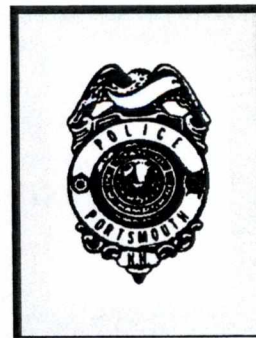


BOARD of POLICE COMMISSIONERS

of the

City of Portsmouth, N.H.



Commissioner Brenna Cavanaugh, Chair...Commissioner Joseph J. Onosko...Commissioner Joe Plaia

"Providing Citizen Oversight of Your Police Department"

NOTICE: The Police Commission has a dedicated phone number at the police department. You can call the Commissioners at 603-610-7471 and leave a message regarding your concerns, along with your name and a telephone number. The Commissioners will be advised of your message and someone will return your call in a timely fashion. You can also email the Commissioners directly through the Police Department webpage, by clicking on "Police Commission", and then clicking on any of the Commissioners' names.

PUBLIC NOTICE OF POLICE COMMISSION MEETING

DATE: July 26th, 2016 (Tuesday)
**LOCATION &
TIME:** 4:30 p.m., City Council Chambers, Portsmouth City Hall
Please see important note on the start time:

NOTE: The meeting will start at 4:30 p.m. in the Eileen Dondero Foley Council Chambers. It is anticipated the commission will go into a non-public session immediately, as provided for under RSA 91-A:3 II (a): "Dismissal, promotion or compensation of any public employee...", and (c): "Matters which, if discussed in public, would likely affect adversely the reputation of any person unless such person requests an open meeting;...". The public session will then resume in Council Chambers whenever the non-public session is finished, which should be at or about 5:30 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ACCEPTANCE OF THE MINUTES OF THE MEETING HELD ON:

June 28, 2016 (Anticipated Action: A motion will be brought forward to accept the minutes of the June 28, 2016 meeting.)

IV. PUBLIC COMMENT

Individual comment is limited to three minutes.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS:

A. POLICE COMMISSION:

1. Personnel items that require action:
 - a. Accept the resignation of Detective Scott Study. (Anticipated Action: A motion will be brought forward to accept the resignation of Detective Study.)
 - b. Accept the resignation from the Auxiliary Unit of retired full-time lieutenant, Ken Winsor. (Anticipated Action: A motion will be brought forward to accept the resignation of Aux. Officer Winsor.)
 - c. Accept the resignation of Officer Andre Wassouf. (Anticipated Action: A motion will be brought forward to accept the resignation of Officer Andre Wassouf.)
2. Approve and sign the Tentative Agreements with the Ranking Officers' Union and the Patrol Officers' Union and forward to the city council for their action. (Anticipated Action: A motion will be brought forward to accept and sign the Tentative Agreements with the Ranking Officers' Union and the Patrol Officers' Union and forward to the city council for their action.)
3. Commissioner Cavanaugh:
 - a. Additional resident feedback received regarding hands-free law enforcement in Portsmouth.
4. Commissioner Onosko:
 - a. IACP Permanent Chief Search Update – On-Site visit scheduled for September.

B. CHIEF OF POLICE:

1. Grant:

- a. Edward Byrne Memorial JAG Grant. The total amount awarded to Rockingham County is \$24,972. Portsmouth's portion will be \$10,182. Our grant allotment will be used for the development of evaluative standards. (Anticipated Action: A motion will be brought forward to accept the \$10,182 allocation to Portsmouth of the Edward Byrne Memorial JAG Grant and forward to the city council for their action.)

2. Financial Report

3. Letters of Thanks and Appreciation from Outside the Department

- a. A Letter of Thanks from an out-of-town visitor complimenting the actions of Officer Bill Werner.

C. PATROL DIVISION:

This report is included in the commission packet.

VII. COURT OFFICE REPORT

This report is included in the commission packet.

VIII. MISCELLANEOUS/OTHER BUSINESS – None

- IX. NEXT REGULAR MEETING:** The next commission meeting is scheduled for Tuesday, August 23rd, 2016, at the usual 4:30/5:30 p.m. start time. (See note at the beginning of this agenda for a start time explanation.) Please check the meetings calendar on the city's website as the date approaches for cancellations or changes to the time or meeting location.

NOTICE to members of the public who are hearing impaired: If you wish to attend a meeting and need assistance, please contact Human Resources Director Dianna Fogarty at 431-2000 ext. 7270 prior to the scheduled meeting. Thank You.

(Posted on July 22nd, 2016)

Katho Leisgue

Joe Plaia, Clerk of the Commission

MINUTES
OF
PREVIOUS
MEETING(S)

PORTSMOUTH POLICE COMMISSION
MINUTES OF THE JUNE 28TH, 2016 MONTHLY POLICE COMMISSION
MEETING

5:30 p.m. Public Session – Eileen Dondero Foley Council Chambers

Brenna Cavanaugh, Chair
Joseph J. Onosko
Joe Plaia

- I. **CALL TO ORDER:** The June 28th, 2016 monthly police commission meeting was called to order at 5:30 p.m. in Council Chambers. (Archived video of the meeting is available on the city's website.)

The following people were present: Commissioners Cavanaugh, Onosko, and Plaia, Captain of Operations Frank Warchol, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque, members of the public and the press.

II. **ACCEPTANCE OF THE MINUTES:**

The Chair asked if there were any amendments to the minutes of the meeting held on May 10th or May 24th. There were no amendments to these minutes.

Action: Commissioner Onosko moved to accept the minutes of the May 10th and May 24th meetings.

Seconded by Commissioner Plaia.

On Voice Vote: The motion passed to accept the minutes of the May 10th, and May 24th meetings.

- III. **PLEDGE OF ALLEGIANCE:** Executive Assistant Kathleen Levesque led the Pledge of Allegiance.

- IV. **PUBLIC COMMENT:** (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "Archived 2012, 2013, 2014, 2015, and 2016 meetings.")

Mr. Merle White - 14 Pioneer Road, Owner of Anchor Taxi: Mr. White felt the city has failed to enforce the taxi ordinance, saying most of the taxis are out of compliance. He said the city has undone one of the best ordinances out there by deregulating the taxi business. This deregulation has made the taxi business unsafe in Portsmouth.

Mr. John Palreiro – 23 Blue Heron, Owner of two taxi companies in the city. Mr. Palreiro said the Uber issue is now in the hands of the state, and the police have done a poor job of enforcing existing ordinances prior to that happening. Mr. Palreiro complained about people running stop signs and speeding. He said the police need to start enforcing the laws; to start writing tickets instead of watching people run stop signs. Someone needs to do something about it before someone gets hurt. He also criticized DWI patrols and the department's lack of sobriety checkpoints.

The Chair exercised a point of privilege to address some of the points brought up by Mr. Palreiro regarding the DWI patrols and sobriety checkpoints, as well as enforcement of the jay walking ordinance.

V. NEW BUSINESS:

A.) **POLICE COMMISSION:**

1. **Commissioner Plaia** – The commission currently has a Skype non-meeting with counsel scheduled with the city attorney and the **International Association of Chiefs of Police (IACP)** representative re: our contract with them to conduct a nationwide executive search for a permanent chief of police. He explained the commission's hands have been tied pending review of the proposed contract with IACP by the city's legal department. This Skype meeting will take place tomorrow, and then the commission will be able to move forward.
2. **Commissioner Cavanaugh** – The Chair received complaints on Market Square Day regarding pedestrian safety and traffic control for the road race event in the morning. The Chair was asked by the resident to forward the input to the Chief. Commissioner Cavanaugh asked Capt. Warchol to forward the resident's comments to the traffic & safety committee as well.

The Chair's second item was enforcement of the hands-free law. The person calling her said there are a lot of abuses, and there doesn't seem to be any real enforcement. The caller cited stats that distracted

driving contributes to more fatalities than drunk driving. Captain Warchol spoke to the issues, saying he has the same sense, and explained how difficult this law is to enforce. When people see a fully marked police cruiser while driving and talking on their cell phone, the cell phone goes down on the seat temporarily until the cruiser goes by. This makes it hard for the officer to prove the violation was occurring. He said however, the state has recently made grant monies available specifically for enforcement of this law...so stay tuned.

B.) CHIEF'S REPORT:

1. K-9 certification updates.

C.) FINANCIAL REPORT:

1. Karen reported that we are at the end of the fiscal year, and in the process of closing out the books. We will have our final numbers in August.

VI. MISCELLANEOUS/OTHER BUSINESS: None

VII. MOTION TO ADJOURN:

There being no further business before the commission, the Chair asked for a motion to adjourn.

Action: Commissioner Plaia moved the June 28th, 2016 police commission meeting be adjourned.

Seconded by Commissioner Onosko.

On a Voice Vote: The motion passed to adjourn the June 28th, 2016 police commission meeting at 5:51 p.m.

The Chair announced the date of the next scheduled police commission meeting, which will take place on Tuesday, July 26th, 2016, with the usual 4:30/5:30 start. (The meeting will be called to order at 4:30 p.m. and a motion will be made to go into non-public according to the appropriate provision of RSA 91-A. The regular public business portion of the meeting will resume at or about 5:30 p.m. in council chambers.)

END OF MEETING

POLICE
COMMISSION
BUSINESS

**POLICE COMMISSION – NEW BUSINESS
JULY 28TH, 2016 MEETING**

VII. NEW BUSINESS:

A. POLICE COMMISSION:

1. Personnel items that require action:
 - a. Accept the resignation of Detective Scott Study. (Anticipated Action: A motion will be brought forward to accept the resignation of Detective Study.)
 - b. Accept the resignation from the Auxiliary Unit of retired full-time lieutenant, Ken Winsor. (Anticipated Action: A motion will be brought forward to accept the resignation of Aux. Officer Winsor.)
 - c. Accept the resignation of Officer Andre Wassouf. (Anticipated Action: A motion will be brought forward to accept the resignation of Officer Andrew Wassouf.)
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-

CHIEF'S REPORT

Edward Byrne Memorial JAG

Approval

09/16/2015



Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

September 1, 2015

Chairman Tom Tombarello
Rockingham County
119 North Road
Brentwood, NH 03833-6624

Dear Chairman Tombarello:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$24,972 for Rockingham County.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Zafra Stork, Program Manager at (202) 307-0613; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell
Director

Enclosures

11
9/30/2015



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 9

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Rockingham County 119 North Road Brentwood, NH 03833-6624		4. AWARD NUMBER: 2015-DJ-BX-0118	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2016	
		6. AWARD DATE 09/01/2015	7. ACTION
2a. GRANTEE IRS-VENDOR NO. 026000753	8. SUPPLEMENT NUMBER 00		Initial
2b. GRANTEE DUNS NO. 073970121	9. PREVIOUS AWARD AMOUNT		\$ 0
3. PROJECT TITLE Rockingham County Law Enforcement Initiatives - Year 2015		10. AMOUNT OF THIS AWARD	\$ 24,972
		11. TOTAL AWARD	\$ 24,972
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY15(BIA - JAG) 42 USC 3750, et seq.			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.738 - Edward Byrne Memorial Justice Assistance Grant Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Tom Tombarello Chairperson	
17. SIGNATURE OF APPROVING OFFICIAL		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE 9/16/15
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 24972		21. PDJUGT008	

OJP FORM 4000-2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000-2 (REV. 4-88)

9/30/15
TK15

GMS APPLICATION NUMBER: # 2015-H2463-NH-DJ

CONTRACT NO. _____

THE STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

KNOW ALL BY THESE PRESENT

INTERLOCAL AGREEMENT BETWEEN:

THE CITY OF PORTSMOUTH POLICE DEPARTMENT OF THE CITY OF PORTSMOUTH, NH
AND
COUNTY OF ROCKINGHAM, NH

JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this 10th day of June, 2015, by and between The COUNTY of ROCKINGHAM (hereinafter referred to as COUNTY), acting by and through its governing body, the Commissioners Board, hereinafter referred to as COUNTY, and the:

THE CITY OF PORTSMOUTH, NH POLICE DEPARTMENT

herein after referred to as CITY/TOWN, acting by and through its governing body, hereinafter referred to as CITY/TOWN, of Rockingham County, State of New Hampshire, witnesseth:

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, each governing body does hereby indicate the understanding that the COUNTY will serve as the applicant/fiscal agent for the Justice Assistance Grant funds for which the CITY/TOWN is eligible.

WHEREAS, the COUNTY agrees to provide the CITY/TOWN:

Portsmouth, NH

\$10,182 from the JAG award

NOW THEREFORE, the COUNTY and CITY/TOWN agree as follows:

Section 1.

COUNTY agrees to pay CITY a total of

Allocation: Portsmouth, NH	\$ 9,673
5% Applicant/Fiscal Agent Administrative Fee:	\$ 509
<u>Total CITY Allocation:</u>	<u>\$10,182</u>

Section 2.

CITY agrees to use \$9,673 for Development of Evaluative Standards Program(s) until the specified grant award end date.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY/TOWN other than claims for which liability may be imposed by the Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

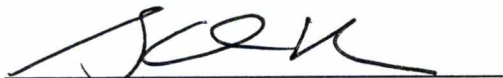
Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

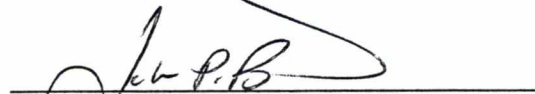
Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF PORTSMOUTH, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE



Stephen DuBois
Chief of Police, Portsmouth, NH



John P. Bohenko
Manager, City of Portsmouth, NH

NEW HAMPSHIRE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

GMS APPLICATION NUMBER: # 2015-H2463-NH-DJ

CONTRACT NO. _____

THE STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

KNOW ALL BY THESE PRESENT

INTERLOCAL AGREEMENT BETWEEN:

**THE CITY OF PORTSMOUTH POLICE DEPARTMENT OF THE CITY OF PORTSMOUTH, NH
AND
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CITY OF PORTSMOUTH, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE



 Stephen DuBois
 Chief of Police, Portsmouth, NH



 John P. Bohenko
 Manager, City of Portsmouth, NH

NEW HAMPSHIRE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

Edward Byrne Memorial Justice Assistance Grant
Grant Application Number: 2015-H2463-NH-DJ
Rockingham County, New Hampshire



BJA 2015 PROJECT APPLICATION: CFDA #16.738

Entity: Portsmouth Police Department

DUNS #: 073976706 CCR #: 073976-7060000 Exp Date: 03-16-16

Verified CCR (Now called SAM): Yes

Federal Loan Amount Requested/Allocated: \$ 10,182

Project Narratives & Purpose Areas – see page 2 & 3 [Click Here](#)

Budget Narrative – [Click Here](#)

Budget Worksheet – See attachments tab in this PDF File

REVIEW NARRATIVE

The following chart details the dates the applicant – Portsmouth Police Department – made the application available to its governing board and for public comment.

Agency	Date Available To Board	Date Made Available for Public Comment (Public Hearing, Website, etc.)	Date 30-Day Review Requirement Complete
Portsmouth Police	6/17/15	6/17/15	7/17/15

MOU signed by appropriate governing officials

Project Abstract & up to 5 Project Identifiers – [Click Here](#)

Standard Assurances [Click Here](#)

Disclosure & Certifications regarding lobbying, debarment, suspension and other responsibility matters and drug free workplace requirements (if applicable) [Click Here](#)

Applicant Disclosure of Pending Applications - [Click Here](#)

Financial Management & System of Internal Controls Questionnaire (if applicable) [Click Here](#)

Application completed by: Karen Senecal

Date application forwarded to Rockingham County: 6/10/15

Form is complete: [Save as PDF](#)

Email completed form to: kmann@rockso.org. Forms requiring signatures can be scanned and emailed or mailed via USPS for inclusion with your application.



Project Abstract:

Applicants must provide an abstract that includes the applicant's name, title of project(s), goals of the project(s) and a description of the strategies to be used. In addition, applicants must identify **up to 5** project identifiers that would be associated with the proposed activities. (Should not exceed 1/2 page or 400 words) A listing of JAG Project Identifiers is located on the next few pages.

Applicant's Name: Portsmouth Police Department

Title of Project: Development of Evaluative Standards

Goals of the project

Standardized, results oriented, staff evaluation tool.

Description of Strategies used:

- A diverse committee will be assembled.
- Research of tools, samples, etc. available
- Development of evaluation (individual that folds into a department-wide)
- Training, Implementation and Evaluation

Project Identifiers:

- #1 Evaluation
- #2 Standards
- #3 Training
- #4 _____
- #5 _____

JAG Program Identifiers (Updated 2014)

Adjudication	Community Courts	Detention Res
AFIS	Community Prosecution	Diagnostic Ev
Afterschool	Community Based Programs	DNA Analysis
Aftercare	Community Policing	DR
Alcohol	Computer software/hardware	Drug Endange
Alcohol Testing	Conferences and Training	Drug Market I
Alternative education	Conflict Resolution	Drug Courts
Anti-discrimination	Construction	Drug Offende
Applied Research Tools	Co-Occurring Disorders	Drug Testing
ARSON	Correctional Facilities	Drug Treatme
Asset Forfeiture	Correction Alternatives	Drugs
Auto Theft	Corrections	DWI
Body Armor - Ballistic-Resist	Corruption	Education
Body Armor - Stab-Resistant	Counseling	Electronic Mc
Body Armor - Tactical	Counter Terrorism	Environmenta
Body-Worn Cameras	Court Security	Equipment --
Bomb Suit	Court Advocacy	Equipment --
Boot Camps	Court Delay Reduction	Equipment --
Border Initiatives	Crime Laboratory	Equipment--F
Bullying	Crime Prevention	Evaluation
Campus Safety	Crime Prevention Campaign	Evidence-Bas
Canines	Crimes Against The Elderly	Excessive Use
Capital Litigation	Criminal Intelligence IS	Faith-Based
Career Criminals	Criminal Records	Firearms
Case Management	CVE	Forensic Scie
Child Abuse	Cyber Crime	Fostercare
Civil Rights	Dare	Fraud
Closed Circuit Televising	Data Sharing Linkage	Fusion Center
Cold Cases	Day Treatment	Gangs
Communications	Detention Nonresidential	Geo-mapping

JAG Program Identifiers (Updated 2014)

GPS Trackers	Mental Health	Program Evalu
Graduated Sanctions	Mentoring	Prosecution
Graffiti	Methamphetamine	Protective Hel
Gun Buy Back	Missing Children	Public Defens
Hate Crimes	Money Laundering	Public Housin
Hazardous Material Safety	Mortgage Fraud	Radar monitor
Hiring of Personnel	Native American Programs	Reentry
Homicide	NIEM/XML	Renovation
Human Trafficking	Officer Safety	Repeat Offend
Identity Theft	Organized Crime	Research
Illegal Aliens	Overtime	Research, Eva
Immigration	Parenting Skills	Restitution
Impaired Driving	Parole	Restorative Ju
Indigent Defense	Peer Counseling	Restraints
Inmate Programming	Place Based Programs	School Crime
Innovation Assessments	Policing	Screening and
Intellectual Property	Policy Legislation	Sentencing
Intensive Supervision	Post-release Treatment	Services for V
Internet Crime	PR	Sexual Assaul
Intervention programs	Pretrial Screening	Sexual Offend
Jails	Prescription Drugs	Stalking
Just Reinvestment Strategies and Training	Pretrial Services	Standards
Justice Information Sharing	Prevention - Delinquency	State Justice S
Law Enforcement Leadership	Prevention - Substance Abuse	Strategic Plan
Law Enforcement Suicide Prevention	Prison Jail Industries	Substance Abu
Law-Related Education	Privacy and Civil	Surveillance
Less Than Lethal	Privacy and Info Sharing	System Impro
License Plate Readers	Privacy Certificate	Training and J
Local Researcher-Practitioner	Probation	Taskforces
Media Campaigns	Problem Solving Courts	Teen Courts

JAG Program Identifiers (Updated 2014)

Terrorism Preparedness		
Traffic Enforcement		
Tribal Corrections		
Tribal Justice		
Truancy		
UA		
UAS		
Unmanned Aerial Vehicle		
Vandalism		
Vehicle tag monitoring		
Vehicles - Other		
Vehicles - Police (Sedan)		
Vehicles - Police (SUV)		
Vehicles - Police Boats		
Vehicles - Police Helicopters		
Vehicles - Police Motorcycles		
Victimization		
Video Arraignment		
Violence Against Women		
Violence Domestic Violence		
Violence Family Violence		
Violence School Violence		
Violence Violent Crime		
Violence Violent Crime offenders		
Vocational Training		
White collar Crime		
Witness		
Wrongful Conviction		



Program Narrative:

Describe the program(s) to be funded over the 4 year grant period.

Project Title #1: Development of Evaluative Standards

Purpose Area: Law Enforcement Prosecution & Court
 Prevention & Education Corrections & Community Corrections
 Drug Treatment & Enforcement
 Planning, Evaluation & Technology Improvement
 Crime Victim & Witness

Activity Types: State/Local Initiatives: Direct Service System Improvement
 Training
 Technical Assistance
 Personnel
 Equipment/Supplies
 Contractual Support
 Information Systems for Criminal Justice System
 Research, Evaluation & Development

Project Budget: \$ 10182

Project Narrative:

The department has been lacking an evaluative tool for staff. The department is looking to incorporate a tool that provides a 12-month individual employee plan of goals, objectives, as well as an evaluation of the employee's performance in meeting the personal and professional goals detailed. The employee will know the part s/he plays within the whole of the organization to ensure the department meets its goals and objectives of policing. The results from this tool can be collected and provide one component of the department's overall performance.

The department currently completes this task informally and measures department-wide effectiveness via department-wide statistics. With the development of this tool, the department will be better able to develop the best officer to deliver services, as well as provide the department with another evaluative tool with which to gage success/failure of department goals and objectives.



Program Narrative:

Describe the program(s) to be funded over the 4 year grant period.

Project Title #2: _____

- Purpose Area:
- Law Enforcement
 - Prosecution & Court
 - Prevention & Education
 - Corrections & Community Corrections
 - Drug Treatment & Enforcement
 - Planning, Evaluation & Technology Improvement
 - Crime Victim & Witness

- Activity Types:
- State/Local Initiatives:
 - Direct Service
 - System Improvement
 - Training
 - Technical Assistance
 - Personnel
 - Equipment/Supplies
 - Contractual Support
 - Information Systems for Criminal Justice System
 - Research, Evaluation & Development

Project Budget: \$ _____

Project Narrative:



Budget Narrative: YOU MUST ALSO COMPLETE THE BUDGET DETAIL WORKSHEET
(SEE ATTACHMENTS TAB OF THIS PDF DOCUMENT)

Describe how the awarded funds will be used to support and implement the planned initiatives. Please provide additional budgetary details in Budget Worksheet Form on next page.

The department will form a committee that will include staff on overtime. The number of police department staff is to be determined. The projected calculation is as follows:

Personnel

4 ranking/non-ranking (TBD) x 25 OT hours/ea x max rate (Captain) 78.75 (61.60 rate/16.25 Retirement/0.89 Medicare) = \$7875

Supplies

The department anticipates costs associated with acquiring multiple tools with which to develop an evaluation tool unique to the department.

Research Materials: \$510

The department anticipates potentially locating software that may in part meet the needs of the department goal.

Software: 1289.00

Administrative Fee (Rockingham County): \$509

Karen Senecal

From: Karen Senecal
Sent: Wednesday, June 10, 2015 4:24 PM
To: 'Katherin Mann'
Subject: Prob with grant worksheet

There was something wrong with the form in this section.

I included a snip it to delineate what is accurate/what I clicked.

I will still submit the grant, please just use this information when you get it.

Thanks!

SECTION C: ACCOUNTING SYSTEM	
1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, provide name, and address of Agency performing review: Independent Auditor (not Government Agency): Melanson Heath	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc. Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.
2. Which of the following best describes the accounting system: <input checked="" type="checkbox"/> Manual <input checked="" type="checkbox"/> Automated <input type="checkbox"/> Combination	
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
7. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
8. Is the firm generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure

This part is really not applicable, but there wasn't that choice

SECTION D: FUNDS CONTROL	
1. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure

Karen A. Senecal
Administrative Manager
Portsmouth Police Department
3 Junkins Avenue
Portsmouth, NH 03801

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE**

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP Financial Guide.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated (<i>month, day, year</i>) 01/01/1849	b. Principle officers John P. Bohenko	Titles City Manager
c. Employer Identification Number: 02-6000714		
d. Number of Employees Full Time: 689.98 Part Time: 286		

2. Is the firm affiliated with any other firm: Yes No
 If "yes", provide details: tab down to enter a second line

3. Total Sales/Revenues in most recent accounting period. (12 months)
 \$

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No

a. If yes, provide name, and address of Agency performing review: Independent Auditor (not Government Agency): Melanson Heath	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc. Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.
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2. Which of the following best describes the accounting system: Manual Automated Combination

3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant? Yes No Not Sure

4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? Yes No Not Sure

5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? Yes No Not Sure

6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? Yes No Not Sure

7. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

a. Total funds available for a grant?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Sure

8. Is the firm generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants? Yes No Not Sure

SECTION D: FUNDS CONTROL

1. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? Yes No Not Sure

SECTION E: FINANCIAL STATEMENTS

1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No

2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. Enclosed N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:


SECTION F: ADDITIONAL INFORMATION

1. Use this space for any additional information (*indicate section and item numbers if a continuation*)

There was a problem with the form. When checking yes or no, the form clicked on both boxes. A separate sheet of paper with the correct info has been provided.

SECTION G: APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

1. Signature 
 a. Title Stephen J. DuBois
 Chief of Police

b. Firm Name, Address, and Telephone Number
 Portsmouth Police Department
 3 Junkins Avenue
 Portsmouth, NH 03801

SECTION H: CPA CERTIFICATION

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly. **If the audit report requested in Section E 2 above is not enclosed, then completion of this section is required.**

1. Signature
 a. Title
 b. Firm Name, Address, and Telephone Number
 N/A - report provided


PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 4 HOURS (OR MINUTES) PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECTS OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO OFFICE OF JUSTICE PROGRAMS, OFFICE OF THE COMPTROLLER, 810 - 7TH STREET, NW, WASHINGTON, DC 20531; AND TO THE PUBLIC USE REPORTS PROJECT, 1121-7120, OFFICE OF INFORMATION AND REGULATORY AFFAIRS, OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.




STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.



Signature



Date

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



[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 **28 CFR Parts 66** and **70**, 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.

A. **Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) **To View an Example, Click Here**

PERSONNEL (FEDERAL)

Name	Position	Computation			Cost	
		Salary	Basis	Percentage of Time		Length of Time
4-Ranking/non-ranking/civ (TBD)	Overtime/Committee Member	\$61.60	Hour	100.00	100	\$6,160
					FEDERAL TOTAL	\$6,160

PERSONNEL NARRATIVE (FEDERAL)

The department will assign 4 members of the police department to be a part of a committee to be formed. Members will be attending planning meetings on overtime.

The rate used is the maximum possible rate, since assignments have not been made. Some attendees may be under this rate.

4 staff x 25 OT hrs/ea x 61.60 = 6160.00

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

	TOTAL PERSONNEL	\$6,160
--	-----------------	---------

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Medicare (.0145) for OT Hours	\$6,160.00	0.0145	\$87
Retirement (.2638) for OT Hours	\$6,160.00	0.2638	\$1,625
	FEDERAL TOTAL		\$1,714

FRINGE BENEFITS NARRATIVE (FEDERAL)

Medicare and Retirement costs paid on OT rate.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

TOTAL FRINGE BENEFITS \$1,714

C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to trainings, 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	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0	
								FEDERAL TOTAL	\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night					\$0.00
		Meals		Day					\$0.00
		Mileage		Mile					\$0.00
		Transportation:							
				Round-trip					\$0.00
		Local Travel							\$0.00
		Other							\$0.00
		Subtotal							\$0.00
									NON-FEDERAL TOTAL
									\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL
\$0

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	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

TOTAL EQUIPMENT
\$0

E. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
Research Materials	1	\$510.00	\$510
FEDERAL TOTAL			\$510

SUPPLIES NARRATIVE (FEDERAL)

The department anticipates identifying a wide range of evaluation materials that will be purchased, reviewed, and used in the development of the department specific tools.

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

TOTAL SUPPLIES	\$510
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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TOTAL CONSTRUCTION	\$0
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G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0	
								SUBTOTAL	\$0
								FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0	
								SUBTOTAL	\$0
								NON-FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS \$0

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. **Other Costs** – List items (e.g., rent (arms-length transaction only), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. **To View an Example, Click Here**

OTHER COSTS (FEDERAL)

Description	Computation			Cost
	Quantity	Basis	Length of Time	
Software	11			\$1,289
			FEDERAL TOTAL	\$1,289

OTHER COSTS NARRATIVE (FEDERAL)

The department plans to demo/purchase 1-4 different automated evaluation tools to utilize. Either prefab or one that allows the user to customize.

OTHER COSTS (NON-FEDERAL)

Description	Computation			Cost
	Quantity	Basis	Length of Time	
				\$0
NON-FEDERAL TOTAL				\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

	TOTAL OTHER COSTS	\$1,289
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I. Indirect Costs – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) **To View an Example, Click Here**

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Rockingham County	\$10,182.00	5	\$509
FEDERAL TOTAL			\$509

INDIRECT COSTS NARRATIVE (FEDERAL)

The county will administer the grant

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Rockingham County			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

There is an error in the formula for this sheet. It should be 509 x 1

The county will administer the grant

TOTAL INDIRECT COSTS	\$509
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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	\$6,160	\$0	\$6,160
B. Fringe Benefits	\$1,714	\$0	\$1,714
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$510	\$0	\$510
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$1,289	\$0	\$1,289
Total Direct Costs	\$9,673	\$0	\$9,673
I. Indirect Costs	\$509	\$0	\$509
TOTAL PROJECT COSTS	\$10,182	\$0	\$10,182

Federal Request	\$10,182
Non-Federal Amount	\$0
Total Project Cost	\$10,182

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

Portsmouth Police Department

REC'D JUN 29 2016

3 Junkins Ave.

Portsmouth N.H. 03801

June 26 2016

Attn: Chief Mara

Chief Mara:

We had the good fortune of interacting with Officer Bill Werner yesterday during a hectic day for the PPD. In all our years of living in many US locations we have never encountered a more helpful and pleasant individual.

We are elderly and due the visitor volume could not find anywhere to park and Officer Werner took the time to indicate on our GPS the city hall lot and provided explicit directions in a really pleasant manner.

Congratulations on your training program having such a fine officer-He is truly a credit to the PPD and should be commended for a job well done.

Sincerely,

Mel&Barbara Winters



6-29-16 Fantastic job!
DJM

PATROL DIVISION REPORT

Crime Comparison Report For the period ending 05/31/2016

Group A Crimes Against Persons

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2016		1											1
	2015	1	2	3										6
	Pct	n/a	-50%	n/a										-83%
Forcible Rape	2016	2	1		2									5
	2015	1	2	2	1									6
	Pct	+100%	-50%	n/a	+100%									-17%
Forcible Sodomy	2016			3										3
	2015					1								1
	Pct			n/a		n/a								+200%
Forcible Fondling	2016	1			1									2
	2015				1	1								2
	Pct	n/a			0%	n/a								0%
Aggravated Assault	2016	1	1	1	1	3								7
	2015	7	2	3	1	2								15
	Pct	-86%	-50%	-67%	0%	+50%								-53%
Simple Assault	2016	10	14	15	8	9								56
	2015	11	13	14	11	21								70
	Pct	-9%	+8%	+7%	-27%	-57%								-20%
Intimidation	2016	13	11	5	8	9								46
	2015	16	7	7	5	9								44
	Pct	-19%	+57%	-29%	+60%	0%								+5%
Statutory Rape	2016			1	2									3
	2015		1											1
	Pct		n/a	n/a	n/a									+200%
Total Crimes Against Persons	2016	27	28	25	22	21								123
	2015	36	27	29	19	34								145
	Pct	-25%	+4%	-14%	+16%	-38%								-15%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 05/31/2016

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Robbery	2016			1										1
	2015	1	1											2
	Pct	n/a	n/a	n/a										-50%
Arson	2016	2			2									4
	2015					1								1
	Pct	n/a			n/a	n/a								+300%
Burglary/ Breaking and Entering	2016	5	3	2	2									12
	2015	2	3			6								11
	Pct	+150%	0%	n/a	n/a	n/a								+9%
Extortion/ Blackmail	2016													1
	2015			1										1
	Pct			n/a										n/a
Larceny (pick-pocket)	2016		1											1
	2015	1				1								2
	Pct	n/a	n/a			n/a								-50%
Larceny (shoplifting)	2016	7		5	4	3								19
	2015	14	10	5	10	6								45
	Pct	-50%	n/a	0%	-60%	-50%								-58%
Larceny (from building)	2016	4	4	7	8	2								25
	2015	13	6	12	13	10								54
	Pct	-69%	-33%	-42%	-38%	-80%								-54%
Larceny (from motor vehicles)	2016	9	4	3	3	6								25
	2015	5	2	4	7	6								24
	Pct	+80%	+100%	-25%	-57%	0%								+4%
Larceny (of motor vehicle parts)	2016				2									2
	2015		1	1	3	3								8
	Pct		n/a	n/a	-33%	n/a								-75%
Larceny (all other)	2016	5	7	3	4	12								31
	2015	6	2	7	2	5								22
	Pct	-17%	+250%	-57%	+100%	+140%								+41%
Motor Vehicle Theft	2016	2		1	1	1								5
	2015	2	1	2	2	2								9
	Pct	0%	n/a	-50%	-50%	-50%								-44%
Counterfeit/ Forgery	2016	2	3	3	1									9
	2015	1		1	1	1								4
	Pct	+100%	n/a	+200%	0%	n/a								+125%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 05/31/2016

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fraud (false pretense;swindle)	2016	2	6	3	3	5								19
	2015	4	3	4	5	7								23
	Pct	-50%	+100%	-25%	-40%	-29%								
Fraud (credit/debit card;ATM)	2016	5	3	2	2	1								13
	2015	4	1	4	1	5								15
	Pct	+25%	+200%	-50%	+100%	-80%								
Fraud (impersonation)	2016	3	4	4	4	2								17
	2015	3	1	8	18	5								35
	Pct	0%	+300%	-50%	-78%	-60%								
Fraud (wire)	2016	1												1
	2015													
	Pct	n/a												n/a
Embezzlement	2016			4										4
	2015			1										1
	Pct			+300%										+300%
Stolen Property	2016	1	2	2	2	2								9
	2015	1		2	1	2								6
	Pct	0%	n/a	0%	+100%	0%								+50%
Destruction of Property/Vandalism	2016	18	16	13	16	22								85
	2015	11	5	17	16	23								72
	Pct	+64%	+220%	-24%	0%	-4%								
Total Crimes Against Property	2016	66	53	53	54	56								282
	2015	68	36	69	79	83								335
	Pct	-3%	+47%	-23%	-32%	-33%								

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 05/31/2016

Group A Crimes Against Society

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2016	11	4	12	4	16								47
	2015	5	9	9	10	5								38
	Pct	+120%	-56%	+33%	-60%	+220%								+24%
Drug Equipment Violations	2016													
	2015				1									1
	Pct				n/a									n/a
Pornography/Obscene Material	2016			2	1	1								4
	2015													
	Pct			n/a	n/a	n/a								n/a
Prostitution	2016			2										2
	2015		1											1
	Pct		n/a	n/a										+100%
Assisting/Promoting Prostitution	2016			1	1									2
	2015													
	Pct			n/a	n/a									n/a
Weapon Law Violations	2016			1										1
	2015			1	1									2
	Pct			0%	n/a									-50%
Total Crimes Against Society	2016	11	4	18	6	17								56
	2015	5	10	10	12	5								42
	Pct	+120%	-60%	+80%	-50%	+240%								+33%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 05/31/2016

Group B Crimes														
Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2016	3	1	1		1								6
	2015	1		2	1									4
	Pct	+200%	n/a	-50%	n/a	n/a								+50%
Curfew/Loitering/Vagrancy	2016				1									1
	2015													
	Pct				n/a									n/a
Disorderly Conduct	2016	5	4	3	2	2								16
	2015	7	2	7	2	3								21
	Pct	-29%	+100%	-57%	0%	-33%								-24%
Driving under Influence	2016	2	2	4	4	9								21
	2015	2	5	3	4	6								20
	Pct	0%	-60%	+33%	0%	+50%								+5%
Drunkenness	2016	12	7	12	12	19								62
	2015	8	7	11	14	11								51
	Pct	+50%	0%	+9%	-14%	+73%								+22%
Family Non Violent Offenses	2016		2	2	1	2								7
	2015	1	2	3	2	2								10
	Pct	n/a	0%	-33%	-50%	0%								-30%
Liquor Law Violations	2016	1	2	1	5	1								10
	2015	1	4		2	1								8
	Pct	0%	-50%	n/a	+150%	0%								+25%
Runaways (under 18yr old)	2016	4			1	3								8
	2015	3	2	1										6
	Pct	+33%	n/a	n/a	n/a	n/a								+33%
Trespass of Real Property	2016	1	2	3	2	2								10
	2015	1	3	1	8	6								19
	Pct	0%	-33%	+200%	-75%	-67%								-47%
All Other Offenses	2016	23	16	25	11	17								92
	2015	34	16	18	28	21								117
	Pct	-32%	0%	+39%	-61%	-19%								-21%
Total Group B Crimes	2016	51	36	51	39	56								233
	2015	58	41	46	61	50								256
	Pct	-12%	-12%	+11%	-36%	+12%								-9%

Filters/Options Applied

Date Used Report Date used

Time Period