

All funding opportunities are available through the SD Department of Public Safety, Electronic Database for Grant Application & Reporting (EDGAR): <https://sddps.intelligrants.com> . In EDGAR, you can view funding opportunities, submit applications, sign and view award agreements, review grant Terms and Conditions, submit reimbursement requests, access forms and resources, and contact the SD Office of Homeland Security (SDHLS) through the system.

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. **View Available Opportunities** (or select your application from My Tasks if you have already started an application)
3. Select **Apply Now**
4. Select **View Forms**
5. Sign the **Electronic Signature** verification
6. From the forms menus, select **Terms and Conditions**
7. Complete **Application** and Save
8. Complete **Budget** and attach quotes or other documentation and Save
9. **Submit Application**

Please call the EDGAR help desk if you have technical questions at 1-800-820-1890 or they can be reached via e-mail at helpdesk@agatesoftware.com.

Applications must be submitted through EDGAR. Applicants are responsible for reviewing the Terms and Conditions for grants in EDGAR and by applicant's submission of an application, applicants indicate acceptance of the Terms and Conditions for the applicable grant awards. It is strongly recommended that applicants print and read the Terms & Conditions thoroughly before submitting an application. **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.**

Local Award Process

Applications from local agencies are pre-approved by SDHLS. Applications will be reviewed to determine the benefit of the project in building capabilities that defend and protect against terrorism, project feasibility, and past performance of the applicant agency.

Pre-approved project applications are then forwarded to the appropriate Office of Emergency Management Regional Coordinator who will coordinate a regional review committee meeting in their region of the state. Regional review committees include county emergency managers and other representatives from the region. The committee discusses the applications and prioritizes projects to be awarded with the regional budget allocation available. A minimum of 25% of the allocation for each region must be for law enforcement projects.

The regional review committee 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.

After the regional review committee meeting, the Regional Coordinators will submit the list of priority projects to SDHLS for final review and approval. Applicants with projects that are approved will receive an award agreement through EDGAR.

State Agency Award Process – awarded to state agencies by SDHLS.

Unallowable and Allowable Costs – applicable to local and state agencies

1. **Unallowable.** The following list describes items that SDHLS will not fund. This list is not comprehensive but includes commonly requested items that will not be funded.
 - Normal duty or response duty personnel time
 - Firearms, ammunition, explosive devices, munitions (distraction devices, grenades)
 - Body cameras
 - Recurring costs such as licenses, wireless fees, internet fees, wireless cards
 - General use software, computers, and related equipment
 - Non-ruggedized laptops or tablets for in-vehicle use
 - Radios not compatible with State Radio System with the exception of pagers
 - Basic firefighting bunker gear or other general use uniforms
 - Basic duty gear (belts, holsters, pouches)
 - Construction or remodeling
 - Door installation/replacement not directly related to Homeland Security mission
 - Critical infrastructure improvements that have not had a security assessment
 - Security cameras and access control for new construction
 - Security camera replacements or additions to existing systems
 - Surveillance camera systems not remotely accessible by law enforcement
 - Automated external defibrillators (AED) for non-EMS entities
 - Maintenance or repair on vehicles, boats, trailers, or other equipment
 - Replacement of items previously funded through SDHLS (exceptions on case by case basis)

2. **Allowable.** Costs that are allowable include, but are not limited to, the following expenses if specific to Homeland Security activities:
 - Equipment listed as allowable on FEMA’s Authorized Equipment List (AEL)
 - Fire service equipment for hazmat or technical rescue should meet applicable NFPA standards whenever possible.
 - Travel expenses incurred while traveling away from your duty station for planning meetings, training, or exercises (full-scale, functional, or table-top)
 - Cost of hosting planning meetings, trainings, and exercises. The primary purpose must be the dissemination of technical information relevant to Homeland Security
 - Overtime and backfill salaries for the individuals providing shift coverage for those participating in SDHLS approved planning meetings, training, and exercises
 - Maintenance agreements for equipment purchased with federal Homeland Security funds.
 - School access control systems. Project plans for access control (door locks, electronic locks) in school buildings must be reviewed by the State Fire Marshal to ensure they are in compliance with state law on school fire safety. SDHLS may require access control specs from applicant.