



SOUTH DAKOTA  
DEPARTMENT  
OF PUBLIC SAFETY

prevention — protection — enforcement

HOMELAND SECURITY

## State and Local Project Application Guideline

**Funding availability and application deadline information changes throughout the year; this information is available from Department of Public Safety Regional Coordinators and the SD Office of Homeland Security.**

The SD Office of Homeland Security administers federal grant funding from the U.S. Department of Homeland Security. A summary guideline for applying for State Homeland Security Grant funding is provided below.

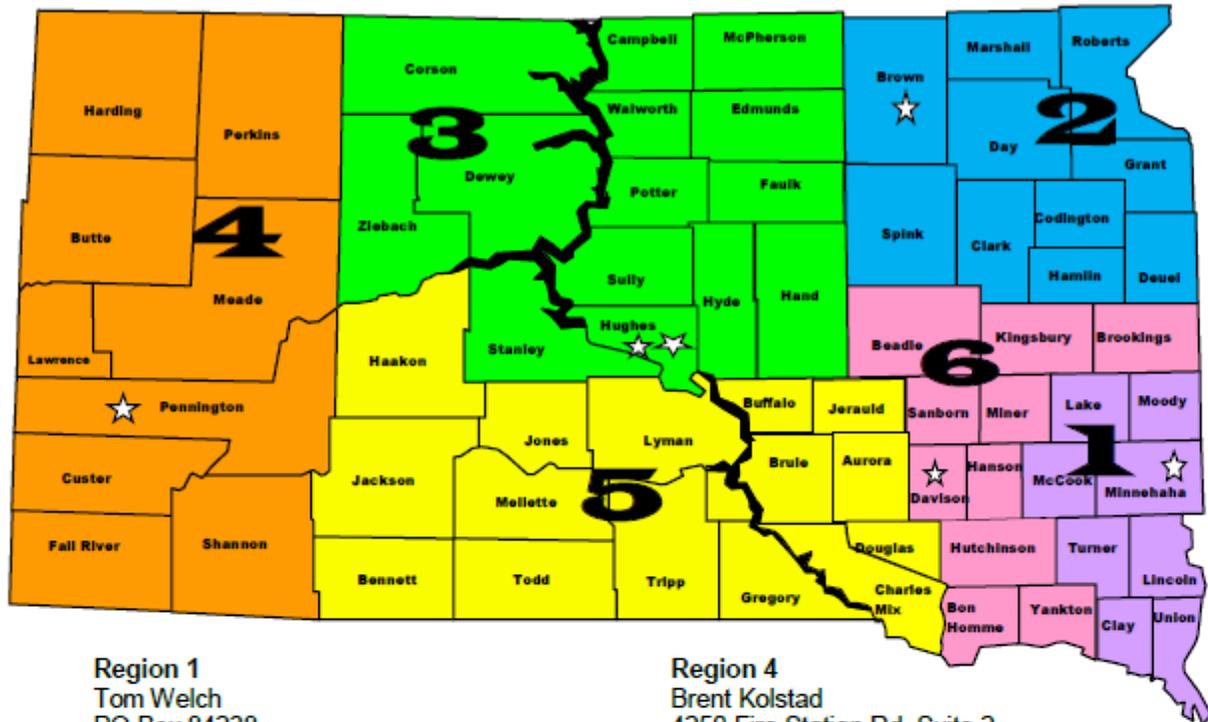
1. Homeland Security grants support the *National Preparedness Goal* (NPG); see <http://www.fema.gov/national-preparedness-goal> . South Dakota has selected specific core capabilities from the NPG as investments. Funding is available for public and private, non-profit agencies under the investments as described on the Homeland Security Application form.
2. Project applications must be submitted to a Department of Public Safety Regional Coordinator or the Office of Homeland Security. Awards are determined by a committee. The grant requires that a minimum of 25% of the grant award must be for law enforcement projects.
3. The SD Homeland Security Senior Advisory Committee recommends that 25% of the local grant funding be allocated for school security projects.
4. Applicants who are awarded funding will be sent an award agreement to sign; the agreement stipulates that the awardee will follow federal and state terms and conditions.
5. Once the agreement is signed by the awardee and returned to the Office of Homeland Security, the Director of Homeland Security will sign the agreement. A copy of the final award agreement will be sent to the awardee indicating that project can go forward.
6. 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.
7. Projects that involve physical security improvements must have an ACAMS assessment (Automated Critical Access Management System) review. The Regional Coordinators or the Office of Homeland Security can assist with scheduling ACAMS assessments.
8. Projects that may have an environmental impact require programmatic approval from the Office of Homeland Security and the federal Environmental and Historic Preservation (EHP) program; please see the federal EHP policy at: <http://www.fema.gov/environmental-planning-and-historic-preservation-program> . EHP approval is required for projects that disturb ground, require installation, or may have other environmental, historic, or cultural impact.
9. The federal grant requires that all equipment purchased with Homeland Security funding must be listed on the Authorized Equipment List (AEL); see [www.rkb.us](http://www.rkb.us) for a searchable database of allowable equipment.

10. Homeland Security 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 related events. Expenses for non-alcoholic beverages at work-related activities are allowable. An attendance roster and an agenda or curriculum outline must be submitted with the reimbursement request for these expenses.
11. 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.
12. Federal law prohibits the 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. Reimbursements of \$25,000 or more require documentation of review through the System for Award Management. To review a vendor's status, please see <https://www.sam.gov/>.
13. 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.
14. The Office of Homeland Security is required 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.

Additional information and forms 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).

The Department of Public Safety Regional Coordinators map and contact information is below.

**South Dakota Department of Public Safety  
Regional Coordinators**  
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