

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM -  
FY 2018 LOCAL SOLICITATION  
PROJECT IDENTIFIERS**

**APPLICANT NAME:** City of Concord, New Hampshire (Police Department) (Serving as Fiscal Agent for a Joint Application involving: the City of Concord, NH, and the County of Merrimack, NH.)

**PROJECT TITLE:** 2018 Justice Assistance Grant Program

**PROJECT GOALS:** The goal of this Project is to improve the law enforcement programs of both the Concord Police Department and Merrimack County Sheriff's Office. Funding provided through this grant will allow for the purchase of law enforcement related equipment which could not be obtained due to budgetary constraints.

**PROJECT STRATEGIES:** To accomplish this goal, funds obtained through the 2018 Edward Byrne Memorial Grant Program will be used to purchase new equipment deemed necessary by each agency to more effectively perform its law enforcement objectives. The Concord Police Department will serve as fiscal agent for this grant and maintain all documentation regarding the grant itself and expenditures of any funds. The Concord Police Department will also be responsible for ensuring that all reporting requirements are met.

**ANTICIPATED OUTCOMES:** It is anticipated that the activities proposed under this grant will allow both the Concord Police Department and Merrimack County Sheriff's Office to improve the level of police service provided to the community as well as improve officer safety.

**PROJECT IDENTIFIERS:**

- Equipment – Forensic
- Equipment – General
- Equipment – Tactical
- Officer Safety

**FY2018 Edward Byrne Memorial Justice Assistance Grant  
Program Narrative  
Submitted by the City of Concord, New Hampshire Police Department**

**Joint Application – City of Concord, NH and County of Merrimack, NH.**

**DESCRIPTION OF THE ISSUES**

The City of Concord, NH, through the Police Department, has assumed the responsibilities of Fiscal Agent for a joint application to the 2018 Edward Byrne Memorial Justice Assistance Grant Program. This application is submitted on behalf of the City of Concord, NH and the County of Merrimack, NH.

Funding provided through this Grant program will be utilized by each jurisdiction to accomplish the goals of the Edward Byrne Memorial Justice Assistance Grant Program. Both the City of Concord and County of Merrimack seek to improve or enhance their law enforcement efficiency, effectiveness and capacity, and funds will be used to upgrade a variety of police service equipment and technology needs.

**TOTAL ELIGIBLE JOINT ALLOCATION AMOUNT: \$22,540**

**City of Concord, NH – Eligible Individual Allocation: \$22,540**

The funding provided through this grant will allow the Concord Police Department the ability to purchase equipment which could not be funded through its current budget. This equipment will allow for enhanced police services to be provided to the community and help ensure the safety and efficiency of the Department and its members.

The funding from this grant will be used to fund the needs listed below (in no particular order of priority or value).

1. Rape Aggression Defense Training Equipment – In recent years the Department has provided the RAD Program to woman desiring to improve their self-defense capabilities and confidence. The program has been highly successful and has received overwhelmingly positive support from those who have attended the training. As the program has continued to grow, the Department's need for equipment utilized in the training has also increased. In order to most effectively offer this training to the community, the Department is in need of additional equipment necessary to conduct the practical exercises associated with the program. Funding provided through this grant will allow for the purchase of RAD Program equipment necessary for the Department to continue this very valuable program to the community.
2. Simunitions Training Equipment – Simunitions training offers the ability for the Department to participate in real life scenario based training while providing a

safe learning environment. Simunitions training will further develop and strengthen the skill sets associated with lethal force aspects of dynamic training. It reinforces safety practices as well as instilling confidence for the officers in dealing with critical situations. The funding provided through this grant will allow the Concord Police Department the ability to purchase Simunition Training equipment necessary to be utilized in the department's issued handgun. This equipment is not funded in the Department's current budget.

3. Digital Evidence Server - The Department currently saves digital evidence on CD's and DVD's. These CD's/DVD's are then placed in a sleeve and envelope and securely stored in evidence. Due to the number of CD's/DVD's currently in evidence, storage space has become quite limited. The Department currently adds approximately 2,400 discs every year to evidence. Current best practice recommendations do not include the use of CD's/DVD's due to the lack of reliability for long term digital storage. It is recommended that digital evidence be stored on devices more reliable and secure. The Department would utilize funding provided by this grant to purchase and implement a server designed solely to store digital evidence. This server would provide appropriate backup capabilities as well as the reliability and security necessary for storage of digital evidence.
4. Ballistic Shield – The availability of ballistic shields during certain critical incidents provides an enhanced level of protection for officers attempting to resolve the incident. The Department desires to have ballistic shields available for the Patrol Division to be utilized in circumstances where the protective capabilities of a ballistic shield are warranted. Funding provided by this grant would allow for the purchase of one ballistic shield. This shield would be stored in the Supervisor's vehicle and be immediately available in the field. Patrol officers are typically the first on scene and need to take action prior to the response of the Special Operations Unit. The availability of a ballistic shield is a necessity for these officers who have been trained that immediate action needs to be taken when addressing incidents such as an active shooter.

The Concord Police Department will also provide \$3,000 to the Merrimack County Sheriff's Office as a disparate jurisdiction.

**Merrimack County, NH – Disparate Jurisdiction Amount: \$ 3,000**

The Merrimack County Sheriff's Office has statewide jurisdiction and provides primary and secondary law enforcement services to the 2 cities and 25 towns that make up Merrimack County. Many of the communities within Merrimack County are small and rural. In some cases, the Police Departments of these communities are limited in manpower, equipment, and in several cases, only provide part-time coverage. The Sheriff's Office and the Concord Police Department enjoy an outstanding working

relationship and work in concert on a variety of law enforcement and police service operations.

The funding provided through this grant will allow the Merrimack County Sheriff's Office the ability to purchase 2 DeWalt Inspection Cameras as well as 5 Reveal hand held thermal cameras. This equipment will be utilized by deputies in the field to more effectively and safely search buildings and outdoor areas for persons who may be hiding or attempting to elude detection. Additionally the equipment may also be used during missing person investigations. This equipment is not funded in the current Sheriff's Office budget

### **PROJECT DESIGN AND IMPLEMENTATION**

Both the Concord Police Department and Merrimack County Sheriff's Office will be utilizing funding provided by this grant in order to purchase equipment which is not currently covered by their operating budgets. This equipment has been identified as being a high priority for each agency. The opportunity to utilize funding provided by this grant to purchase this equipment improves the ability of each agency in providing police services to the community and also increases officer safety.

Upon approval of this grant application and the award becoming active, each agency will coordinate the purchase of the specified equipment.

It is anticipated that all activities under this grant will be completed prior to the grant award end date, 09/30/19.

### **CAPABILITIES AND COMPETENCIES**

In regards to the projects proposed under this grant application there are no additional strategic planning/coordination efforts. Equipment purchased under this grant will improve the capabilities of each agency in providing police services to include emergency response, digital evidence storage, officer safety, public safety programs, and firearms training.

### **PLAN FOR COLLECTING THE DATA REQUIRED FOR THIS SOLICITATION'S PERFORMANCE MEASURES**

The Concord Police Department as Fiscal Agent will also be responsible for ensuring that all performance measure reporting requirements are met. The Concord Police Department will coordinate with the Merrimack County Sheriff's Department to obtain any data necessary to comply with these requirements.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329  
EXPIRES 7/31/2016

#### Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal** ( **match** ) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking **(To View an Example, Click Here)** at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333** , all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$22,540	\$0	\$22,540
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$22,540	\$0	\$22,540
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	\$22,540	\$0	\$22,540

<b>Federal Request</b>	\$22,540
<b>Non-Federal Amount</b>	\$0
<b>Total Project Cost</b>	\$22,540

*Public Reporting Burden*

*Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.*

**D. Equipment** – List **non-expendable** items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). **Expendable** items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

**EQUIPMENT (FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
Rape Aggression Defense Training Equipment (Includes protective Equipment for both instructors and students.) (Concord Police Department	1	\$2,050.00	\$2,050
Simunitions Training Equipment - Conversion Kits for 9mm Handguns. (Concord Police Department	6	\$690.00	\$4,140
Digital Evidence Server. (Concord Police Department)	1	\$9,850.00	\$9,850
Patrol Ballistic Shield. (Concord Police Department)	1	\$3,500.00	\$3,500
			\$0
DeWalt Inspection Cameras. (Merrimack County Sheriff's Department)	2	\$400.00	\$800
Reveal Hand Held Thermal Cameras. (Merrimack County Sheriff's Department)	5	\$440.00	\$2,200
		<b>FEDERAL TOTAL</b>	<b>\$22,540</b>

**EQUIPMENT NARRATIVE (FEDERAL)**

CITY OF CONCORD, NH:

Eligible Individual Allocation Amount: \$22,540

The City of Concord, NH Police Department is eligible to receive \$22,540 from the 2018 Edward Byrne Memorial Justice Assistance Grant. All expenditures under this grant will fall under the category of Equipment (Federal)

The Department proposes to use this award to fund the equipment purchases outlined in the Program Narrative and noted above in the budget worksheet breakdown.

All purchases will comply with City of Concord procurement policies and procedures. The estimated costs listed in the budget worksheet were obtained through research and quotes obtained on each specific item listed. It is anticipated that all purchases of equipment will be completed prior to the end date of the grant award, 09/30/2019.

The City of Concord has also agreed with the County of Merrimack to provide \$3,000 to the County as a disparate jurisdiction.

COUNTY OF MERRIMACK, NH:

Disparate Jurisdiction Allocation Amount: \$3,000

The County of Merrimack, NH, as a disparate jurisdiction, will receive \$3,000 from the Individual Allocation Amount of the City of Concord, NH.

The Merrimack County Sheriff's Office proposes to use this award to fund the equipment purchases outlined in the Program Narrative and noted above in the budget worksheet breakdown. All purchases by the Sheriff's Department will comply with the procurement policies and procedures of the County administration. The estimated costs listed in the budget worksheet were obtained through research and quotes obtained on each specific item listed. It is anticipated that all purchases of equipment will be completed prior to the end date of the grant award, 09/30/2019.