



Homeland Security Project Application Guideline

1. Detailed guidance is available through the Homeland Security Administrative Manual at http://dps.sd.gov/homeland_security/homeland_security_grants.aspx or by request from the Office of Homeland Security.
2. For each project, complete the Project Application form. Local projects must submit the application to your assigned regional manager / coordinator; state projects submit the application to the SD Office of Homeland Security.
3. Projects must be applicable to one of the investment categories described below.
4. All equipment must be must be approved by the Office of Homeland Security and listed on the FEMA Authorized Equipment List (AEL) available at www.rkb.us/ .

Capital asset equipment worth \$5,000 or more (inclusive of all necessary components) must be inventoried according to local policy. If there is no local policy, State policy must be followed.

5. Federal grants require the Office of Homeland Security to approve and monitor projects to assure compliance with applicable federal procedures, laws, regulations and sound operational practices. Project monitoring includes reviewing the progress of projects and capital asset verification.
6. Trainings and exercises will be coordinated between the regions, the Office of Homeland Security, and the Office of Emergency Management. Attendance rosters are required for all trainings, exercises, and planning meetings when submitting requests for reimbursement. Cost efficiency will be considered when trainings and exercises are considered for approval.
7. In addition to programmatic approval by the Office of Homeland Security, FEMA requires Environmental and Historic Preservation approval for projects that disturb ground, require installation, or have other environmental, historic, or cultural impact. For information about the FEMA EHP policy, please see: <http://www.fema.gov/plan/ehp/index.shtm> . An EHP Screening Memo form and other documentation must be submitted to the SD Office of Homeland Security and approved by FEMA.
8. Reimbursement for meals, mileage, lodging, and other travel expenses must follow State policy; allowances are shown below. Non-state employees may not be able to access lodging at rates available to state employees but they are expected to obtain reasonable lodging rates when requesting reimbursement.

Maximum Meal Allowable	In-State	Out-of-State	When Leaving Before	When Returning After
Breakfast	\$5.00	\$8.00	5:31 AM	7:59 AM
Lunch	\$9.00	\$11.00	11:31 AM	12:59 PM
Dinner	\$12.00	\$17.00	5:31 PM	7:59 PM
Total Per Day	\$26.00	\$36.00		

Reasonable expenses for non-alcoholic beverages at meetings, trainings, and exercises are allowable in addition to reimbursement for meals.

Reimbursement for mileage or fuel can be made at the following rates.

Mileage/Fuel
Private Vehicle – reimbursement at a maximum of \$0.37 per mile
Government Vehicles – reimbursement for fuel costs with receipts

Homeland Security Investments

Applications for State Homeland Security Grant funding must support activities that will enhance preparedness to prevent, protect against, respond to, and recover from threatened or actual terrorist attacks, major disasters, and other emergencies. Activities must follow:

1. U.S. Department of Homeland Security *National Preparedness Guidelines* available at http://www.dhs.gov/xlibrary/assets/National_Preparedness_Guidelines.pdf
2. *Target Capabilities List* available at <http://www.fema.gov/pdf/government/training/tcl.pdf>

South Dakota public safety agencies may apply for funding under the following investments. Limited funding is available and all awards are subject to approval from the Office of Homeland Security.

Local and State Investments:

- ✓ **Interoperable Communications (IC)**
Projects that improve interoperable communication in the state may include purchasing or upgrading equipment to digital, P25 compliant, narrow band standards that are compatible with the State Radio System.
- ✓ **Public Notification and Warning (PN&W)**
PN&W projects enhance the ability to provide the public with coordinated and timely information regarding threats to their health, safety, and property. Under this investment, emergency response partners will increase the effectiveness of the emergency notification system.
- ✓ **National Infrastructure Protection Plan (NIPP)**
Develop and implement a long-term plan that includes sharing information about terrorist threats and other hazards; build security partnerships that include relevant intelligence, threat analysis, and real-time incident reporting; and maximizes efficient use of resources.
- ✓ **Law Enforcement Information Technology (LEIT)**
Provide law enforcement with support for information technology including communication equipment and training that will enable sharing of voice or digital data including fingerprints, photos, and other documentation needed when responding to a potential terrorist or disaster emergency.
- ✓ **Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)**
Planning, training, and exercises for CBRNE events to provide swift and safe response to potential terrorist attacks, disasters, and emergencies. The Automated Critical Asset Management System (ACAMS) and the four regional response teams may be supported through this investment.

State Investments (State Administered)

- ✓ **Food and Agriculture Safety and Defense (Ag)**
Food and Agriculture Safety and Defense is the capability to prevent, protect against, respond to, and recover from chemical, biological and radiological contaminants, and other hazards that affect the safety of food and agricultural products. This includes appropriate laboratory surveillance to detect human food borne illness or food product contamination; disposal of affected food or agricultural products and appropriate decontamination procedures.

✓ **Fusion Center (FC)**

The SD Fusion Center is responsible for gathering and disseminating criminal intelligence information across all levels of government and the private sector on a continual basis. The SD Fusion Center generates alerts, information bulletins, and assessments distributing intelligence information.

Community Preparedness and Preparation (CCP)

Citizen Corps Councils (CCP) programming is administered through the SD Office of Emergency Management through an independent application and award process. The CCP program brings nongovernmental organizations together to develop household preparedness plans, provide disaster supply kits, provide training in home health and safety practices, implement disaster mitigation measures, and participate in crime prevention and reporting. Please contact the CCP Program Manager listed below for more information.

A Project Application form must be completed for each project. Local agencies submit the application form to Lead regional managers / coordinators. State projects submit applications to the SD Office of Homeland Security.

If you have questions, please contact the SD Office of Homeland Security:

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