



Lori A. Weaver  
Commissioner

Karen E. Hebert  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION OF ECONOMIC STABILITY*

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ARC  
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November 14, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic Stability, to pay a membership fee to the National Association for State Community Services Programs (NASCSPP) (VC#171349 B001), Washington, DC in the amount of \$3,112 for annual membership dues effective upon Governor and Council approval for the period from January 1, 2024, through December 31, 2024. Funding source: 100% Federal Funds.

**05-95-45-450010-71480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES-DEHS, BUREAU OF FAMILY ASSISTANCE, CSBG**

State Fiscal Year	Class / Account	Job Number	Class Title	Total Amount
2024	026-500251	45012180	Memberships	\$3,112

**EXPLANATION**

The purpose of this request is to make a payment for the membership of the Community Service Block Grant (CSBG) program to the National Association for State Community Services Programs (NASCSPP) for the period of January 1, 2024 through December 31, 2024. The purpose of this association is essential to help in the oversight of the community action programs. The department has determined that membership in this association would be of great value for the reasons outlined below.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions.

- How long has this organization been in existence and how long has this agency been a member of this organization?  
NASCSPP was formed in 1978 by State Administrators. NASCSPP cannot determine exactly how long NH has been a member due to paper records no longer being available; however, their best estimate is since 1978.

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

None.

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

There are 49 other states. The NH Dept. of Energy is a member under the Weatherization Assistance Program (WAP). However, that membership does not cover DHHS – CSBG membership.

4. How is the dues' structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

The dues rates were derived using a base dues amount and a percentage of state allocation of federal funds for each state. Increases occurred this way through 2008. The next increase in 2015 dues was a flat \$1,000 for the 2016 calendar year. The next increase approved by the membership in 2022 called for a 25% dues increase, capped at \$1,000, for the 2023 calendar year, and an annual dues increase of 2% for 2024.

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

There are numerous benefits to participation in NASCSP. Several are listed below:

- Access to member-only publications and training events.
- Access to current information on critical issues, research, and resources through daily communications.
- Access to member-only website portal with information, resources, and news specific to CSBG.
- Access to systems that identify state, regional, and local program impacts, accomplishments, and innovative service delivery support.
- Coordination and dissemination of information on antipoverty and energy efficiency efforts to our federal funders, OCS.
- Platforms for national and state-wide collaboration focused on program-specific requirements, guidelines, and needs.
- National conferences, regional trainings, and webinars led by experienced peer administrators and industry experts.
- Program-specific orientation for state offices related to federally required monitoring, data reporting, performance management, and state manager training.
- Discounted registration costs for conference rates and exclusive access to federal and regional partner panels.
- Customized on-site and/or virtual training opportunities for state office staff to provide contracting, state plan development, annual reporting, monitoring, and other best practices.
- Access to peer-to-peer information and requests for NASCSP members.
- Technical support to benefit program growth, progress, and successful performance management.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

Yes. All materials provided in the above noted training, research, education, and technical assistance are covered by the membership dues.

7. Is the membership required to receive any federal grants or required to receive or participate in

licensing or certification exams? Explain.

Membership is not required to receive federal grants or for licensing or certification exams.

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.

Currently there is one state employee scheduled to attend the Winter Training Conference in Arlington, VA from March 11 – 15, 2024. Cost of materials, etc. are covered by the membership dues. The cost of travel and accommodations is not covered. Currently, there are plans to attend the Annual Training Conference in the fall of 2024 that involves travel. Exact time and location have not been announced.

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.)

The CSBG Administrator, Marc Tremblay, is directly involved as a member. There is a likelihood that he will hold committee assignments in the future.

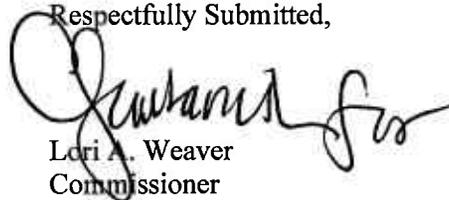
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

NASCSP works closely with the Office of Community Services, (our federal funder) to provide support and technical assistance for state offices related to federally required monitoring, data reporting, performance management, and state manager training.

Should the Governor and Council not approve this request, the Department may not have the most timely and accurate information available on federal programs, federal funding, future directions, and interpretation of proposed laws and rules, which is necessary for the efficient administration of Department programs.

Source of Funds: 100% Federal Funds.

Respectfully Submitted,



Lori A. Weaver  
Commissioner



**NASCSP**

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

September 21, 2023

Marc Tremblay  
CSBG Administrator, New Hampshire Department of Health & Human Services  
Via email: marc.r.tremblay@dhhs.nh.gov

Dear Marc:

On behalf of the National Association for State Community Services Programs (NASCSP) Board of Directors, I want to thank you for your participation and continued support of NASCSP. This organization was founded by state administrators in 1978 to support and advance the work of Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP) administrators as they pursue economic security and energy efficiency for people and communities across the country. Specifically, NASCSP supports its membership in four important ways.

NASCSP connects us with our peers in all the states and territories, a connection made stronger and more important since the pandemic. We've shared best practices on webinars and learned from each other on regional calls. NASCSP's WAP and CSBG newsletters, emails, and social media inform us of new program developments, reporting deadlines, and funding opportunities.

NASCSP connects us to our federal partners, hosting sessions at conferences featuring key officials from the U.S. Departments of Energy and Health and Human Services. NASCSP coordinates, develops, and disseminates critical information and data on both CSBG and WAP implementation for key federal agencies and other stakeholders.

NASCSP also connects us with national partners and relevant networks. As a trusted ally, NASCSP is a voice alongside our national partners to advocate on CSBG and WAP legislative and policy issues, including both reauthorization and appropriations.

Another premier member benefit is the high quality, relevant, and timely training and technical assistance NASCSP staff provide to states looking to improve systems from contracting and procurement to state plan development and annual reporting. NASCSP's new manager orientation is a must-attend for state employees seeking to increase their knowledge of CSBG and WAP.

As we celebrate our 45<sup>th</sup> anniversary, we count on your continued support to advance our collective efforts to create economic security for all Americans. Enclosed is your 2024 membership dues invoice. Thank you for your belief in, and commitment to, our shared mission!

Please remember, as always, to contact us if there is anything we can do to assist you.

Sincerely,

*Beverly Buchanan*

Beverly Buchanan  
President, NASCSP Board of Directors

Enclosures

**LEADERSHIP**

Beverly Buchanan, President, AR  
Melanie Sanford, Vice President, MI  
Matt Fitzgerald, Secretary, VA

**LEADERSHIP**

Leslie Taylor, CSBG Program Chair, CA  
Jeff Heino, WAP Program Chair, WI  
Cheryl Williams, Executive Director

**CONTACT**

111 K ST NE, Suite 300  
Washington, D.C. 20002  
(202) 370-3657  
[www.nascsp.org](http://www.nascsp.org)



**2024 NASCSP MEMBERSHIP DUES INVOICE**

**TO:** Marc Tremblay  
CSBG Administrator  
New Hampshire Department of Health & Human Services

**FROM:** National Association for State Community Services Programs (NASCSP)

**RE:** **Membership Dues**

**INVOICE#:** NH-NASCSP2024-CSBG

**DATE:** September 21, 2023

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2024 CSBG Dues ..... \$3111.98

Membership covers services from January 1, 2024, through December 31, 2024

Please make checks payable to NASCSP and remit to:

NASCSP  
111 K Street, NE  
Suite 300  
Washington, DC 20002

Federal ID # 57 0715943  
Dun # 849157102

**Payment due by December 31, 2023. Dues are considered delinquent after January 31, 2024.**

THANK YOU

**LEADERSHIP**

Beverly Buchanan, President, AR  
Melanie Sanford, Vice President, MI  
Matt Fitzgerald, Secretary, VA

**LEADERSHIP**

Leslie Taylor, CSBG Program Chair, CA  
Jeff Heino, WAP Program Chair, WI  
Cheryl Williams, Executive Director

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