

**FY2021 Edward Byrne Memorial Justice Assistance Grant
Program Narrative
Submitted by the City of Concord, New Hampshire**

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 2021 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 and corrections efficiency, effectiveness and capacity, and funds will be used to upgrade a variety of equipment and technology needs as well as allow staff to obtain training.

TOTAL ELIGIBLE JOINT ALLOCATION AMOUNT: \$23,151

City of Concord, NH – Eligible Individual Allocation: \$23,151

The funding provided through this grant will allow the Concord Police Department the ability to purchase specialized equipment which could not be funded through its current budget. This equipment is necessary for the Department to conduct professional and thorough forensic examinations and properly document evidence. Funds from this grant will also be utilized to provide specialized training to Department employees which could not be funded through its current budget. The Department has experienced significant turnover during the last several years and with that has come the need to provide newer officers and investigators with specialized training in the areas of investigative techniques and evidence based forensics. The training and equipment funded under this grant will allow the Department to continue to provide exceptional police services to the community.

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

1. Total Station - The Police Department utilizes specialized equipment to document crime scenes and motor vehicle accident scenes. This equipment, referred to as a Total Station, provides detailed measurement capabilities which can be digitally transferred for use in accident reconstruction programs as well as crime scene documentation software. The Department is in need of updating its current Total Station due to its extensive age and lack of features that it currently

has available. The Department desires to utilize funding through this grant to update its Total Station. This will allow for more complete, thorough, and accurate crime scene and accident scene documentation which will assist in investigations and any follow up legal proceedings.

2. National Forensics Academy Training – The Department is in need of training an additional investigator in advanced forensic techniques. Currently the Department has one investigator who has received extensive advanced training in evidence forensics. The National Forensics Academy provides advanced training in evidence identification, collection, and preservation. Proper evidence collection is critical to the successful prosecution of criminal cases. The National Forensics Academy is a ten week training program and is affiliated with the University of Tennessee. The Department intends to utilize funding from this grant to send an investigator to the National Forensics Academy. The investigator receiving this training will become a valuable asset to the Department not only for the proper processing and handling of evidence, but also in training additional members of our staff in advanced forensics. Funding provided through this grant will cover the tuition associated with this program, which covers the course content as well as lodging.

The City of Concord will also provide \$10,151 to the County of Merrimack as a disparate jurisdiction.

Merrimack County, NH – Disparate Jurisdiction Amount: \$10,151

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 Merrimack County House of Corrections provides correctional services for all of the cities and towns of Merrimack County and also houses persons who are detained for other jurisdictions to include the Federal Government.

The funding provided through this grant will allow the Merrimack County House of Corrections to purchase ballistic/stab resistant vests for Special Response Team Members (SRT) to be utilized when transporting prisoners and other situations where the need for this type of protection is necessary. The County of Merrimack was able to provide ballistic/stab resistant vests for a portion of their staff utilizing funding from the 2020 JAG Grant, and now desires to use funding through this grant to further outfit remaining staff with ballistic/stab resistant vests.

Additionally, the Merrimack County Sheriff's Department will utilize grant funding to purchase Tire Deflation/Pursuit Termination Devices. These types of devices are utilized to safely terminate motor vehicle pursuits and other illegal motor vehicle activity in a controlled manner through the deflation of a suspect's vehicle tire(s). These devices improve officer safety and the overall safety of the public during pursuits and for vehicles operating in a reckless manner.



[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.

C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
National Forensics Academy - University of Tennessee	Oak Ridge, TN	Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:						
		Local Travel		Round-trip				\$0.00
		Other						\$0.00
		Registration/Tuition	\$9,900.00		1	1	1	\$9,900.00
		Subtotal						\$9,900.00
FEDERAL TOTAL							\$9,900	

TRAVEL NARRATIVE (FEDERAL)

CITY OF CONCORD, NH:

Eligible Individual Allocation Amount: \$23,151

The City of Concord, NH Police Department is eligible to receive \$23,151 in funding from the 2021 Edward Byrne Memorial Justice Assistance Grant Program. Expenditures by the Concord Police Department under this grant will fall under the categories of Travel (Federal) and Equipment (Federal). Under the category of Travel, expenditures will consist of attendance of a Department member at a specialized training program.

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

This specialized training will include the following:

- One member of the Department to attend the National Forensic Academy - University of Tennessee. This training is located in Oak Ridge, Tennessee. This is a 10 week training program. Grant funding will cover tuition/registration costs (lodging is also covered under the tuition cost). (Total: \$9,900)

All travel/training will comply with the City of Concord Travel/Training policies and procedures. The estimated cost listed on the budget worksheet was obtained through research for this particular training program. It is anticipated that all project expenditures under the Training category will be completed prior to the end of the grant award, 09/30/2022.

The City of Concord has also agreed with the County of Merrimack to provide \$10,151 to the County as a disparate jurisdiction.

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	
TOTAL STATION (City of Concord)	1	\$3,100.00	\$3,100
BALLISTIC/STAB RESISTANT VESTS (Merrimack County)	10	\$730.10	\$7,301
MAGNUM SPIKE STRIPS/TIRE DEFLATION DEVICE (Merrimack County)	6	\$475.00	\$2,850
FEDERAL TOTAL			\$13,251

EQUIPMENT NARRATIVE (FEDERAL)

CITY OF CONCORD, NH:

Eligible Individual Allocation Amount: \$23,151

The City of Concord, NH Police Department is eligible to receive \$23,151 in funding from the 2021 Edward Byrne Memorial Justice Assistance Grant Program. Expenditures by the Concord Police Department under this grant will fall under the categories of Travel (Federal) and Equipment (Federal). Under the category of Equipment, the Concord Police proposes to purchase the equipment outlined in the Program Narrative and noted above in the budget worksheet breakdown. This equipment consists of the following:

(1) Total Station - \$3,100

This equipment will be utilized by the Department to assist in documenting crime scenes and motor vehicle accident scenes. This equipment provides detailed measurement capabilities which can be digitally transferred for use in accident reconstruction programs as well as crime scene documentation software.

This purchase will comply with City of Concord procurement policies and procedures. The estimated cost listed in the budget worksheet was obtained through research and quotes obtained on the item listed. It is anticipated that this purchase will be completed prior to the end of this grant award period (09/30/22).

The City of Concord has also agreed with the County of Merrimack to provide \$10,151 to the County as a disparate jurisdiction.

COUNTY OF MERRIMACK, NH:

Disparate Jurisdiction Allocation Amount: \$10,151

The County of Merrimack, NH, as a disparate jurisdiction, will receive \$10,151 from the Individual Allocation Amount of the City of Concord, NH. All expenditures by the County of Merrimack under this grant will be for Equipment.

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.

The specific equipment to be purchased includes the following:

(6) Magnum Spike Strips/Tire Deflation Devices - \$2,850

These types of devices are utilized to safely terminate motor vehicle pursuits and other illegal motor vehicle activity in a controlled manner through the deflation of a suspect's vehicle tire(s). These devices improve officer safety and the overall safety of the public during pursuits and for vehicles operating in a reckless manner.

Additionally, the Merrimack County House of Corrections proposes to use this award to fund the equipment purchase outlined in the Program Narrative and noted above in the budget worksheet breakdown.

The specific equipment to be purchased includes the following:

(10) Ballistic/Stab Resistant Vests - \$7,301

These vests will be utilized by Special Response Team members when transporting prisoners and other situations where the need for this type of protection is necessary.

All purchases by the County of Merrimack 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 of the grant award, 09/30/2022.

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	\$9,900	\$0	\$9,900
D. Equipment	\$13,251	\$0	\$13,251
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$23,151	\$0	\$23,151
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$23,151	\$0	\$23,151

Federal Request	\$23,151
Non-Federal Amount	\$0
Total Project Cost	\$23,151

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.