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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

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CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA
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MAR 25 2026

March 3, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

For inclusion on the Governor and Council Consent Calendar, pursuant to MOP 1200, I.D., authorize the Department of Justice to pay annual organizational dues to the National Criminal Justice Association, Washington, DC (Vendor #167164), in the amount of \$5,306, effective upon Governor and Council approval for the period July 1, 2026 through June 30, 2027. 100% Federal Funds.

Funding for this request is available as follows:

02-20-20-201510-19830000	<u>FY 2026</u>
<u>Grants Administration</u>	
026-500251 Organizational Dues	\$5,306

EXPLANATION

Membership with the National Criminal Justice Association, in the amount of \$5,306, 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 Assistance 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.

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 Department of Justice 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 Department of Justice 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.

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 or designee 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.

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,



John M. Formella
Attorney General

**National Criminal Justice
Association**

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Washington, DC 20001-
5692

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**National Criminal
Justice Association**

If paying by check please remit payment to:
National Criminal Justice Association
PO Box 70
Laurel, MD 20725

INVOICE

BILL TO

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

INVOICE # 3033

DATE 11/19/2025

DUE DATE 12/19/2025

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Prepaid State Membership Dues July 1, 2026 to June 30, 2027 NCJA Membership includes: Subscriptions to the Justice Bulletin, our weekly online newsletter (select number of staff) Subscriptions to InfoLetter, a weekly online government affairs newsletter (select number of staff) Access to Connect2Grants, our regularly updated library of justice-related funding opportunities (select number of staff) Access to Connect2Justice, our members-only portal which includes members-only resources and discussion groups (select number of staff) Free registration for NCJA's Virtual Quarterly Policy Discussions and Government Affairs Updates for all staff of member agencies Ability to participate in peer networking and learning opportunities including month Learning Lunches for all staff of member agencies Ability to attend NCJA's annual Public Policy Summit open to all staff of member agencies Discounted registration rates for the annual Forum on Criminal Justice for all staff of member agencies A seat on the NCJA Advisory Council and leadership opportunities Opportunities to provide national leadership through participation in NCJA activities and committees Opportunities to influence national policy through consultation with Congressional leaders and administration officials; and Access to research by the NCJA staff	1	5,306.00	5,306.00

Please make out any check to:
National Criminal Justice Association

BALANCE DUE

\$5,306.00