



## GRANT MANAGEMENT MEMORANDUM GMM 2023-13

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**Date:** October 4, 2023

**To:** All California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program (HSGP) Subrecipients

**From:** Cal OES Grants Management

**Subject:** National Cybersecurity Review (NCSR)

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As stated in the [FY 2023 Homeland Security Grant Program](#), recipients and subrecipients for the FY 2023 State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) awards are required to complete the [2023 NCSR](#) to benchmark and measure their progress of improving their cybersecurity posture. The Nationwide Cybersecurity Review (NCSR) is a no cost, anonymous, annual self- assessment that is designed to measure gaps and capabilities of state, local, tribal, and territorial (SLTT) governments' cybersecurity programs. The 2023 NCSR is open to complete from **October 1, 2023, to February 29, 2024.**

### **Registration and Access**

#### **New Participants:**

To register for the NCSR as a new user, please visit the following website: <https://www.cisecurity.org/ms-isac/services/ncsr/>. Your account will be created within 1-2 days of receiving your registration so be sure to sign up as soon as possible.

**Note: Please do not email [ncsr@cisecurity.org](mailto:ncsr@cisecurity.org) requesting to be registered. Your registration will only be considered by entering your information at the website above.**

#### **Previous Participants:**

If you have participated in the NCSR previously, please do not register again. To access the NCSR portal as an existing user, please visit the following link: <https://cis.my.logicmanager.com/>. The user will then select the option of "Get new password". Please refer to the [NCSR General User Guide](#) for step-by-step instructions for logging in and completing the assessment.

#### **Reporting Completion:**

Your NCSR assessment is considered complete once all questions have been answered and you have successfully submitted the assessment. Once your assessment is submitted, your organization must follow the instructions below to report your NCSR completion to Cal OES:

## **Instructions**

1. Once the NCSR has been completed and submitted, subrecipients must export the 2023 NCSR Completion Certificate from the NCSR platform.
  - a. Please see the following [NCSR Completion Certificate](#) for instructions on how to access and export the document from the NCSR portal.
2. Then, subrecipients must email their Cal OES Program Representative with the Completion Certificate and answers to the following questions:
  - a. **Question 1:** If this NCSR submission is covering additional entities who receive HSGP funding, please provide those organization names. If this NCSR submission is not covering additional entities who receive HSGP funding, please indicate "This submission only covers my organization."
  - b. **Question 2:** Which grant program is your organization completing the NCSR due to receiving grant funding? [enter applicable grant program name]
  - c. **Question 3:** My organization was awarded the applicable grant funds specific to the following fiscal year(s): [enter applicable years]
  - d. **Question 4:** My organization subawards funding to other organizations (Yes or No) If yes, please complete the NCSR subaward certification [form](#).

### **Important Considerations:**

- The NCSR is an IT/cybersecurity assessment. Please have your IT staff member or subject matter expert complete the assessment.
  - If your organization does not have designated IT staffing, please have the employee who manages technology resources and processes complete the NCSR.
- You must complete the entire assessment after registering to be considered compliant with the HSGP requirement as outlined in the FY 2023 HSGP NOFO.
- All questions on the assessment must be completed even if they don't seem to apply to your organization.
- A participant **is not** required to send their entire assessment and responses to Cal OES as their NCSR data is confidential.
- 2022 Participants: Please contact [ncsr@cisecurity.org](mailto:ncsr@cisecurity.org) if you would like a majority of your 2022 NCSR answers imported to your 2023 assessment.

The above steps outlined under Instructions are the only ways to verify completion of the NCSR requirement for the 2023 NCSR cycle. Please be sure to include this information in an email to Cal OES immediately after completing the NCSR.

There are many additional benefits to completing the NCSR. This includes customized reporting and resources that can improve a cybersecurity program, in addition to a 30-minute NCSR demos and Maturity Reviews to go over submitted answers and resources that can be used for improvement. To set up a demo or Maturity Review or ask any NCSR specific questions, please reach out to [ncsr@cisecurity.org](mailto:ncsr@cisecurity.org). For all grant specific questions including compliance reporting, please reach out to your HSGP Program Representative.