



SOUTH DAKOTA  
HOMELAND SECURITY

South Dakota Office of Homeland Security

**2012 State and Local Project  
Application Guideline**

The SD Office of Homeland Security administers federal grant funding from the U.S. Department of Homeland Security. A summary guideline for applying for 2012 State Homeland Security Grant funding is provided below. For more information, please refer to the Grant Administrative Manual available at [http://dps.sd.gov/homeland\\_security](http://dps.sd.gov/homeland_security).

1. All expenses payable through State Homeland Security Program grants must have prior written approval from the Office of Homeland Security or they will not be reimbursed.
2. Projects that may have an environmental impact require programmatic approval from the SD Office of Homeland Security and Environmental and Historic Preservation (EHP) program; please see the federal EHP policy at: <http://www.fema.gov/plan/ehp> . EHP approval is required for projects that disturb ground, require installation, or have other environmental, historic, or cultural impact.
3. All equipment purchased with federal Homeland Security grants must be listed on the Authorized Equipment List (AEL); see [www.rkb.us](http://www.rkb.us) for a searchable database of approved equipment.
4. Homeland Security work-related activities allow limited reimbursement for meals and beverages. Expenses for meals may be reimbursed at state reimbursement rates when traveling away from your duty station, for exercises (full-scale, functional, or table-top), activated Emergency Operations Center activities, or other Homeland Security work-related events. Expenses for non-alcoholic beverages at work-related activities are allowable.
5. Mileage or fuel will be reimbursed at the following rates. Private vehicles: \$.37 per mile from home station to destination and return to home station. Government vehicles: fuel costs will be reimbursed with receipts.
6. Reimbursement requests for travel, trainings, exercises, and planning meeting expenses require an attendance roster and an agenda or curriculum outline.
7. Federal law prohibits the SD Office of Homeland Security from paying vendors listed on the General Services Administration's list of Parties Excluded from Federal Procurement Programs. This policy prohibits contracts, purchases, or business relationships with any individual or business entity that is listed by a federal agency as debarred, suspended, or proposed for debarment for projects \$25,000 or more. To check on a vendor's status, please see [www.epls.gov](http://www.epls.gov) .
8. Federal grants require the Office of Homeland Security to monitor project agreements and contracts to assure compliance with applicable federal requirements and cost principles. Project monitoring includes reviewing the progress of projects and capital asset verification, as well as compliance with procedures, laws, and regulations and sound operational practices. Monitoring may be performed through on-site visits, by telephone, or as a desktop review. Other federal grant requirements will be included in the project agreement.

9. Capital asset equipment, \$5,000 and over, must be inventoried according to local policy; if there is no local policy, State policy must be followed.
10. Homeland Security Grants follow the *National Preparedness Goal* (NPG) issued September 2011 which can be viewed at <http://www.fema.gov/pdf/prepared/npg.pdf>. South Dakota has selected nine (9) core capabilities from the NPG as investments. Grant funding is available under the investments as described on the Homeland Security Application form revised 2012.
11. The Office of Homeland Security will make application materials available to all county and tribal emergency managers, county commissions, tribal boards, law enforcement associations, and other interested parties. The application materials are available on the Office of Homeland Security website along with resource information.
12. The Office of Homeland Security will meet with each region to provide guidance on the 2012 application process. Individuals who plan to submit applications for funding are strongly encouraged to attend.
13. Counties and tribes will use the 2012 Funding Priority Directive (in this guideline) to determine which project applications to submit to a regional review committee for funding consideration.
14. As per grant requirements, at least 25% of the grant awards must be for law enforcement projects. The Office of Homeland Security will provide each region with a minimum funding allocation for law enforcement and an allocation for discretionary projects. Law enforcement projects can also be funded with discretionary funding.
15. Project applications must be forwarded to the appropriate regional committee by August 31, 2012. Each county and tribe may have two representatives on the review committee; one representative must be a law enforcement representative. The regional committee votes to determine what applications they recommend for funding.
16. The Regional Coordinators will schedule the regional review committee meetings in late summer 2012. The date, time, and location of that meeting will be announced.
17. By September 30, 2012, regional committees will provide the Office of Homeland Security with the project applications recommended for funding for final review to assure compliance with federal requirements. Counties and tribes who are awarded funding will be asked to sign an agreement stating that they will follow federal and state terms and conditions.
18. Once the agreement is signed and returned to the Office of Homeland Security, the Director of Homeland Security will sign the agreement. Counties and tribes will receive a copy of the final completed agreement indicating that projects can go forward.
19. Projects funded with 2012 State Homeland Security funding must be completed by December 31, 2013.

## 2012 Funding Priority Directive

When reviewing project applications, each should be weighed as to the relevant impact on either the threats identified in the THIRA or its impact in addressing one of the Strategic Plan goals.

**2012 Threat Hazard Identification and Risk Assessment (THIRA).** Identifies man-made threats; shown in order of ranking.

### Terrorism

1. Cyber Attack
2. Armed Attack
3. Conventional Bomb/IED
4. Agro-terrorism
5. Arson/Incendiary Attack
6. CBRNE
7. Intentional Hazardous Materials Release

### Technological Hazards

8. Critical Infrastructure and Utility Failure
9. Transportation Accidents

## 2012 Strategic Plan Goals

1. Develop capabilities of first responders and HLS partners to ensure coordinated response to incidents.
2. Acquire and maintain critical resources for protection and response.
3. Improve information sharing among partners to prevent man-made incidents and mitigate natural disasters.
4. Facilitate and promote effective planning and preparation at all levels including assessment and evaluation.
5. Implement federal and state security protocols to increase preparedness and facilitate effective responses.
6. Foster collaboration with HLS stakeholders and partners critical to prevention, response and recovery in the State.
7. Ensure whole community preparedness.

Additional resources are available on the SD Office of Homeland Security website:

[http://dps.sd.gov/homeland\\_security/homeland\\_security\\_grants](http://dps.sd.gov/homeland_security/homeland_security_grants) .