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ATTORNEY GENERAL APR 23 '19 AM 11:12 DAS  
DEPARTMENT OF JUSTICE

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL

April 22, 2019

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 the amount of \$4,601 for the period of July 1, 2019 through June 30, 2020 upon approval of the Governor and Executive Council through June 30, 2020. 100% Federal Funds.

Funding for this request is available as follows:

02-20-20-201510-1983	<u>FY 2019</u>
Grants Administration	
026-500251 Organizational Dues	\$4,601

**EXPLANATION**

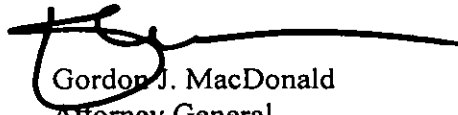
Membership with the National Criminal Justice Association enables the Department of Justice, Grants Management Unit, to partake in vital training sessions regarding proper grant writing and management of criminal justice funds. It provides a central repository for information on the Edward Byrne Memorial 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.

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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 partake 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.

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 once a year.

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 # 1344  
DATE 03/15/2019  
DUE DATE 04/14/2019  
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>State - Membership Dues</b> July 1, 2019 to June 30, 2020 NCJA Dues and Services Fiscal Year 2019-2020 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 ( <a href="http://www.ncja.org">www.ncja.org</a> ); 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	4,601.00	4,601.00

BALANCE DUE

**\$4,601.00**