

## SOUTH DAKOTA OFFICE OF HOMELAND SECURITY APPLICATION INSTRUCTIONS

State Homeland Security grant funding applications are available through the Electronic Database for Grant Application & Reporting (EDGAR) system at: <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 an eligibility notice by email within five business days. After you receive notice that you have been approved, you can log-in and continue your application.
2. Select View Opportunities to start an application and on the next page, select Apply Now under the appropriate grant year.
3. If you have already started an application, select it from My Tasks on the home page or search for it under the My Applications tab.
4. Sign the Electronic Signature verification and select Save/Next
5. Complete the Risk Assessment and select Save/Next
6. Open the link to the Terms and Conditions Verification, read, return to EDGAR and check the box, then select Save/Next
7. Complete the Application and select Save/Next
8. Complete the Budget, attach quotes or other documentation, and select Save/Submit or, select Save and then select the big red Submit button at the bottom of the budget page.
9. Select I Agree on the next page if you agree to the terms of the application. If there are no error messages, your application is submitted. You will receive an email notification if your application submitted successfully.

Applicants are responsible for reviewing the Administrative Manual – Terms and Conditions which includes allowable and unallowable costs as well as grant requirements and policies. The Manual is available in EDGAR on the Forms Menu under Terms and Conditions Verification.

### 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. Applications that are eligible for consideration are 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 after September 1<sup>st</sup>. 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 Projects

Applications from state agencies 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.**