

SOUTH DAKOTA OFFICE OF HOMELAND SECURITY APPLICATION INSTRUCTIONS

SD Department of Public Safety funding opportunities are available through the Electronic Database for Grant Application & Reporting (EDGAR): <https://sddps.intelligrants.com> . In EDGAR, you can submit applications, sign award agreements, and submit reimbursement requests.

In EDGAR,

1. **Register as a new user** or log-in (if registering as a new user, you will receive eligibility notice by email within five business days; after you receive notice, you can log-in and continue your application)
2. Select **View Opportunities** (or select your application from My Tasks if you have already started an application)
3. On the next page, select **Apply Now**
4. Under View, Edit, and Complete forms, select **View Forms**
5. Sign the **Electronic Signature** verification and select Save
6. From the Forms Menu, select **Terms and Conditions Verification**, read, check the box, and Save
7. From the Forms Menu, select **Application**, complete, and Save
8. From the Forms Menu, select **Budget**, complete and attach quotes or other documentation, and Save
9. Select the big red **Submit** button
10. On the next page, select **Apply Status** under Application Submitted
11. Then, select **I Agree** on the next page

Applicants are responsible for reviewing the SD Office of Homeland Security Administrative Manual which includes allowable and unallowable costs, and the terms and conditions for grants. The Administrative Manual is available in EDGAR on the Forms Menu under Terms and Conditions; applicants must check the box verifying the author has reviewed the Administrative Manual.

Local Award Process

Applications from local agencies are reviewed by the SD Office of Homeland Security to determine eligibility, the benefit of the project in building capabilities that defend and protect against terrorism, project feasibility, and past performance of the applicant agency.

Applicants of pre-approved applications are required to complete a risk analysis survey. Applications are then forwarded to Regional Review Committees. The Office of Emergency Management Regional Coordinators coordinate the committee meetings. The committees include an emergency manager and a law enforcement representative from each county. The committees discuss the applications and prioritize projects to be awarded. Applicants with projects that are approved will receive an award agreement through EDGAR. A minimum of 25% of the allocation for each region must be for law enforcement projects.

The local application process is competitive. The funding allocated to each region will not be broken into equal shares for each county nor allocated based on a base amount per population or similar formula. The merit of the project, as determined by the regional review committee, will determine priority level for available funding. Projects will be ranked from highest priority for funding to lowest by the committee without regard for county boundaries.

State agency project awards will be determined by the SD Office of Homeland Security.

Homeland Security grants are paid on a reimbursement basis; if you are awarded a grant, you must pay for the equipment or services and you will be reimbursed up to the amount of your award. Applicants are responsible for any difference in cost.