

EDGAR

(Electronic Database for Grant
Application & Reporting)

South Dakota Office of Homeland Security
Grants Management System

Updated January 2020

To access the EDGAR system, go to this website:

<https://sddps.intelligrants.com>

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
prevention • protection • enforcement

System Login Event Calendar

**South Dakota Department of Public Safety
Electronic Grant Management System**

Welcome to EDGAR! This site is intended for first responder agencies (law enforcement, fire, and EMS), city and county governments, state agencies, schools and non-profit agencies within the State of South Dakota who are interested in applying for a grant with the Office of Highway Safety and/or the Office of Homeland Security.

Click on the **Event Calendar** link at the top to view information regarding grant opportunities with the South Dakota Office of Highway Safety and the Office of Homeland Security.

First-time users will need to register by clicking on “New User?” in the login box above. You will be notified by email once you have been approved. After this, you will be able to login and access the grant application and management system. If you have already registered, simply login to begin.

Login
Username
Password
LOGIN
[New User?](#)
[Forgot Password?](#)

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Register as a New User

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix <input type="text"/>	First <input type="text"/> *	Middle <input type="text"/>	Last <input type="text"/> *	Suffix <input type="text"/>	
Organization	<input type="text"/> *					
Title	<input type="text"/>					
Address	<input type="text"/>					
City	<input type="text"/> *			State	<input type="text" value="South Dakota"/> *	
County/State Agency	<input type="text"/> *				Zipcode	<input type="text"/> *
Phone #1	<input type="text"/> *			Phone #2	<input type="text"/>	
Fax	<input type="text"/>			Cell Phone	<input type="text"/>	
Email	<input type="text"/> *					
Website	<input type="text"/>					
Username	<input type="text"/> *					
Password	<input type="text"/> *			Confirm Password	<input type="text"/> *	
Please select the division that you are applying for.	<input type="text" value="--Select--"/>				Select "Homeland Security"	
Notes	<input type="text"/>					

Approved users will get an email approving or denying their request to register as shown below.
Note: You will need your username and password to log-in and use the system.

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Register as a New User

Registration

Please complete all the required fields below. Required fields are marked with an *.

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Contact Information

You must SAVE to submit your request.

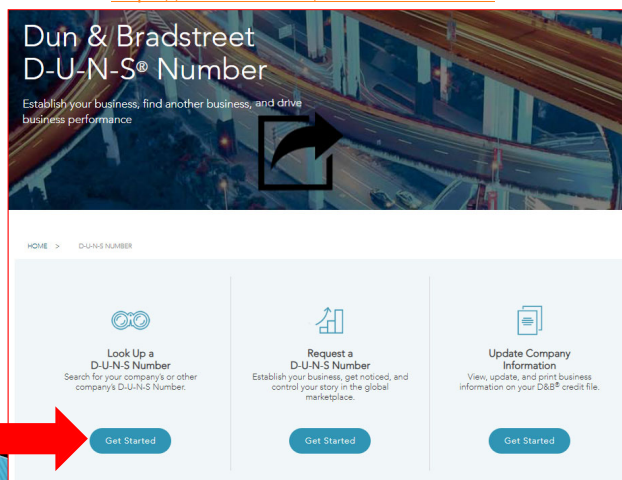
Name	Prefix <input type="text"/>	First <input type="text"/> *	Middle <input type="text"/>	Last <input type="text"/> *	Suffix <input type="text"/>	
Organization	<input type="text"/> *					
Title	<input type="text"/>					
Address	<input type="text"/>					
City	<input type="text"/> *			State	<input type="text" value="South Dakota"/> *	
County/State Agency	<input type="text"/> *				Zipcode	<input type="text"/> *
Phone #1	<input type="text"/> *			Phone #2	<input type="text"/>	
Fax	<input type="text"/>			Cell Phone	<input type="text"/>	
Email	<input type="text"/> *					
Website	<input type="text"/>					
Username	<input type="text"/> *					
Password	<input type="text"/> *			Confirm Password	<input type="text"/> *	
Please select the division that you are applying for.	<input type="text" value="Homeland Security"/>				Selecting "Homeland Security" will open a box for your DUNS. It is required for ALL Homeland Security Grants. See next screen for information about DUNS.	
Notes	<input type="text" value="DUNS Required"/> 1					

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Obtaining your DUNS Number

You need your business DUNS number in order to complete your application; it's free for federal grant applicants. If you don't know your agency's DUNS number, go to:

<https://www.dnb.com/duns-number.html>



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Step 1: Log-In as Approved User



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Step 2: Start Application Process

Select "View Opportunities"

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My Home | My Applications | My Progress Reports | My Reimbursement Requests

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Welcome MajSeth
Authorized Signer
Change My Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello MajSeth, please choose an option below.

View Available Opportunities

You have **1** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

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Step 3: Start Application Process

Select Apply Now

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My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Homeland Security Application 2020 for Moody County
Offered By:
South Dakota Office of Homeland Security

HLS Application Availability Dates:
01/01/2020-open ended

Homeland Security Application 2020 Period:
01/01/2020-open ended

HLS Application Due Date:
not set

Description:
Applications may be accepted beyond the due date posted above from State Agencies and for Local Contingency Projects.

APPLY NOW **RESET**

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Step 4: Electronic Signature

The screenshot shows a web application interface with a navigation bar at the top containing 'My Home', 'My Applications', 'My Progress Reports', and 'My Reimbursement Requests'. Below the navigation bar are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. A menu bar includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is visible. A notification states: 'You will receive an email notification if your application has been appropriately submitted. If you do not receive the notification, contact the SD Office of Homeland Security at 605-773-3450 as soon as possible. If your application is not appropriately submitted, it will not be considered for funding.' Document information is provided: 'HLS-2018-SD Office of Homeland Sec-00032'. A 'Details' link is present. A 'Forms' section contains a table with columns: Status, Page Name, Note, Created By, and Last Modified By. The table has one row with 'Electronic Signature' in the 'Page Name' column, which is highlighted with a red arrow and the text 'Start Here'.

Status	Page Name	Note	Created By	Last Modified By
	Electronic Signature ← Start Here			

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Step 4: Electronic Signature

Sign the Electronic Signature Verification (type your name the same way you typed it when registering) and press Save/Next which will take you to the next form automatically

The screenshot shows the 'Electronic Signature' form. At the top, there is a navigation bar with 'My Home', 'My Applications', 'My Progress Reports', and 'My Reimbursement Requests'. Below it are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', and a 'SHOW HELP' button. A menu bar includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is visible. Document information is provided: 'HLS-2018-SD Office of Homeland Sec-00032'. A 'Details' link is present. A breadcrumb trail reads: 'You are here: > Homeland Security Application 2018 Menu > Forms Menu > Electronic Signature'. The form title is 'ELECTRONIC SIGNATURE'. The text reads: 'I agree that the name shown below fully, accurately, and uniquely identifies me in the Electronic Database for Grant Application & Reporting (EDGAR) system. I am responsible for all uses of my user name and password, and any documents or changes with my credentials. My information will be kept confidential at all times. I agree that by submission of this form, via the "SAVE" button, constitutes my electronic signature and the execution of documents in exactly the same manner as if I had signed, by hand, an original, paper version of documents in this system. I agree that I am authorized to apply for grant funding on behalf of the agency I represent and I am authorized to accept any subsequent grant awards. I will contact the South Dakota of Homeland Security immediately if I believe my credentials have been compromised.' At the bottom, there is a signature field containing 'MeiSeth Adams' with a red arrow pointing to it and the label 'Authorized Signer Signature'. Below the signature field is the date '12/12/2017' and the text 'Date will populate upon Save'. A 'SAVE/NEXT' button is highlighted with a red arrow and the number '2'. Other buttons include 'SAVE', 'NEXT', 'DELETE', 'PRINT VERSION', and 'ADD NOTE'.

← 1
Authorized Signer Signature
12/12/2017
Date will populate upon Save

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Step 5: Terms and Conditions

Click on [Terms and Conditions](#) to read the manual and check the box verifying you've read the manual and agree to the grant requirements.

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My Home | My Applications | My Progress Reports | My Reimbursement Requests

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVENEXT | NEXT

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Document Information: [HLS-2019-State of SD-00011](#)

Details

You are here: > Homeland Security Application 2019 Menu > Forms Menu

TERMS AND CONDITIONS VERIFICATION

As the Authorized Signer, applying for funding through the SD Office of Homeland Security, I verify that I have reviewed and agree to follow the Terms and Conditions made available to me at:

[Terms and Conditions](#)

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Step 6: Risk Assessment

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My Home | My Applications | My Progress Reports | My Reimbursement Requests

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVENEXT | NEXT

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

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Document Information: [HLS-2019-State of SD-00011](#)

Details

You are here: > Homeland Security Application 2019 Menu > Forms Menu

RISK ASSESSMENT - NOT REQUIRED FOR STATE AGENCIES

Please complete this page, then click the **Save** button.
Required fields are marked with an *.

Entity Information

Entity Name: State of SD
DUNS: 999999999

Select the category that describes your agency. *

State Agency Public Agency Private Agency

State agencies are NOT required to complete the Risk Assessment.
Public and Private agencies ARE required to complete the Risk Assessment.

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Step 6: Risk Assessment

Public and Private/Non-Profit agencies must complete and sign the form; then select SAVE/NEXT.

The screenshot shows the EDGAR (Electronic Database for Grant Application & Reporting) interface. The header includes the EDGAR logo and the South Dakota Department of Public Safety logo. The navigation menu includes: My Home, My Applications, My Progress Reports, My Reimbursement Requests, My Training Materials, My Organization(s), My Profile, and Logout. Below the menu are buttons for SAVE, SAVE/NEXT, and NEXT. The main content area is titled "RISK ASSESSMENT - NOT REQUIRED FOR STATE AGENCIES". It contains instructions to complete the page and click the Save button. The "Entity Information" section shows the entity name as "Brookings Police Department" with DUNS number 999886777. The agency type is selected as "Public Agency". Below this are three questions with radio button options for Yes or No:

- Does a conflict of interest exist between your entity and DPS? Yes No*
- Has your entity previously received grant funding from the State? Yes No*
- Does your entity have a policy regarding conflict of interest? Yes No*

At the bottom, there is a question about the grant administrator's experience: "Does the grant administrator have more than 3 years of experience in" with radio buttons for Yes and No.

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Step 7: Start Application Narrative

Select "Application"

You will receive an email notification if your application has been appropriately submitted.

If you do not receive the notification, contact the SD Office of Homeland Security at 605-773-3450 as soon as possible.

If your application is not appropriately submitted, it will not be considered for funding.

Document Information: [HLS-2018-SD Office of Homeland Sec-00032](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Electronic Signature				
	Electronic Signature		MajSeth Adams 12/12/2017 2:54:50 PM	MajSeth Adams 12/12/2017 3:02:36 PM
Grant Requirements				
	Risk Assessment		MajSeth Adams 12/13/2017 8:28:20 AM	
	Terms and Conditions Verification		MajSeth Adams 12/13/2017 8:28:33 AM	
Grant Application Instructions and Forms				
	Application Instructions			
	Application			
	Budget/Submit			

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Step 8: Application Narrative

Start the application narrative; the date will upload when you Save.

APPLICATION

Please complete this page and select **Save**. Any errors will be noted after saving.
Required fields are marked with *.

Applicant Name: **Date:** *Date will populate on page save*

Agency:

Agency DUNS Number:

Address:

City:

County:

State:

Zip Code:

Phone Number:

Email:

Please review the current State Homeland Security Program Grant Administrative Manual; a list of commonly requested items, allowable and unallowable, is in the Manual.

SECTION I: TERRORISM THREAT

1. What is your greatest terrorism-related concern? *

SECTION II: PROJECT

2. Project Title: *

3. Describe the project you are applying for. How will this project protect against your greatest terrorism-related concern? Project must be anti-terrorism, protect against active threats, and/or support 1st responders.*

4. Is this project shareable or deployable to other agencies? * Yes No

Continue the narrative, then select Save/Next

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Step 9: Start Budget

[My Reports](#) | [My Administration](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[Back](#)

Document Information: HL5-2017-State of SD-00018

[Details](#)

You are here: [Homeland Security Application 2017 Menu](#) > [Forms Menu](#)

BUDGET

Please complete this page and select **Save**. Any errors will be noted after saving; you must correct the errors before submitting your budget. Required fields are marked with *.

1. Agencies eligible for funding are listed below; select the category that describes your agency. *

State Agency Public/Local entity Private/non-profit

2. Select funding category * Law Enforcement Discretionary (Other)

3. Will you accept partial funding for your project? * Yes No

Show the budget requested for your project below. Totals will calculate upon **SAVE**.

Equipment must be listed as allowable on FEMA's Authorized Equipment List (AEL) and the AEL number must be shown in the table below.
The link for the AEL is: <https://www.fema.gov/subprocurement/equipment-list>

Description of Equipment Requested	AEL Number	Price Per Unit	Number of Units	Total
Equipment Subtotal				

Other expenses: planning, training, exercises, etc.

Description of Other Expenses Requested	Total
Other Subtotal	

Application Total (Equipment + Other Expenses)

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Step 9: Budget and Submit

SAVE SAVE/SUBMIT	
Equipment Subtotal	
Other expenses: planning, training, exercise, etc.	
Description of Other Expenses Requested	Total
Other Subtotal	
Application Total (Equipment + Other Expenses):	

Quotes and Sole Source Purchase
 Two quotes are required for the items you are requesting (attach quotes below). If you do not have two quotes, attach a completed Request for Sole Source Purchase (link to form below). Items on state contract do not require more than a copy of the state contract quote (link to website below).
[SD Office of Procurement - State Contracts](#)
[Click here for link to Request for Sole Source Purchase Form](#)

Debarment Statement
 For any contract or purchase funded by federal grant funds expected to equal or exceed \$25,000 per vendor, a search must be performed using the Excluded Parties List System (EPLS) website www.sam.gov to assure that the vendor has not been excluded from doing business with the federal government. Attach the debarment report below.
 Instructions for a debarment search are available here: http://dps.sd.gov/homeland_security/documents/DebarmentSearchProcedures2015.pdf
 Please select one of the following:™
 My project does not equal or exceed \$25,000.
 My project does equal or exceed \$25,000 per vendor. For each vendor listed above whose total is equal to or exceeds \$25,000, I have verified that this vendor has no current exclusions.

Attachments
 Please attach two quotes, Request for Sole Source and/or debarment report as needed below. You may also attach supplemental information you'd like to include with your application. Documents will upload upon selecting Save.

Attachments	Browse...
Attachments	Browse...
Attachments	Browse...
Attachments	Browse...

Attach electronic files.

For more information on the application process, please contact your Office of Emergency Management Regional Coordinator or call the Office of Homeland Security at (605) 773-3450.

Step 10: After you have submitted your application.

After you've saved and submitted your application, you should receive an email notification that your application has been received. Check your regular email box and your junk/spam email box for the message. It may take a few minutes to receive the message.

If the application has not been received by the deadline of February 14, 2020 at 5:00 pm central time, it will not be considered for funding. To be fair to everyone, **no local applications will be accepted after the deadline.**

Please call the Office of Homeland Security if you have questions or you want to confirm application submission at 605-773-3450.