

# **Working Dog Foundation**

## **“To Benefit New Hampshire Police K-9’s”**

### **FACT SHEET**

#### **“Requirements and Obligations”**

**FORWARD:** The Working Dog Foundation, through appropriations granted by it’s Board of Directors on an annual basis, will provide cash funds for the implementation and enhancement of K-9 Units to certified law enforcement agencies in the State of New Hampshire, to be administered by the Grant Committee. This project must be funded in accordance with the purpose areas describe below. (fiscal year July 1 - June 30)

**HISTORY:** In 1995, the Foundation was incorporated as a non-profit organization to support and enhance the New Hampshire Police K-9 team. Based on a Police/Community partnership, the Foundation strives to improve the public image of the Police working dog, establish and operate the New Hampshire Police K-9 Academy, provide information and grant money to law enforcement organizations wishing to utilize a law enforcement K-9 Unit, promote the exchange of ideas and training techniques by hosting training seminars with nationally recognized experts in the field, establish and maintain minimum standards for N.H. Law Enforcement K-9 teams, improve the abilities of the K-9 in law enforcement and provide better service to the community.

#### **PROGRAM PURPOSE AREAS:**

Working Dog Foundation Grant funds may be used for one or more of the following purposes:

✍ Establishing a law enforcement K-9 team, which is made up of a law enforcement officer (handler) and a suitable breed of working dog, which entails the purchase of a K-9 and required working dog, which entails the purchase of a K-9 and required equipment to adequately place the team in service. K-9 teams may be trained for the following functions or a combination of these duties, general patrol work, and narcotics detection. K-9 teams may also be established for explosive detection, but the dog must specialize in this field only. Officers’ overtime associated with training/care and maintenance of his/her K-9 partner.

✍ Upgrading, enhancement of established K-9 teams in the areas of specialized training programs, equipment, replacement of retired working dogs.

#### **PROHIBITION ON USE OF FUNDS:**

Funds are not to be used for any other purpose than for which the allocation of money had been specifically outlined in the grant. Allowable requests are for the purchase of working dogs, equipment to be used to enhance the effectiveness of the K-9 teams, handlers’ overtime cost associated with K-9 training/care and maintenance, and the cost associated with specialized and maintenance, and the cost associated with specialized training.

Units of local government are eligible to apply for an award. Units of local government are counties, towns and townships, villages and cities.

#### **MATCHING FUNDS REQUIREMENT:**

This program has a minimum 10-percent cash-matching requirement, which will not be waived. Matching funds may be provided from the following sources: State and local government funds and private funds. All recipients must maintain records clearly showing the source, the amount, and the timing of all matching contributions.

## **APPLICATION REQUIREMENTS FOR UNITS OF LOCAL GOVERNMENT:**

An application must be signed and submitted by the chief executive of the jurisdiction (i.e., mayor, county executive, board of selectmen, etc.), who must:

✍ Establish an advisory board to review the application. This board must be designated to make non-binding recommendations for the proposed use of funds received under this program. The advisory board must include members from at least each of the following: the local law enforcement agency, prosecutor's office, court system, school system, and a nonprofit group (e.g., educational, religious or community) with an interest in crime prevention.

✍ Hold at least one public hearing regarding the proposed use of funds.

These items above need not occur before applying for funds, but must occur before the obligation of funds.

## **SPECIAL CONDITIONS FOR LOCAL GOVERNMENTS WHO ACCEPT FUNDS:**

For local government units that accept Foundation Grant Funds the following conditions must apply:

✍ Funds are awarded one time only for the life of a K-9 dog team and are intended to be used as seed monies.

✍ It will be the responsibility of the government units chief executive to submit a plan that outlines how they will be able to insure that if awarded a grant the K-9 unit will have a longevity of at least four years.

✍ During the grant period, which runs for four years from the date of the award, local government units are subject to compliance review of grant fund monies and program requirements.

✍ Local government units that accept grant funds are required to become members of the Working Dog Foundation and pay an annual membership fee.

✍ They must also sign an agreement with the Foundation to allow the K-9 team to train at the New Hampshire K-9 Academy. The K-9 team handler will be required to participate in scheduled training as outlined by the staff at the K-9 Academy and meet the minimum standards required for the certification of a Police K-9 team.

***\*\*\* Failure to comply with any of the above mentioned requirements could result \*\*\*  
in the revocation and return of all award funds to the Foundation.***

## **DEADLINE FOR APPLICATION SUBMISSION:**

Working Dog Foundation will distribute application kits for those jurisdictions eligible for direct awards requested no later than June 15. **All applications must be received by July 31.** The Working Dog Foundation will begin making awards in September.

## **FOR FURTHER INFORMATION:**

For more information about the Working Dog Foundation Grant Program, contact George Joy, Grant Fund Chairman, Working Dog Foundation, Barrington Police Department, 245 Route 9, Barrington, NH 03825 or access the WDF Web site at <http://www.workingdog.org>

# WORKING DOG FOUNDATION

**“To Benefit New Hampshire Police K-9’s”**

## GRANT PROGRAM

### INSTRUCTIONS TO APPLICANTS

Please read entire application process through.

- 1) Applications for Working Dog Foundation Grant Funds consist of responses to the following four questions (Program Narrative) plus completion of the attached budget pages and signing of the attached conditions.
- 2) The original and three copies of the applications should be mailed to the Working Dog Foundation, P.O. Box 5600, Portsmouth, New Hampshire 03802-5600.
- 3) The signature on the application should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept grants on behalf of the unit of government or public department.
- 4) Proposed activities and budgetary needs should be based on a 12-month program period.
- 5) The Working dog Foundation reserves the right to request additional information from applicants as needed.
- 6) REVIEW of proposals will focus on the following issues.
  - ✍ Is the proposed project eligible for funding under the guidelines set forth by the Foundation?
  - ✍ How serious is the agency about implementing or maintaining it’s K-9 program. How sound is the plan for insuring the longevity of the program?
  - ✍ How sound is the program methodology?
  - ✍ How valid is the evaluation strategy, and how strong a commitment is being made on evaluations?
  - ✍ How reasonable and cost effective is the proposed budget?

# WORKING DOG FOUNDATION

“To Benefit New Hampshire Police K-9’s”

## GRANT FUND APPLICATION

APPLICANT - GOVERNMENT UNIT: \_\_\_\_\_

AGENCY: \_\_\_\_\_

a) **Project Title:** \_\_\_\_\_

b) **Date of Application:** \_\_\_\_\_

c) **WDF funds requested:** \$ \_\_\_\_\_

Source and amount of matching funds: \$ \_\_\_\_\_

**d) Chief Elected Official**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

**e) Head of Agency**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**f) Project Director**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

**g) Fiscal Officer**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

**h) Address of centralized location of financial record (if other than fiscal officer).**

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

**i) Is staff available to administer the grant?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Partially \_\_\_\_\_ (describe)

**Please return to:**

George Joy, Grant Fund Chairman

Working Dog Foundation

Barrington Police Dept

245 Route 9

Barrington, NH 03825

# WORKING DOG FOUNDATION

“To Benefit New Hampshire Police K-9’s”

## GRANT FUND APPLICATION

Submittal Date: \_\_\_\_\_

Project Number: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Applicant City or Agency: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Program Narrative

**Note:** (Please respond by answering the following questions.) Attach supplemental sheets referencing by number, the section of the narrative to which it applies. The PROPOSAL QUESTIONS attached may be used as a guide in the completion of this section of the grant fund application).

1. Purpose and Needs for this Assistance.
2. Results or Benefits Expected (Beneficial Impact).
3. Project Implementation Plan.
4. Project’s Measure of Success.

### PROPOSAL QUESTIONS

1. Purpose and needs for this assistance.

- (1) To which of the eligible purposes in the K-9 Law Enforcement Program does the project relate?
- (2) What is the nature and magnitude of the problem(s) this project will attempt to address?

2. Objectives or benefits expected (beneficial impact).

- (1) What does your agency expect out of its K-9 program?
  - a. What are the specific objectives of the project?

Objectives should be quantified - list the objectives you intend to achieve. Discuss each objective in measurable terms if possible, (e.g. training, prosecution, arrests, etc.).

- b. Why is it reasonable to expect that the proposed project will achieve its objectives?
- c. Will it enhance or expand a current program?

### 3. Program implementation plan.

- (1) What is your proposed methodology of implementing a K-9 program?
  - a. What are the essential components of the program?
  - b. How will a K-9 officer be selected?
  - c. What are the expectations for implementation (timeline) for the program?
- (2) The Foundation will monitor the program for four years, how will the government unit insure that the program maintains this longevity after the initial grant funds are expended?

### 4. Project's measure of success?

- (1) How will the program's success be evaluated?
  - a. What measurable indicators of changes in the nature and magnitude of the problems will be assessed?
  - b. How will the performance of the K-9 program be assessed?
  - c. Who will assess the performance of the unit? (Staff, others).

# INSTRUCTION FOR COMPLETING BUDGET SECTIONS

## BUDGET ITEMIZATION:

**A. Personnel:** List all job titles for which funds are being requested, showing the total annual salary for the position, the percent of time to be spent on this program, the amount of salary to be devoted to this program (annual salary x percent time), the amount of WDF funds requested for the position for this program, and any other funding for the position for the program. WDF funds plus matching contribution should equal total budget.

**A1. Fringe Benefits:** Itemize fringe benefits (medical coverage, etc.) and show the total cost for the program and the amounts to be contributed by the WDF and other sources (matching contributions).

**B. Contractual Services:** list any consultant or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate, the total cost, and the amount to be contributed by WDF and other sources.

**C. Travel:** List projected in-state mileage rate of reimbursements (\$.31 per mile), total mileage cost, and amounts to be contributed by the WDF and other sources. Also, list any projected out-of-state travel.

**D. Facility Cost:** List square footage and the cost per square foot, and show the total cost for the program and the amount to be contributed by the WDF and other sources.

**E. Equipment/Working Dog Purchases:** List any equipment or working dog to be purchased and show the total budget and the amounts contributed by the WDF and other sources.

**F. Grand Total:** Total each of the three columns for the six budget categories.

**BUDGET NARRATIVE:** For each item listed in the six budget categories, a brief narrative explanation and justification should be provided indicating its relationship to the program. List personnel, and describe briefly proposed functions in the project. (Attach resumes).

## GENERAL CONDITIONS

The applicant hereby assures and certifies that he will comply with the regulations, policies and guidelines to satisfy requirements of the Working Dog Foundation's, K-9 grant fund program.

**1. REPORTS-** The grantee shall submit, at such time and in such form as may be prescribed, such reports as the Working Dog Foundation may reasonably require, including quarterly financial reports, quarterly progress reports, and final financial reports and evaluation reports.

**2. PROGRAM EVALUATION REQUIREMENTS** - In order for the Working Foundation to properly evaluate selected grant fund programs, additional information, records, and data may be required of the grantee. In all cases, grantees shall fully cooperate with the grantor in the performance evaluation. Before performing evaluations, the Foundation will provide written notice to the grantee. The grantor reserves the right to determine the need for an evaluation. The evaluation design will be jointly determined by the grantee and the grantor. However, the grantor may at any time make program evaluations, as it deems necessary.

**3. PROJECT MONITORING REQUIREMENTS** - All grants awarded by the Working Dog Foundation are subject to periodic performance monitoring by the Foundation which may include site visits. In addition, grantees are required to conduct an internal assessment of their own program results.

- 4. PROCUREMENT POLICY** - The applicant must conform to federal, state and local procurement regulations as set forth by “Standards Governing State and Local Grantee Procurement, Attachment O of OMB Circular A-102.”
- 5. MAINTENANCE OF RECORDS** - All required records should be maintained until an audit is completed and all questions arising there from are resolved, or three years after completion of the programs monitoring period, whichever is sooner.
- 6. UTILIZATION AND PAYMENT OF FUNDS** - Funds awarded are to be expended only for purposes and activities covered by grantee's approval program plan and budget. Program funds may be made available through a fund advance and reimbursement procedures outlined by the Foundation. Payments will be adjusted to correct previous overpayments or underpayments and disallowance's resulting from audit.
- 7. WRITTEN APPROVAL OF CHANGES** - Grantees must obtain prior written approval from the Working Dog Foundation for changes in program, which were not set forth in the approved application.
- 8. TITLE OF PROPERTY** - Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall be vested in the grantee, subject to divestment at the option of the Working Dog Foundation, when its use for the program or criminal justice purposes is discontinued. Grantees should exercise due caution in the use, maintenance, protection, and preservation of such property during the period of program use. The Foundation has no title interest after the termination date of the grant.
- 9. OBLIGATION OF GRANT FUNDS** - Grant funds may not, without approval by the Working Dog Foundation, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the grant period.
- 10. IMPLEMENTATION OF PROJECT WITHIN NINETY DAYS** - Grantee agrees to implement this program within ninety (90) days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of program implementation must be outlined in the first quarterly progress report. For just cause, grantee may apply for an extension in writing subject to approval by the grantor.
- 11. AUTHORITY TO APPLY** - The grantee must possess legal authority to apply for the grant. This authority shall be by resolution, motion or similar action from the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- 12. EQUAL EMPLOYMENT OPPORTUNITY** - The grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Foundation financial assistance and will immediately take any measure necessary to effectuate this agreement.
- 13. PERSONNEL STANDARDS** - The grantee will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor and Standards Act. Grantee will establish safeguards to prohibit employees from using their positions for a purpose this is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 14. LONGEVITY OF PROGRAM** - Grantees are required to meet the longevity of program requirement outlined in the grant reward. In the event that the program is terminated before the agreed upon termination date the grantee will forfeit all property acquired with grant funds and return the cash balance of the award to the Working Dog Foundation.

**15. WORKING DOG FOUNDATION MEMBERSHIP** - Grantee are required to become members and stay members in good standing of the Foundation through the termination date.

**16. TRAINING AGREEMENTS** - Grantees must sign an agreement with the Foundation to allow their K-9 teams to train at the NH K-9 Academy. The K-9 handler will be required to participate in scheduled training as outlined by the staff at the Academy and meet the minimum standards required for the certification of the police K-9 team.

**17. AUDIT** - The grantee will give the Working Dog Foundation, access to and the right to examine all records, books, papers, or documents related to the grant.

I have read and understand the general grant conditions and agree to comply with them.

\_\_\_\_\_  
Signature of Authorized Official

DATE: \_\_\_\_\_