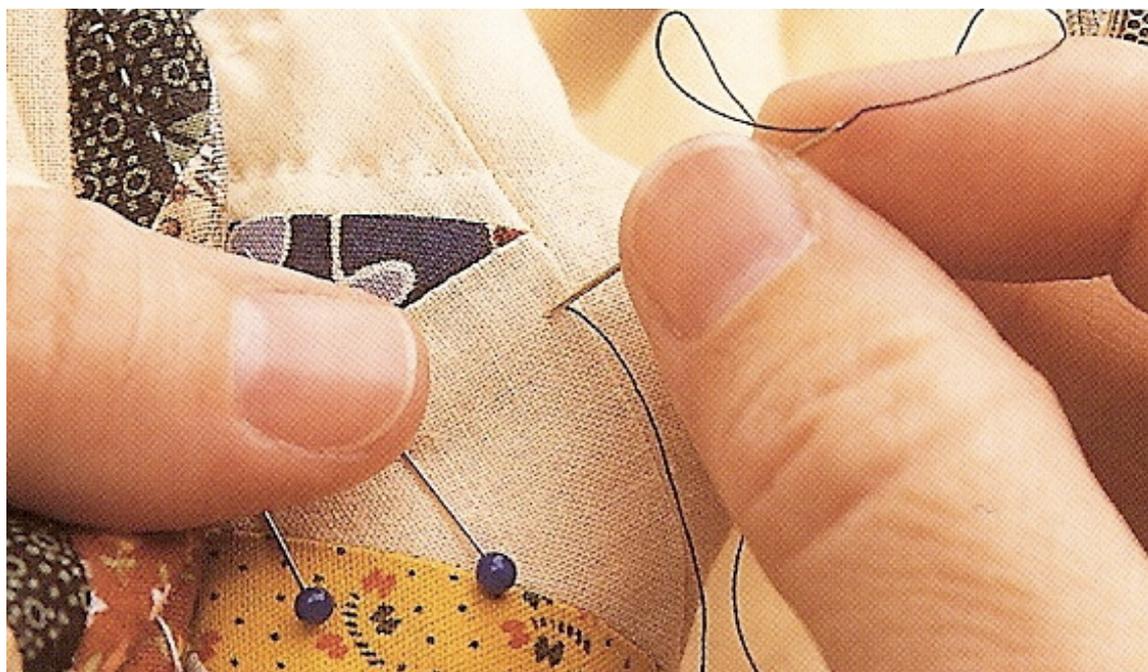
May 18, 2016

# Welcome and NICE Overview

**Danielle Santos,**  
Program Manager 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

**Join Us**

**7<sup>th</sup> Annual**

**NICE 2016 Conference and Expo**

**November 1-2, 2016**

**Kansas City, Missouri**

**Call for Proposals Open Now!**

**[www.fbcinc.com/nice](http://www.fbcinc.com/nice)**

# NICE Goals and Ready to Work

**Rodney Petersen,**  
Director of NICE

# Accelerate Learning and Skills Development



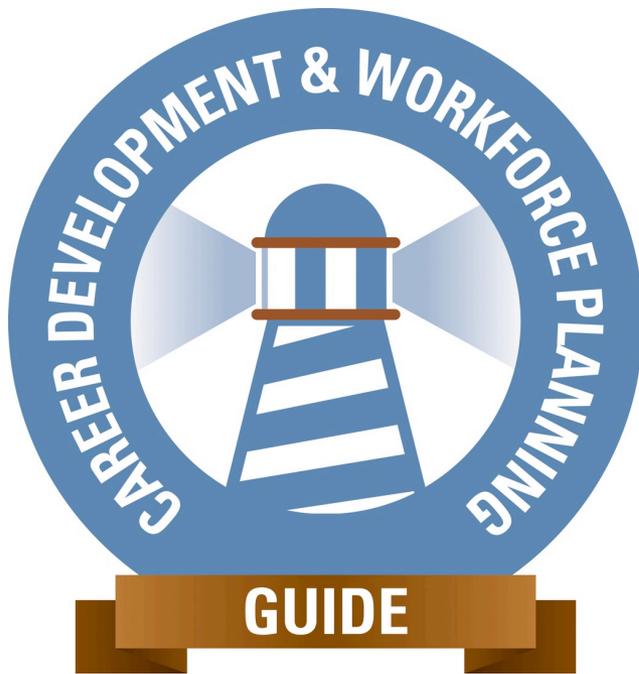
*Inspire a sense of urgency in both the public and private sectors to address the shortage of skilled cybersecurity workers*

# 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*

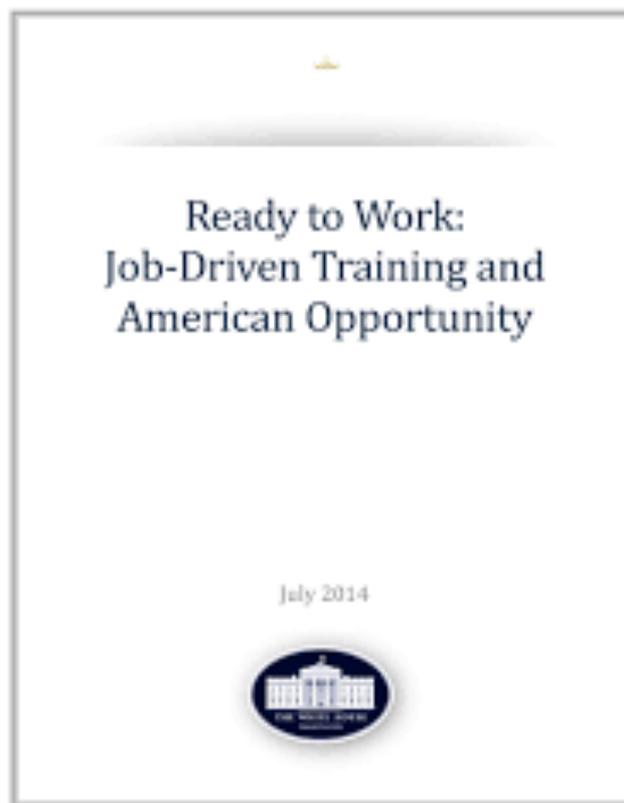
## Ready to Work: Job-Driven Training

“So tonight, I’ve asked Vice President Biden to lead an across-the-board reform of America’s training programs to make sure they have one mission: train Americans with the skills employers need, and match them to good jobs that need to be filled right now. That means more on-the-job training, and more apprenticeships that set a young worker on an upward trajectory for life. It means connecting companies to community colleges that can help design training to fill their specific needs.”

*President Obama, State of the Union, January 28<sup>th</sup>, 2014*

# Ready to Work

Mission: Equip workers with the skills to compete in the 21<sup>st</sup> century economy



# Themes

- **EMPLOYERS** can't find enough skilled workers to hire for in-demand jobs they must fill to grow their businesses
- **EDUCATION AND TRAINING PROGRAMS** need better information on what skills those in-demand jobs require
- **HARD-WORKING AMERICANS**, whether studying, looking for work, or wanting better career paths, often aren't sure what training to pursue and whether jobs will be waiting when they finish.

## Job-Driven Checklist

- ✓ **ENGAGING EMPLOYERS.** Work up-front with employers to determine local hiring needs and design training programs that are responsive to those needs, from which employers will hire.
- ✓ **EARN AND LEARN.** Offer work-based learning opportunities with employers – on-the-job training, internships, pre-apprenticeships, and Registered Apprenticeships – as training paths to employment.

## Job-Driven Checklist (continued)

- ✓ **SMART CHOICES.** Make better use of data to drive accountability, inform what programs are offered and what is taught, and offer user-friendly information for job seekers to choose programs and pathways that work for them.
- ✓ **MEASURING MATTERS.** Measure and evaluate employment and earnings outcomes.

## Job-Driven Checklist (continued)

- ✓ **STEPPING STONES.** Promote a seamless progression from one educational stepping stone to another, and across work-based training and education, so individuals' efforts result in progress.
- ✓ **OPENING DOORS.** Break down barriers to accessing job-driven training and hiring for any American who is willing to work, including access to supportive services and relevant guidance.

## Job-Driven Checklist (continued)

- ✓ **REGIONAL PARTNERSHIPS.** Coordinate American Job Centers, local employers, education and training providers, economic development agencies, and other public and private entities, to make the most of limited resources.

## Purpose of 2016 Solicitation

- Align the workforce needs of local business and non-profit organizations with the learning objectives of education and training providers conforming to the NICE Framework.
- Increase the pipeline of students pursuing cybersecurity careers.
- Upskill more Americans to move them into middle class jobs in cybersecurity, and support local economic development to stimulate job growth.

# Regional Alliances and Multistakeholder Partnerships to Stimulate (RAMPS) Cybersecurity Education and Workforce Development

Purpose and Scope

**Danielle Santos,**  
Program Manager of NICE

# Applicants Must

- Be non-profit organizations including institutions of higher education located in the United States or its territories.
- Demonstrate through letters of interest that at least one of each of the following types of organizations is interested in being part of the proposed regional partnership:
  - K-12 school or Local Education Agency (LEA),
  - Institution of Higher Education or College/University System, and
  - Local employer.

## Applicant's Project Must

- Establish (or identify if it already exists) a multistakeholder workforce partnership to include at least a K-12 school, an institution of higher education and a local employer.
- Identify how it would collaborate with Centers of Academic Excellence in Cybersecurity (<http://www.caecommunity.org>) or Advanced Technological Education programs (<http://www.nsf.gov/ate>) located in the state or region

## Applicant's Project Must

- Describe a process for establishing leadership or governance of the multistakeholder organization.
- Describe planned initiatives that can help support or implement the goals and objectives of the NICE Strategic Plan.
- Demonstrate how the stakeholders intend to use the NICE Framework.
- Include ideas for how the multistakeholder organization would leverage the Cybersecurity Jobs Heat Map (see <http://nist.gov/nice/map>)

## Applicant's Project Must

- Recruit employers in the community to support internships, apprenticeships, or coop programs in conjunction with education and training providers.
- Define metrics that will be used to measure the success of their efforts.

**A successful project will create the infrastructure for education providers, employers, and others to develop the cybersecurity education capabilities to fill a critical skills gap for the economy.**

# 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 - Technical Proposal

- No more than 15 pages
- Executive Summary
- Collaboration with CAE and ATE Programs
- Identification of Workforce Demand and Available Supply of Skilled Workers
- Relevance to the NICE Workforce Framework and NICE Strategic Plan
- Statement of Work and Implementation Plan
- Sustainment Plan
- Resources

# Technical Proposal - Statement of Work, Implementation Plan, and Sustainment Plan

- Statement of work and Implementation Plan shall describe all project participants' activities related to this project including:
  - Planned recruitment activities for representation across the cybersecurity workforce ecosystem.
  - Details of the multistakeholder workforce partnership's activities and individual participant's related activities in support of cybersecurity workforce development.
  - Schedule of measurable events and realistic, measurable milestones for the overall project.
  - Metrics for measuring the success of the proposed efforts and timeline for metrics collection
- Sustainment Plan should discuss how partners will proceed to institutionalize the results of the project.

# Application Content - Letters of Commitment or Interest

- Not included in page count
- Must Contain:
  - The signature of an authorized representative, such as the Chief Executive Officer (CEO), Chief Human Resources Officer (CHRO), or other authorized representative with sufficient authority to make an organizational commitment to a multistakeholder workforce partnership.
  - A description of the organization's participation and its level of commitment to the project. Identify what specific knowledge, expertise and other related resources, or other contributions, are being provided by the participating organization to support the proposed project, if any.

## Application Content - Resumes of Key Personnel

- A resume for the project leader is required. This individual is considered key personnel to the project.
- Resumes of additional key personnel may be supplied.
- Resumes are limited to two pages per individual.

# Application Content - Data Management Plan

- The Data Management Plan is a supplementary document of not more than two pages that must
  - include, at a minimum, a summary of proposed activities that are expected to generate data, a summary of the types of data expected to be generated by the identified activities, a plan for storage and maintenance of the data expected to be generated by the identified activities, and a plan describing whether and how data generated by the identified activities will be reviewed and made available to the public.

## Evaluation Criteria

### A. Organizational Composition and Effectiveness (0 to 15 points):

Reviewers will evaluate the effectiveness of the applicant's proposed partnership in addressing cybersecurity workforce needs. Specifically, the reviewers will be evaluating:

- The extent to which the committed multistakeholder workforce partnership covers the full range of organizations needed to build an effective partnership (i.e., K-12 schools or Local Education Agencies, institutions of higher education, training and certification providers, local employers, economic development organizations, and any other local organizations).

# Evaluation Criteria - Organizational Composition and Effectiveness cont.

- The size and diversity of the organizations involved in the multistakeholder workforce partnership.
- The extent of the collaboration with ATEs and CAEs.
- How the proposed organizational structure, governance structure, and leadership arrangements effectively and efficiently support the long term sustainability of the partnership.

# Evaluation Criteria

## **B. Effectiveness of existing Multistakeholder Workforce Partnerships (0 to 5 points):**

- Reviewers will evaluate the extent to which the letters of commitment and project narrative demonstrate that existing multistakeholder workforce partnerships have proven effective at meeting employer needs.

## Evaluation Criteria

### **C. Alignment to the NICE Strategic Plan (0 to 10 points):**

Reviewers will evaluate how well the applicant's proposed plans and activities align to the NICE Strategic Plan.

See NICE Strategic Plan at:

<http://nist.gov/nice/about/strategicplan.html>

## Evaluation Criteria

### **D. Alignment to the NICE Framework (0 to 10 points):**

Reviewers will evaluate how well the applicant's proposed plans and activities align to the NICE Framework.

See NICE Workforce Framework at:

<https://niccs.us-cert.gov/training/tc/framework>

## Evaluation Criteria

### **E. Data Collection (0 to 10 points):**

Reviewers will evaluate the completeness and effectiveness of the proposed efforts to collect regional data on workforce needs from organizations for the Cybersecurity Jobs Heat Map.

See Cybersecurity Jobs Heat Map at:

<http://nist.gov/nice/map/index.html>

# Evaluation Criteria

## **F. Project Impact (0 to 10 points).**

Reviewers will evaluate:

- The size and diversity of the organizations and populations involved in the multistakeholder workforce partnerships;
- The extent that the proposed activities would support cybersecurity workforce development
- The extent of the potential impact to regional workforce needs in cybersecurity;

## Evaluation Criteria – Project Impact Cont.

- The extent of commitments from employers to interview and hire qualified candidates from these initiatives; and
- The extent that the project establishes new initiatives or activities in support of cybersecurity workforce development.

# Evaluation Criteria

## **G. Project Sustainability (0 to 10 points)**

Reviewers will evaluate the quality, comprehensiveness, and likelihood of success of the plan to sustain and institutionalize the planned initiatives or activities beyond the award period.

# Evaluation Criteria

## H. Quality of Implementation Plan (0 to 20 points)

Reviewers will evaluate the appropriateness, quality, completeness, and effectiveness of the applicant's implementation plan, including the following:

- Major task descriptions;
- Schedule;
- Quantified Objectives;
- Milestones with measurable metrics;

# Evaluation Criteria - Quality of Implementation Plan Cont.

- Method of evaluating the metrics;
- Risks;
- Plans for stakeholder outreach; and
- Management and leadership plan, including managing the work of all project participants, sub-recipients, contractors, etc., to ensure realization of project goals and objectives.

# Evaluation Criteria

## I. Resource Availability (0 to 10 points)

Reviewers will evaluate:

- The appropriateness of the qualifications of the participants
- The quality of the existing resources available to the project, including existing programs, forums for communicating information on this topic, etc.;
- Related collaboration efforts that this project can build on; and
- The cost-effectiveness of the project.

# Administrative Requirements

**Dean Iwasaki,**  
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](mailto: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, July 12, 2016, by 11:59 p.m. Eastern Time

### **Link to opportunity on Grants.gov:**

<http://www.grants.gov/web/grants/view-opportunity.html?oppld=283764>

### **Link to full Federal Funding Opportunity (FFO) PDF:**

[www.nist.gov/nice/ffo/documents/ffo2016.pdf](http://www.nist.gov/nice/ffo/documents/ffo2016.pdf)