South Dakota Office of Homeland Security

State and Local Project Application Guideline

Funding availability and application deadline information changes throughout the year; this information is available through the SD Office of Homeland Security.

The SD Office of Homeland Security (HLS) administers federal grant funding from the U.S. Department of Homeland Security. A summary guideline for applying for State Homeland Security Grant funding is provided below. For more information, please refer to the Grant Administrative Manual available at http://dps.sd.gov/homeland_security.

Homeland Security Grant Application Process

The following policy will be utilized to award funding to ensure consistency and fairness with the process.

The application guidelines, application form, and grant administrative manual will be posted on the HLS website as well as the open period for application submission. All of these items should be carefully reviewed by and adhered to by any entity seeking HLS funding.

Applications that do not comply with the project application guidelines, including incomplete applications, will not be accepted. Please see Application Guidelines below.

Once the applications are reviewed by HLS, pre-approved project applications will be sent to the Office of Emergency Management Regional Coordinators (see contact list below). The Coordinators will schedule a meeting for the regional review committee in their region at which time the region will discuss and rank its projects.

Of the funding available to each region, a minimum of 25% of the award must be for law enforcement projects.

The application process is competitive, based on the benefit of the project to build capabilities that defend and protect against terrorism. The funding allocated to each region **will not** be broken into equal shares for each county **nor** allocated based on a base/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.

Regional Coordinators will forward the list of priority projects to HLS for final review and approval. Entities with projects that were approved will receive an award agreement for signature and agreement with the required federal and state terms and conditions.

Once the agreement is signed by the awardee and returned to the Office of Homeland Security, the Director of Homeland Security will sign the agreement. A copy of the final award agreement will be sent to the awardee indicating that project can go forward and any special conditions of the award.

Application Guidelines

1. HLS funding operates on a reimbursement basis. All expenses payable through State Homeland Security Program grants must have prior written approval from the SD Office of Homeland Security or they will not be reimbursed.

2. Homeland Security Grants follow the *National Preparedness Goal* (NPG) issued September 2011, which can be viewed at http://www.fema.gov/pdf/prepared/npg.pdf. South Dakota has selected specific core capabilities from the NPG as investments. Grant funding is available under the investments as described on the Homeland Security Application form.

3. The State Homeland Security Program grant requires that a minimum of 25% of the grant award must be for law enforcement projects.

4. Project applications must list only one project per application and must describe how the cost estimate was derived. Applications listing more than one project will not be accepted.

5. Projects must be fully articulated and address one of the homeland security investments listed on the grant application. Examples of these projects under each investment can be found on the grant application.

6. Projects that involve physical security improvements (examples: access control or security cameras) must undergo an assessment approved by the U.S. Department of Homeland Security. Award agreements for physical security improvements will include a special condition requiring an assessment before the project is initiated. The Office of Emergency Management Regional Coordinators can assist with scheduling assessments.

7. Video surveillance cameras must be able to be accessed remotely by law enforcement.

8. Project plans for access control (door locks, electronic locks) in school buildings must first be reviewed by the Fire Marshal to ensure they are in compliance with state laws on fire safety and the review must be noted in the application.

9. Replacement of items previously funded through HLS grant funding is generally not allowed but items will be considered on a case by case basis. As an example, old radios that are not compatible with the State Radio System would be considered.

10. Applicants are required to provide a DUNS number, an address specific number used to track federal grants. A DUNS number is available at no cost when required by a federal grant. To obtain a DUNS number, follow this link: https://iupdate.dnb.com/iUpdate/confirmSource.htm .

11. Projects that may have an environmental or historic impact require programmatic approval from the Office of Homeland Security and approval from the federal Environmental and Historic Preservation (EHP) program. Please contact the Office of Homeland Security for more information. EHP approval is required for projects that disturb ground, require installation, or have other environmental, historic, or cultural impact.

12. The federal grant requires that all equipment purchased with Homeland Security funding must be listed on the Authorized Equipment List (AEL); see www.rkb.us for a searchable database of authorized equipment. The AEL number must be included on the application form for equipment.

13. Homeland Security work-related activities allow limited reimbursement for meals and non-alcoholic beverages. Expenses for meals may be reimbursed at state reimbursement rates when traveling away from your duty station for planning, training, or exercises (full-scale, functional, or table-top), or activated Emergency Operations Center activities.

14. Mileage or fuel will be reimbursed at the following rates. Private vehicles: $.37 per mile from home station to destination and return to home station. Government vehicles: fuel costs will be reimbursed with receipts.

15. Reimbursement requests for trainings, exercises, and planning meeting expenses require an attendance roster and an agenda or curriculum outline.

16. HLS funding cannot be used for personnel. Backfill and overtime may be eligible and will be considered on a case by case basis.

17. Federal law prohibits the Office of Homeland Security from paying vendors listed on the General Services Administration's list of Parties Excluded from Federal Procurement Programs. This policy prohibits contracts, purchases, or business relationships with any individual or business entity that is listed by a federal agency as debarred, suspended, or proposed for debarment for projects $25,000 or more. To check on a vendor's status, please see https://www.sam.gov/ before paying the vendor.

18. The Office of Homeland Security is required to monitor project agreements and contracts to assure compliance with applicable federal requirements and cost principles.

19. Capital asset equipment, $5,000 and over, must be inventoried according to local policy; if there is no local policy, State policy must be followed.

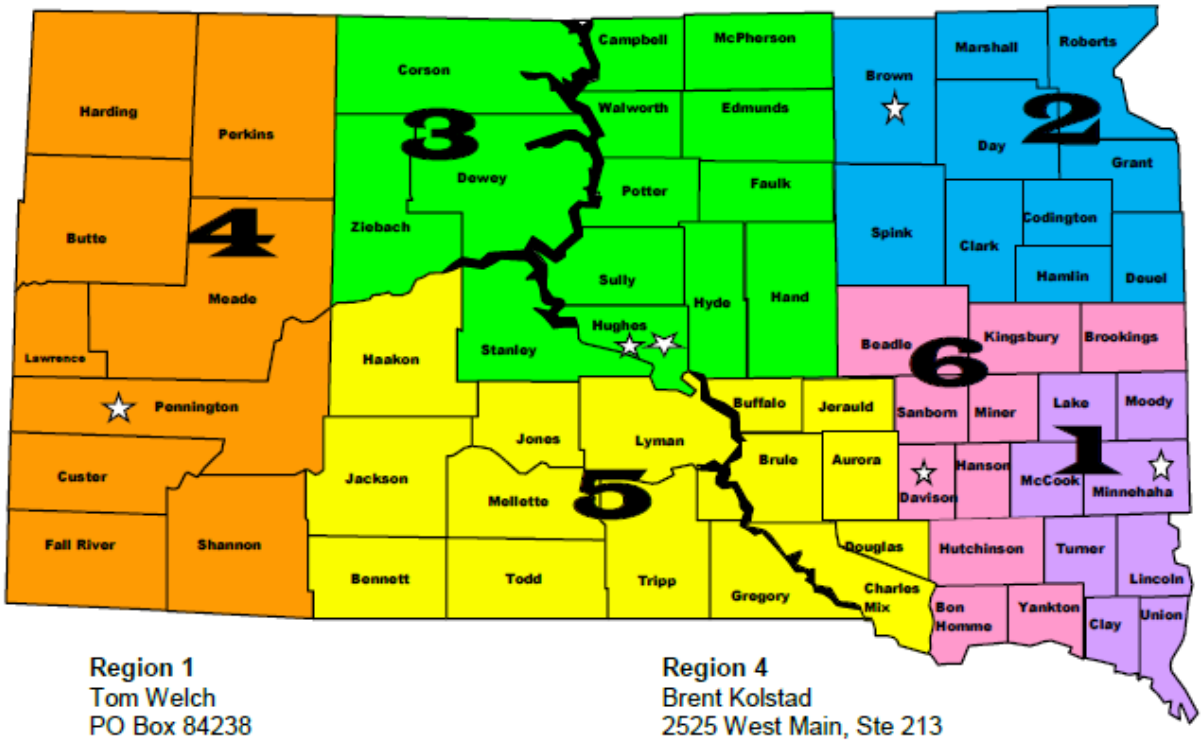
20. The Office of Homeland Security will make application materials available to cities, counties, tribes, school districts, and other interested parties. The application and resource information are available on the Office of Homeland Security website or upon request.

21. The following list describes items that HLS will not fund. This list is not comprehensive but includes commonly requested items that will not be funded.

    - Firearms, ammunition, explosive devices, munitions (distraction devices, grenades)
    - 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
    - Two way radios not compatible with State Radio System with the exception of pagers with talk feature
    - Basic firefighting bunker gear or other general use uniforms
    - Basic duty gear (belts, holsters, pouches)
    - Door installation/replacement not directly related to Homeland Security mission
    - Construction or remodeling
    - Security cameras and access control for new construction
    - Critical infrastructure improvements that have not had a security assessment
    - Surveillance camera systems not remotely accessible by law enforcement
    - Automated external defibrillators (AED) for non-EMS entities

The Office of Emergency Management Regional Coordinator map and contact information is below.

Office of Emergency Management
Regional Coordinator Contact List
January 2014



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