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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL

JANE E. YOUNG
DEPUTY ATTORNEY GENERAL



June 5, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice to pay annual organizational dues to the National Criminal Justice Association, Washington, DC (Vendor #167164), in amount of \$4,969 and \$1,242 for a total of \$6,211, for the period of July 1, 2020 through June 30, 2021 upon approval of the Governor and Executive Council through June 30, 2021. 100% Federal Funds.

Funding for this request is available as follows:

02-20-20-201510-1983	<u>FY 2020</u>
Grants Administration	
026-500251 Organizational Dues	\$6,211

EXPLANATION

Membership with the National Criminal Justice Association, in the amount of \$4,696, enables the Department of Justice, Grants Management Unit, to participate in vital training sessions regarding proper grant writing and management of criminal justice funds. It provides a central repository for information on the Edward Byrne Memorial Justice Assistant Grant (Byrne JAG) Act and other criminal justice programs. In addition, members receive technical assistance, networking opportunities with other members, and have access to expert resources including, but not limited to, a State Administering Agency grant making and management library.

This year, the Department received an additional invoice, in the amount of \$1,242, for special assessment dues related to the Coronavirus Emergency Supplemental Funding Grant (CESF). The additional dues will enable the Department of Justice, Grants Management Unit, to


His Excellency, Governor Christopher T. Sununu
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June 5, 2020
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receive guidance, support, and training on current CESF funds and alerts regarding any possible future CESF funds coming to the State as it relates to the COVID-19 pandemic.

In the event that federal funds are no longer available, general funds will not be requested to support this request.

Please let me know if you have any questions concerning this request. Your consideration is greatly appreciated.

Respectfully submitted,



Gordon J. MacDonald
Attorney General

Standard questions required for Governor and Executive Council for organization dues and membership approval submissions:

1. *How long has this organization been in existence and how long has this agency been a member of this organization?*

The National Criminal Justice Association (NCJA) was established in 1971 and the Grants Management Unit has been a member since 1996.

2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?*

The Grants Management Unit does not belong to any another organization providing the same or similar benefits.

3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?*

This organization is made up of all 50 States. The Department of Justice is the sole State agency in New Hampshire belonging to this organization.

4. *How is the dues structure established?*

NCJA determines the dues amount based on state population.

5. *What benefit does the state receive from participating in this membership?*

Membership with the NCJA enables the Department of Justice, Grants Management Unit, to participate in vital training sessions regarding proper grant writing and management of criminal justice funds. It provides a central repository for information on the Byrne JAG Act and other criminal justice programs. In addition, members receive technical assistance, networking opportunities with other members, and have access to expert

resources including, but not limited to, a State Administering Agency grant making and management library.

The additional invoice will enable the Department of Justice, Grants management Unit, to receive guidance, support and training on current CESF funds and alerts on any possible future CESF funds coming to the State as it relates to the COVID-19 pandemic.

6. *Are training or educational/research materials included in the membership? If so, is the cost included.*
Yes, training and educational/research materials are included in the membership. All training costs are included.
7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams?*
Membership is strongly suggested, but not mandatory.
8. *Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.*
There may be travel involved which is typically reimbursed through a scholarship. The Director of Administration or designee should attempt to attend the national conference which is held annually.
9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members and or officers of the organization).*
Director of Administration is an Advisory Member of NCJA because the Department of Justice is a designated State Administering Agency for criminal justice grants.
10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.*
 - Loss of information regarding grant funding;
 - Loss of vital training regarding grants applications and grant management;
 - Loss of technical assistance;
 - Loss of the grant management library; and
 - Loss of networking with other members regarding criminal justice grants.

National Criminal Justice
Association
720 7th Street, NW, 3rd
Floor
Washington, DC 20001
accountspayable@ncja.org



National Criminal
Justice Association

INVOICE

BILL TO

Kathleen Carr
NH Department of Justice
33 Capitol Street
Concord, NH 03301-6310

INVOICE # 1513
DATE 03/13/2020
DUE DATE 04/12/2020
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
State - Membership Dues July 1, 2020 to June 30, 2021 NCJA Dues and Services Fiscal Year 2020-2021 NCJA Membership includes: Weekly electronic issues of the Justice Bulletin; Weekly electronic issues of the InfoLetter newsletter concerning congressional and federal activities; Access to the NCJA staff and offices in Washington, DC; Access to the members only section of the NCJA website (www.ncja.org); Access to Connect2Justice, our interactive members-only community; Access to Connect2Grants searchable library of funding opportunities Discounted National Forum registration fee for agency employees Peer networking at national and regional meetings; and Advocacy for the needs and priorities of state, tribal and local criminal justice in Washington, DC	1	4,969.00	4,969.00

BALANCE DUE

\$4,969.00



Dear SAA:

I hope you, your families and your staff are all safe and well during the current health crisis.

As the Coronavirus Emergency Supplemental Funding (CESF) has added significant responsibilities to your already heavy workload, we at NCJA have also felt the increase in responsibility. Since the beginning of the COVID-19 health crisis, we have been working with Congress to secure stimulus funding as part of the overall recovery package. We have also been working closely with the Bureau of Justice Assistance (BJA) to ensure SAAs receive the most recent and accurate guidance available as they administer these funds. While we recognize and are responding to the matter at hand, we also know there will be collateral consequences throughout the system for which NCJA will be providing guidance and support.

Since the stimulus bill passage our immediate response has included:

Regularly communicating with SAAs

- Sending regular emails to SAAs keeping them informed about the status of the stimulus bill, related funding and potential future stimulus opportunities.
- Convening conference calls with BJA staff to brief SAAs on the CESF Program and to answer specific questions about applications, budgets, and allowable uses. As well held calls for SAAs to share information and ask questions amongst themselves.
- Maintaining constant and close coordination with BJA programs and policy staff.

Reviewing and compiling of COVID-related resources

- Determining the needs and responses from numerous criminal justice stakeholder organizations.
- Creating a page on the NCJA website to centrally house all of the COVID-19 related information and resources in one place. This page is continually updated with new information.

Providing opportunities to share ideas and information

- Connect2Justice provides opportunities for SAAs to ask questions, discuss ideas and the share documents regarding grant resources, submitted applications and lessons learned from ARRA.
- Added a section in our Connect2Grants library curating available grant funds, both federal and foundation funding, to assist state, local and non-profit members identify additional sources of funding to deal with the pandemic.

Developing webinars and other fact sheets

- Held a webinar on grant writing to assist SAAs in completing their CESF applications.
- Held a webinar on collaborating with FEMA and state emergency management agencies.
- Held a webinar on court technology needs during coronavirus and beyond.
- Recorded a webinar about the CESF program, its purposes, and how subgrantees may apply. We have also delivered this webinar live to two stakeholder groups and will also deliver it live to any stakeholder group interested so their members can ask sector specific questions.
- Developed a fact sheet for direct awardees and subrecipients assisting them with accessing CESF information.
- Developed a one-page summary of the CESF program explaining its purpose and allowable uses.



Briefing Congress and system stakeholders

- Briefing over 125 congressional staff on Byrne JAG and CESF funding.
- Held conversations with partner national associations to ensure coordination of COVID-19 response and policy, e.g. overall coordination of activities and approach with staff from the National Governors Association, National Emergency Management Association, National Association of State Alcohol and Drug Abuse Directors, National Association of Counties, Correctional Leaders of America, the national law enforcement associations, and others.
- Held conversations with numerous system stakeholder organizations (system/practitioner organizations and voices for criminal justice reform) on immediate and anticipated longer-term impacts on the justice system, focus of the CESF grants, opportunities to apply, etc.
- Working with congressional staff on potential funding and new authorizing language for upcoming COVID stimulus bills.
- Maintaining constant and close coordination with BJA programs and policy staff.

In the coming months, our work will include:

Continuing Support for SAAs to

- Share information on strategies for segmenting funds for immediate PPE and longer-term program purposes.
- Support SAAs in considering coordinated, statewide models for procuring PPE.
- Support SAAs in gathering lessons learned from this phase of the COVID-19 virus to prepare for possible recurrence as well as future pandemic and other large-scale justice system interruptions.
- Support SAAs in gathering data to be used for back-end reporting on CSEF funding.

Reviewing and compiling of COVID-related resources

- Catalogue other sources of COVID-related funding to other state and local agencies.
- Continually update the COVID resources page on the NCJA website, Connect2Grants and Connect2Justice.
- Share documents and publications from other organizations that support SAAs and other system partners in their work.

Providing opportunities to share ideas and information

- Gather and curate for SAAs and their local partners the sector, operational, policy and program areas of the justice system that have been, and will in the future be, impacted by coronavirus and issues associated with social distancing and quarantine as anticipated impacts will cascade across the justice system. SAAs will have a need to understand these impacts for situational awareness and as potential areas of future funding from CESF and Byrne JAG. Some responses will need to be immediate, particularly as communities' arrest and charging policies adjust to current circumstances and as communities are releasing large numbers of inmates to try to prevent the spread of the contagion.

Developing webinars and other fact sheets

- Delivering our CESF Primer webinar to specialized groups including district attorneys, public defenders, and other national organizations.
- Developing additional webinars on how technology can help various aspects of the justice system during the pandemic and moving forward in the future.



The added responsibilities have not been accompanied by a corresponding source of funding for NCJA. While we received funding from BJA as a supplement to our current SAA TTA grant, that supplemental funding will not be awarded until next October. Further, much of the continuing work that is necessary to do on the Hill will not be covered by any grant. Finally, the unrestricted revenue we use for our traditional NCJA work - for example from onsite Grants Management Trainings - obviously cannot be generated. As such, NCJA will be expending significant unrestricted funding earlier in the calendar year than our current membership dues revenue can support. Furthermore, the fact that our annual Forum on Criminal Justice will not be held (at least not in person) in October as originally scheduled, means that another source of funding has been eliminated for the fiscal year.

The CESF grant includes the 10 percent administrative allowance which accompanies all Byrne JAG allocations. In order for NCJA to continue its important work we are asking you to consider supporting us through a one-time assessment equal to 25 percent of your regular annual dues. However, in the event your agency cannot pay the additional assessment, please understand that your state's membership benefits will in no way be reduced. The NCJA Board of Directors approved this letter at its quarterly meeting on May 27, 2020. We hope that you see the value of NCJA's continued assistance in this area.

Thank you

Chris Kervick
President
National Criminal Justice Association

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National Criminal
Justice Association

INVOICE

BILL TO

Kathleen Carr.
NH Department of Justice
33 Capitol Street
Concord, NH 03301-6310

INVOICE # 1588
DATE 06/02/2020
DUE DATE 07/02/2020
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
State - Membership Dues NCJA Dues and Services Fiscal Year 2020-2021 - Special Assessment dues Please see the attached letter for details	1	1,242.00	1,242.00

Reminder: We look forward to also receiving payment on Invoice 1513 sent March 13, 2020 (attached). We appreciate your prompt payment!

BALANCE DUE

\$1,242.00