

NORTHERN MARIANA ISLANDS - U.S. INSULAR AREA



Community Services Block Grant

(Consolidated Block Grant)

CFDA #93.569

FY 2017 and 2018 State Plan

Department of Community and Cultural Affairs

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GOVERNOR

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FEDERAL FISCAL YEARS COVERED BY THE STATE PLAN

Commonwealth of the Northern Mariana Islands' Community Services Block Grant State Plan covers the Fiscal Years (FY) 2017 and 2018.

Section 1. Designation of Lead State Agency to Administer the CSBG Program

The Department of Community and Cultural Affairs - Division of Youth Services has been the State lead agency to administer the CSBG program as authorized by the Governor. Please see attached letter of designation.

Questions regarding this State Plan should be directed to:

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1.3. LETTER OF TRANSMITTAL & DESIGNATION

Please see attached transmittal and designation letter.

SECTION 2 STATE LEGISLATION & REGULATION

- 2.1. CSBG CNMI Legislation: Does the CNMI have a statute authorizing CSBG? Y/N
- 2.2. CSBG CNMI Regulation: Does the CNMI have regulations for CSBG?
- 2.3. Copies attach copies or provide a link.
- 2.4. CNMI Authority:
 - 2.4a. Did the CNMI legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? No
 - 2.4b. Did the CNMI establish or amend regulations for CSBG last year? No
 - 2.4c. Does the CNMI statutory or regulatory authority designate the bureau, division, or office in the CNMI government that is to be the State administering agency? Yes

CNMI PL. 2-19

SECTION 3. STATE PLAN DEVELOPMENT & STATEWIDE GOALS

Introduction

The Commonwealth of the Northern Mariana Islands (CNMI) a U.S. Insular Area as governed by U.S Public Law 94-241 (Covenant). The Covenant governs the entire relationship between the US Government and the Commonwealth of the Northern Mariana Islands. Since the passage of the CNMI Law 1-8 (The Executive Branch Organization Act of 1978) which established the organization of Executive Branch of the Commonwealth of the Northern Mariana Islands is inclusive of the creation and designation of the Department of Community and Cultural Affairs Division of Youth Services as the responsible lead agency to administer a CNMI wide anti-poverty program in accordance with the Community Services Block Grant Act submitted under the statutory authority of the **Consolidated Block Grant** as authorized under Social Services Block Grant- Title XX of Social Security Act, as amended and codified at 42 U.S.C. §1397 et seq. The implementing regulations for SSBG are authorized by Omnibus Budget Reconciliation Act of 1981 and are published at 45 CFR Part 96. Requirements specific to SSBG are found in 45 CFR § 96.70 through § 96.74.

The Community Services Block Grant (CSBG) Program is a successor to the previous awarded grant from the Office of Economic Opportunity and Community Services Administration (also known as: Community Service Administration). The program funding from the Community Service Administration was administered by the Northern Marianas District Community Action Agency which spearheaded many community partnerships in the Northern Mariana Islands. Upon the Agreement entered with the United States Government via the Covenant (US Public

Law 94-241), the first constitutional government of the CNMI took office in January 1978. The island's status is based on the "Covenant to Establish a Commonwealth of the Northern Mariana Islands in Political Union with the United States. Henceforth, the Omnibus Budget and Reconciliation Act of 1981 terminated the Community Service Administration and created the CSBG program, as it is known today. CSBG programs are designed to provide services to the poor and the near poor to ameliorate the cause of poverty.

The Division of Youth Services (DYS) under the Department of Community and Cultural Affairs (DCCA) administers the CNMI CSBG and SSBG Programs and networks of partnership with CNMI Government agencies and Non-Governmental Organizations to deliver services to every poor and near poor community members. DYS uses its resources for services and activities designed to have a measurable reduction on poverty-related conditions and promote the development of social and economic self-sufficiency among low-income individuals, particularly families who are attempting to transition from poverty.

CSBG service categories include, but are not limited to, employment, self-sufficiency, income management, housing, education, training, emergency services, nutrition, health, safety and numerous community prevention and intervention programs. The "other" service category may be approved based on the locality needs assessment. **(need to revisit later)**

In FY 2017 and 2018, the focus for the CNMI Results-Oriented Management and Accountability (CNMI-ROMA) will include long-range development and improvement of customization for enhanced performance and outcome reporting. Efforts will also include training for the DYS staff to encourage network ownership thus increase the system usage. Currently, DCCA-DYS is recipient of technical assistance from The Children's Bureau the Center for States Child Welfare Capacity Building Collaborative. With the liaison representative, we have identified three major areas to work on improving in the organization. The three major areas are: the Standard Operating Procedure, Data collection and analysis and Client Management Data-base. The Children's Bureau has approved resources to implement the developed work plan from May, 2016 to April, 2017. The work plan will improve the efficiency of data collection, data input, case management, client tracking and referrals within the division, to list a few. Ultimately, it will fortify efficacy of the efficiency of programs and service provisions and strengthening families.

Purpose

The CNMI DCCA-DYS CSBG State Plans for FYs 2017 and 2018 will serve as a blueprint for organizing and delivering necessary services to the citizens of the Commonwealth with emphasis on serving the poor and near poor. This plan reflects on-going partnership to fulfill goals and objectives. This plan describes the type of services to be provided, the eligibility requirements for services, the estimated numbers of clientele to be served, and the estimated expenditure for each service program. Furthermore the CNMI DCCA-DYS CSBG State Plan will diligently measure performance to ensure goals and objectives are met.

CNMI has approximately 4,760 families, (U.S. Department of Commerce, CNMI 2010 Census Summary Report, Table TBL#MP73-74 (*see Appendix K3&K4*) who lives on incomes at or below the poverty level range of life necessities including health, education, employment, and housing. The severity of need and kinds of poverty-related conditions vary from community to community in the respective islands (Saipan, Tinian, and Rota).

To accomplish anti-poverty goals yet allow for flexibility, DCCA-DYS shall require that CSBG funds be used for projects which have a measurable outcome and will ameliorate the causes of poverty in the local community with the community action agency and their action/work plan shall include:

1. To develop, administer, and evaluate current annual community needs assessment;
2. A description of the service delivery system targeted to low-income individuals and families in the service area; including outcome measures;
3. A description of how linkages, to the maximum extent possible, will be developed with other organizations including faith-based, charitable groups, and community organizations to fill identified gaps in services through information, comprehensive case management, and follow-up consultations;
4. A description of how funding under the Act will be coordinated with other public and private resources; and
5. A description of outcome measures using ROMA to evaluate success in promoting self-sufficiency, family stability and community revitalization.
6. CSBG funds may not be used to replace any other funding nor defray any costs that the Sub-grantee may have obligated prior to CSBG application for funding.

Section 3.1. ADMINISTRATIVE STRUCTURE

1. CNMI Administrative Agency

a. DCCA-DYS Mission & Responsibilities

Strengthening families to promote the well-being of children, youth and communities throughout the Commonwealth of the Northern Mariana Island-U.S. Insular Area; to “plan, coordinate, develop, and to implement programs and services designed to provide developmental and rehabilitative services to youth; including those adjudged to be wards of the CNMI courts with jurisdiction in juvenile cases. Maintain technical support for our service agencies in the areas of enhancing eligible families, including the elderly and disabled, from their current economic and social conditions to be stabilized and ultimately self-sufficient.

DYS’ vision: CNMI families being self-sufficient and self-reliant economically, socially and culturally independent. DYS takes on the responsibility to respond to reports of all

forms of child abuse and neglect, domestic violence when children are involved, juvenile delinquency and runaway/homeless youth cases.

b. Organizational Chart (Appendix J)

3.2. CNMI Plan Goal: description of CBG/CSBG- specific goals for CNMI administration of CBG/CSBG . use the ssbg 5 national goals and definition of uniform services.

3.3. 2017/2018 Action Plan

The DCCA-DYS shall administer the Community Services Program funded by CSBG in accordance with the State Plan, CNMI and Federal statutes, policies and procedures as prescribed by **§676(b)**.

Goal #1. To Increase Organizational Capacity.

ACTIVITY	OBJECTIVES	PERSON RESPONSIBLE	SUCCESS INDICATOR
1) Revise and update SOP with the Children’s Bureau (Center for States) Child Welfare Collaborative Capacity Building.	To restructure SOP for cost effectiveness and efficiency; and continue to work with the Attorney General’s Office (T. Schweiger; AG)	Unit/Program Managers, DYS Administrator, DCCA Secretary, DCCA Attorney (T. Schweiger)	Legal Sufficiency.
2) Place/recruit a licensed Counselor for DYS Units/Programs	To effectively meet the daily operation needs of DYS’ units and programs.	DYS Administrator	Counselor on board. DYS Organizational Chart
3) Increase pool of certified Trainers to facilitate programs and services.	To improve and upgrade programs and services effectively meet the daily operation’s needs.	DYS Administrator, Rota & Tinian Resident Directors and DCCA Secretary	20% improvement of programs and services.
4) Annual increment of personnel salaries and wages.	To comply with the CNMI Civil Service Commission regulations.	Admin.	3.25% salaries and wages increase across the board. Plus 1 step annual increment.
5) Procure operational supplies and other operational needs for the units/programs.	To equip each units/programs with operational needs.	Unit/Program Managers Admin, staff	Operational needs met. Procure 1 pick-up truck and 2 SUVs (Rota & Tinian); and video-conferencing zoom equipment and application.
6) Coordinate with the building safety code officials, sanitation office, fire safety inspectors, and the Childcare Licensing Office to ensure compliance.	To comply with building safety, sanitation, fire safety code and Childcare Licensing requirements.	Unit/Programs Managers sacrifice	Health and safety requirements met. Childcare License.
7) Coordinate and collaborate with	To maintain agency partnerships for	Unit/Program Managers,	Organizational partnership

government and private entities.	leveraging of resources.	DYS Administrator, and the Community Action Agency (CAA)	maintained
8) Recruit volunteers.	To establish and maintain a pool of volunteers to assist with service delivery.	Community Service Program Manager	Pool of 30 trained volunteers maintained (REMAIN)
9) Capacity Building Technical Assistance	Implementation of the Capacity Building Technical Assistance: DATA & Record Mgmt. System To upgrade DYS programs and services	DYS Administrator, CPU SUP, GW	Upgraded programs and services.
10) Compile DYS quarterly and annual report for units/programs.	To track program data and accomplishments for reporting purposes.	Unit/Program Managers DYS Administrator	Program Data Annual Report Meet ROMA requirements
11) Provide updated Parents Anonymous® Quarterly Report.	To maintain accreditation status for the CNMI Parents Anonymous®, Inc.	Parent Education Program (PEP) Coordinator and DYS Administrator	CNMI Parents Anonymous Groups and Children's Programs are consistent with the National PA groups.
12) Draft and finalize for submission the SSBG Pre-Expenditure and Intended Use Plan submitted for Fiscal Year 2017.	To meet grant conditions for continued funding.	Grant Writer DYS Administrator	CBG Approved Pre-Expenditure and Intended Use Plan and Continued funding
13) Seek and apply for additional resources opportunities.	To sustain DYS programs and services.	Grant Writer DYS Administrator	Increased funding sources for programs and services
14) CSBG & SSBG Public and Legislative Hearing	To comply with grant requirement.	Grant Writer/DYS Administrator/CS Program Coordinator & staff	Bring awareness of grant goals and objective to the public & CNMI government

15) Provide updated Parent Anonymous® Quarterly Report	To maintain accreditation of CNMI Parent Anonymous® Groups	FYEP PEP Program Coordinator and Administrator	Parent Anonymous® Groups and Children's are consistent with the National PA group benchmark.
16) Submit monthly PA group session's attendance & activity report upload to the on-line National PA webpage.	To provide the National PA of CNMI PA activities.	PEP staff	100% benchmark compliance.

Goal #2: To increase Professionalism and Competency in the Workplace.

ACTIVITY	OBJECTIVES	PERSON RESPONSIBLE	SUCCESS INDICATOR
1) Conduct Standards Operating Procedure Trainings for DYS Units/Programs.	To strengthen the delivery of client services.	Unit/Program Managers	At least three (3) trainings are completed
2) Conduct inter-unit meetings on programs and services.	To increase knowledge and skills on program referrals.	Administration and Unit/Program Managers	At least three (3) training completed
3) Coordinate interagency trainings on programs and services. (general; not prog. Specific trainings)	To provide for an efficient and effective service response.	Administration and Unit/Program Managers, Dept. Public Safety, Attorney General, and Family Violence Task Force (FVTF)	Protocols between agencies are clear; one (1) training completed.
4) Coordinate and collaborate multi-disciplinary professional development trainings.	To increase knowledge and skills in multi-disciplinary areas.	Administration and Unit/Program Managers	At least four (4) training completed
5) Coordinate On-line trainings for program staff.	To increase knowledge and skills on specific program areas.	Unit/Program Managers	At least four (4) training completed

6) Participate in off-island social services, CSBG, and Juvenile Justice Trainings.	To increase knowledge and skills of the staff, and be aligned with national updates/standards.	Unit/Program Managers	At least six (6) training completed
7) Coordinate orientation/training for DYS volunteers, interns and high school cooperative education.	To establish a pool of trained/certified volunteers	Family and Youth Enhancement Program-Community Services Program (FYEP/CSP)	At least three (3) training completed
8) Disaster Preparedness Training	To ensure staff and volunteer are trained and certified for Disaster Readiness.	Family and Youth Enhancement Program-Community Services Program (FYEP/CSP)	At least two (2) training completed
9) Participate/Attend the annual Best Practice Institute on Parent Anonymous® and Parent Leadership Training.	To maintain accreditation and increase program stability	Administrator and FYEP/PEP	2 for Rota, Tinian and Saipan.
10) Coordinate and manage Parent Education Classes	To empower parents with tools to strengthen their families and achieve stability.	PEP staff	15 parenting classes offered and completed.
11) Conduct Best Practice Training for Parent Anonymous® Group Facilitators, Children's Program Workers and volunteers.	To provide the facilitators, Children's Program Workers and volunteers the knowledge and skills	DYS PA Certified Trainer/PEP coordinator	2 trainings on Rota, Tinian & Saipan.

Goal #3: To Improve Delivery of DYS Services.

ACTIVITY	OBJECTIVES	PERSON RESPONSIBLE	SUCCESS INDICATOR
1) Expand direct services delivery.	To strengthen the delivery of client	Emergency Shelter Manager & Staff,	Client services are met.

	services.	CPU, TYC	
1) Conduct crisis interventions.	To respond to reports of child abuse and neglect allegations.	CPU staff	Child safety ensured
2) Coordinate case management services.	To meet client and family service plans.	Unit/Program staff	Client and family service plans are met
3) Coordinate inter-unit referrals.	To increase the number of referrals to DYS programs.	Unit/Program staff	To maximize DYS services.
4) Coordinate agency referrals.	To increase the number of referrals to social services agencies.	Unit/Program staff	Meeting clients' needs.
5) Coordinate Individual/Family social, emotional, and youth group sessions.	To facilitate group sessions and secure other mental health services	Unit/Program staff	Client Therapy ongoing.
6) Positive Youth Development	To develop and implement Positive Youth Development Programs & Services	TYC & CSP Supervisors	More services & programs available for youths.
6) Substance Abuse Counseling	To facilitate substance abuse group.	Unit/Program staff	Client Rehabilitation ongoing.
7) Coordinate Parents Anonymous @ Support Group Meetings and Children's Program	To provide parents with a safe and conducive forum for sharing common parenting and other family issues; and to enhance the social behaviors of children	PEP, certified PA Facilitators, and Children's Program workers.	At least 48 sessions are completed at each three (3) islands. The 4 th PA group (DOC) commence.
8) Coordinate Parent Development Workshop	To provide for educational, skill building and leadership opportunities	PEP, Parent Leadership Committee	Six (6) Parent Development workshops completed; Rota and Tinian included.

9) DYS Youth & Parent Helpline	To increase awareness and accessibility to the Parent Helpline	PEP	Increased accessibility for parents needing assistance.
10) Community Action Agency	To carry out CSBG goals and objectives	F&YEP/Community Services Program Coordinator, DYS Administrator, DCCA Secretary	the eligible entity is awarded
11) Educational Opportunities	To provide educational opportunities through CAAs and other partnering agencies	F&YEP-CSBG Program Coordinator, CSBG-CAA	At least 30% of the recruited participants completed the educational program.
12) Training Opportunities	To provide training opportunities for low-income individuals under the CAA programs and other partnering agencies.	F&YEP-CSBG Program Coordinator, Unit/Program Managers, Unit/Program Managers, CSBG-CAA	At least 40% of the recruited participants completed the training opportunity.
13) Employment Opportunities	To place low-income individuals in the workforce.	F&YEP-CSBG Program Coordinator, Unit/Program Managers, CSBG-CAA	At least 20% of the recruited participants are placed in jobs.
14) Community Action Agency Technical Training and Assistance	To increase CAA's capability in carrying out DYS' mission.	F&YEP/CSP Coordinator and DYS Administrator	Raise CAA's capability in meeting the community's needs.
15) Community Needs Assessment Survey	<i>To gather information on community needs on how to improve CSBG Program & Services for the</i>	<i>F&YEP/CSP Staff and CAA</i>	<i>Survey's to be distributed during DYS & CAA activities and events.</i>

*low- income
community.*

Goal #4. To Increase Public Awareness by Providing Education and Outreach Activities.

ACTIVITY	OBJECTIVES	PERSON RESPONSIBLE	SUCCESS INDICATOR
1) Produce program forms, brochures, incentives and sign boards.	To increase public awareness and provide for community resource on DYS.	DYS Media Rep., Unit/Program Managers, Trainees	Resources are distributed to at least 30% of the schools and community organizations
2) Coordinate annual proclamations for designated awareness months	To increase public education and community outreach efforts	DYS Media Rep., Unit/Program Managers, Trainees	At least two (2) proclamations completed
3) Coordinate media productions and update DYS Website	To increase public awareness efforts on DYS programs and services	DYS Media Rep., Unit/Program Managers, Trainees	At least 6 media publications completed/Website updated.
4) Conduct school and community presentations.	To increase public awareness (1) Child Protective Services & Child Abuse & Neglect (2) Juvenile Probation Services (3) Family & Youth Enhancement Programs.	CSP, PEP, JPU and CPU Supervisors and staffs.	At least 12 presentations are conducted for the CNMI For CPU, 5 JPU and 10 PEP.
5) Conduct workshops on Mandated Reporters.	To increase public awareness on responsibilities as a Mandated Reporter.	CPU Supervisor, and staff	At least 8 workshops are conducted for the CNMI.
6) DYS Sponsored Activities	To continue partnership efforts to achieve DYS' vision and mission.	DYS Media Rep., Unit/Program Managers, Trainees	At least 10 activities are sponsored or co-sponsored for the CNMI.
7) DCCA Community Outreach Coalition	To increase collaboration within the department.	DYS Administrator	Coordinated department activities and services

3.1. DCCA-DYS Mission and Responsibilities

The mission of the DYS is strengthening families to promote the well-being of children, youth, and the communities throughout the Commonwealth of the Northern Mariana Island-U.S. Insular Area; to “plan, coordinate, develop, and to implement programs and services designed to provide developmental and rehabilitative services to youth; including those adjudged to be wards of the CNMI courts with jurisdiction in juvenile cases. Maintain technical support for our service agencies in the areas of enhancing eligible families, including the elderly and disabled, from their current economic and social conditions to be stabilized and ultimately self-sufficient.

DYS’ vision of families being self-sufficient, self-reliant, and economically, socially, and culturally independent, DYS takes on the responsibility to respond to reports of all forms of child abuse and neglect, domestic violence when children are involved, juvenile delinquency and runaway/homeless youth cases.

b. Organizational Chart *(Appendix J)*

c. DYS’ ACTION PLAN

The DCCA-DYS shall administer the Community Services Program funded by CSBG in accordance with the State Plan, CNMI and Federal statutes, policies and procedures as prescribed by **§676(b)**.

d. The Division of Youth Services is comprised of the following major units/programs:

1. ADMINISTRATION SUPPORT UNIT

The DYS Administrator and support unit ensures that the agency’s mission is successfully achieved by supporting the major units and programs in meeting its goals.

- ✓ Administrative & Technical Support
- ✓ Human Resource
- ✓ Grants Management
- ✓ Planning
- ✓ Annual Reports
- ✓ Programmatic Reports
- ✓ Program resources
- ✓ Disaster Preparedness Team

1. CHILD PROTECTION SERVICES

A. The Child Protection Services (CPS)

CPS is responsible for child abuse and neglect cases, shelter and foster care programs. The program is responsible to respond to reported cases of child maltreatment. These types of cases are complex in nature and often require a substantial amount of work time to help resolve familial dysfunctions that may be contributing to the abuse and neglect. The unit is on a 24/7 response system to ensure that each report of child maltreatment is accommodated. The Child Protection Services is also responsible for the Emergency Shelter and Foster Care Programs.

- ✓ Advocacy
- ✓ Crisis Intervention
- ✓ Intakes – Safety Assessments/Investigation
- ✓ Case Management – Safety Assessment, Family Service Plans, Placements (Shelter or Foster)) Case Closures).
- ✓ Linkage and Referrals to community resources.
- ✓ Adoption & Home Studies

B. Shelter Emergency Program

This program provides temporary direct care and supervision for children who are legally removed from home. The Children placed in the shelter's care are provided with safety and services such as;

- ✓ Daily health meals/snacks
- ✓ School assignments/project tutoring
- ✓ Medical check-ups
- ✓ Transportations
- ✓ Counseling

C. Foster Care Program

This program provides for a long-term care of children who cannot live with their families. The children may live with relatives or with unrelated foster parents. The help of foster families aims to reduce the risk of maltreatment, enabling change and reunification to occur.

- ✓ Kinship/relative placement
- ✓ Home monitoring
- ✓ Home Assessments
- ✓ Counseling
- ✓ Family Preservation
- ✓ Linkage & Referral to community resources

2. JUVENILE PROBATION UNIT

The mission of the Juvenile Probation Unit is to ensure public safety, build competencies within the offender and their families, reduce recidivism, restore

victim's safety and protect the community. This will be accomplished through the following:

- ✓ Crisis Intervention
- ✓ Case Management (Home visits/monitoring, status, pre-disposition , restitution reports, curfew)
- ✓ Linkage and referrals to community resources.

3. FAMILY & YOUTH ENHACEMENT PROGRAMS

The program's goal is to provide preventative and supportive services and activities that would assist youths and families in developing sustainable basic skills to eliminate at-risk behaviors and provide opportunities for more positive lifestyle, enhancing their capacity to make healthier life choices and achieve self-sufficiency. There are (3) sub-units within this program:

A. Youth Services

The program provides evidence-based programs to assist youth acquire life skills for positive development/behavior change necessary to successfully manage their adolescent years. The program delivers intervention and prevention services addressing drugs and underage drinking; effectively using public resources to provided family assistance and support; volunteering and leadership development; F&YEP contracts professional services and referrals to CHCC-Community Guidance Center for mental health services and therapy.

1. **Assessment/intake** for case plan, program placement and referral
2. **Case Management** focus on treatment and program placement progress
 - ✓ Counseling sessions; available to all DYS' clients.
 - ✓ Psychological Evaluations; available to all DYS' clients and to include the Juvenile Detainees at the Department of Corrections.
3. **Evidences-based intervention and prevention programs.**
4. **Aggression Replacement Training® (ART):** psycho-educational cognitive behavioral intervention focusing specifically on the problems associated with youth's aggressive behaviors and teaching them skills to choose a positive alternative behavior. (10 week program)

Core components:

- Skill streaming
 - Anger control training
 - Moral reasoning training special emphasis is placed on motivation and resistance to change.
5. **Teen Matrix/ Drug & Alcohol** intervention program consist of individual, group and family sessions focusing on (16 week program)

- Lifestyle changes
- Training in relapse prevention
- Education about dependencies
- Twelve-step facilitation
- Family involvement

6. Youth Crossroads Program: cognitive-based "behavior change" curricula

- **Cognitive Life Skills** *helps juveniles overcome negative habits and learn essential skills and alternative coping mechanisms that they can easily incorporate into their lives. This program helps juvenile achieve positive behavior change and gets them moving in the right direction for leading pro-social, productive lives (14 weeks program)*
- **Truancy** *program is for young people who need additional skills and encouragement to fully comprehend why school attendance is vital to their future success (10 week program)*
- **High Risk Offender** *program teaches critical cognitive thinking skills, decision making skills, positive goal development and planning (27 week program)*

7. Juvenile Detention Programs/Services: All programs and services offered under the FYEP Youth Program is made available to the Kagman Juvenile Detention and Correctional Facility youth residents.

8. Afterschool Program and Summer Youth Program: Provides a mix of academic support, recreational activities, cultural mentoring, character building lessons, drug & alcohol prevention lessons in a fun learning environment at the Tanapag Youth Center every Tuesday's and Thursday's from 3:00pm - 5:00pm

9. Botvin Life Skills Training: is a research-validated substance abuse prevention program proven to reduce the risks of alcohol, tobacco, drug abuse and violence by targeting the major social and psychological factors that promote the initiation of substance use and other risky behaviors. This comprehensive and exciting program will provide the middle school and high school students with the confidence and skills necessary to successfully navigate through the challenging situations. The Youth Services staffs are certified Trainers and they will implement the Middle School and High School Curricula. The following are the three (3) major components of the curricula:

- **Drug Resistance Skills** *enables young people to recognize and challenge common misconceptions about tobacco, alcohol and other drug use. Through coaching and practice, they learn information and practical ATOD (Alcohol, Tobacco and Other Drug use) resistance skills for dealing with peers and media pressure to engage in ATOD use.*

- **Personal Self-Management Skills** *Students learn how to examine their self-image and its effects on behavior; set goals and keep track of personal progress; identify everyday decisions and how they may be influenced by others; analyze problem situations, and consider the consequences of each alternative solution before making decisions; reduce stress and anxiety, and look at personal challenges in a positive light.*
- **General Social Skills** *Students develop the necessary skills to overcome shyness, communicate effectively and avoid misunderstandings, initiate and carry out conversations, handle social requests, utilize both verbal and nonverbal assertiveness skills to make or refuse requests, and recognize that they have choices other than aggression or passively when faced with tough situations.*

B. Parent Education Services

The program provides direct services to parents and caregivers. The main objective of the program is to train and equip parents with the skills and knowledge necessary to function in their roles as parents. The following parent education classes and support are available:

- ✓ **Active Parenting for Teens™**
- ✓ **Active Parenting Now™**
- ✓ **Parents Anonymous® Children's Program**
- ✓ **Common Sense Parenting®**
- ✓ **Early Childhood S.T.E.P (*Systematic Training for Effective Parents*)**
- ✓ **Parents Anonymous®, Inc. Parent Leader Group**

C. Community Services

The Community Service Program serves the community through its Division's mission: To strengthen families, to promote the well-being of children, youth and communities throughout the CNMI. The FYEP CS Program provides a variety of programs and services to assist the poor and near poor to reduce and eliminate the causes of poverty through the following programs and services:

1. **Community Outreach Programs:** Conduct community outreach to increase awareness of existing DYS programs and services in the community.

2. **Transportation:** Is made available through vouchers purchased by the Division of Youth Services from the Commonwealth Office of Transit Authority. This service is offered to DYS program participants who do not have any available means of getting to their scheduled youth groups, medical appointments, renewal of their Medicaid applications, Nutritional Assistance Program appointments, job interviews and educational related reason. Although this service is available for low- income individuals only, restrictions are also applied.

3. **Volunteer/Intern Program:** Recruitment of youth and adult volunteers to assist with DYS programs and events.
 - Tanapag Youth Center- After school tutoring program and youth psycho-educational groups
 - Summer Youth Empowerment Camp
 - Parent Anonymous- Children’s Program
 - Community Outreach events
 - Support for DYS Units and Programs
 - Internship Programs

4. **Partnerships:** DYS maintains its partnerships with governmental and other non- governmental organizations for coordinated services to children, youth and families. Key partners include the following:
 - Family Violence Task Force
 - Karidat
 - NMI Coalition Against Domestic Violence & Sexual Assault
 - Ayuda Network, Inc.
 - Northern Marianas College- Community Development Institute
 - Joeten-Kiyu Public Library- Motherread/Fatheread Program/Reading Literacy
 - Public School System- Head Start Program
 - The Public Health H.O.M.E. Visiting Program
 - Family Violence Prevention and Services Act Sub-grantees
 - CNMI Department of Public Safety
 - CNMI Homeland Security
 - CHCC- Community Guidance Center
 - CHCC- Let’s Move Marianas Alliance
 - PSS- Student Attendance Review Committee (SARC)
 - PSS- Interagency Coordinating Council
 - Workforce Investment Agency, CNMI Dept. of Labor
 - Sexual Assault Response Team (SART)
 - Domestic Violence Intervention Center
 - Criminal Justice Planning Agency Youth Advisory Council
 - Youth Affairs Office
 - PSS- SSIB and SSEP
 - Northern Marianas Protection and Advocacy
 - DCCA Child Care and Development Fund
 - DCCA Child Care Licensing
 - DCCA Nutrition Assistance Program

- DCCA Commonwealth Council for Arts and Culture
- DCCA Low Income Home Energy Assistance Program
- DCCA Office on Aging
- DCCA Historic Preservation
- DCCA Chamorro and Carolinian Language Policy Commission
- Department of Corrections- Kagman Juvenile Detention & Correctional Facility
- Micronesia Youth Services Network
- CNMI Neighborhood Watch

5. **Low Income Home Energy Assistance Program (LIHEAP):** LIHEAP will work in close partnership with the CSBG Community Services Program. The CSBG CSP will be responsible for addressing the additional support needs of the LIHEAP consumers, which will be considered the delivery of case management services. The general flow of programs and services will reflect the following:

LIHEAP:

- Customer Intake/Assessment
- Eligibility Requirements
- Benefit Processing
- Referral to CSBG CSP

The intake form and assessment must include all necessary/required programs and services to be filled out during the intake/registration for the benefits of LIHEAP in which includes bio data, number of household/persons, name, age, gender, ethnic, citizenship, and village.

CSBG CSP:

Once the referral is made, CSBG CSP personnel will begin case management process to provide the additional education, training, employment and other supportive services needed to produce self-sufficient individuals and families. Services will include, but not limited to the following:

- Educational Opportunities
- Training Opportunities
- Employment Opportunities
- Referrals to Community Action Agencies
- Information and referrals to other programs and services (Office on Aging(OoA), Nutrition Assistance Program (NAP), Medicaid, Vocational Rehabilitation Office (OVR), Legal Services, Women, Infants, and Children (WIC) Program, Northern Marianas Housing Corporation (NMHC), Social Security Office, DYS Family & Youth Enhancement Program, CHCC Home Visiting Program
- Workforce Investment Agency/CNMI Dept. of Labor
- Northern Marianas Trade Institute (NMTI)
- Northern Marianas College (NMC)
- Transportation (CNMI Office of Transit Authority-COTA)

➤ Home Visitations/Monitoring

6. **Sponsorships:** The Division of Youth Services sponsors community organizations for youth to help build self-esteem, leadership skills, teamwork and overall empowerment. The Division also sponsors several community outreach events to bring prevention awareness on health issues, bullying, violence and other obstacles affecting individuals and families.

- Triple A Baseball League
- Little League Baseball
- Settsu Goodwill Tournament
- Tinian Premier Football Tournament
- Saipan Major League
- Basketball Association of the Northern Mariana Islands
- Tinian Soccer League
- Voices of the CNMI, Tinian Chapter
- Saipan Bowling Association
- Luta Agricultural Fair
- Tinian Agricultural Fair
- Public and Private Schools
- Saipan Women's Thursday Night League
- 5k run- Let's move Marianas
- Kristro Rai Church Group
- Rota 3D Youth Prevention
- Rollers Basketball Team
- Youth Basketball League
- Beach Volleyball League
- Talabwog Stars Association
- Chuukese Association
- Micronesian Youth Services Network

7. **Information Systems (IS):** DCCA-DYS will collect the data from the eligible entities needed to comply with the CSBG/IS with accuracy and timely submission of the report. The CSBG IS Annual Report is administered by the National Association for States Community Services Programs (NASCSPP) and supported by the U.S. Department of Health & Human Services, Office of Community Services (OCS), and is a requirement for all the States receiving CSBG funding. CSBG funding allows eligible entities to fully support their institutional operations for the purpose of enacting initiatives to change conditions that perpetuate poverty, especially unemployment, inadequate housing, poor nutrition, and lack of educational opportunity. In this regard, the annual CSBG IS Report is designed to capture significant data concerning agency coordination and annual achievement, customers, resources, and services. The report encapsulates all community action efforts and broadened as a direct result of CSBG funding and is to be inclusive to all of the agency's initiatives and programs during the annual reporting period.

8. **Community Action Agencies:** The FYEP- Community Service Program is solely responsible with the announcement, grant proposal review, orientation and monitoring

of the community action agencies sub- granted under the Community Service Block Grant.

DCCA-DYS extend as much of the services to Rota, Tinian and other islands as it becomes populated.

Section 4.1. Public Inspection of State Plan:

- a. The hard copies of the CNMI CSBG State Plan for FY 2017 and 2018 may be picked- up at the DYS office building number 1324 located across the Passport Office at Capitol Hill. It can be viewed at the following websites:

- 1) <http://www.dys.gov.mp>.
- 2) <http://www.dcca.com> and
- 3) <http://www.gov.mp>. Mr. Ivan Blanco is the responsible contact person and his contact information is as follows:

Mr. Ivan DLC. Blanco
Governor's Press Secretary
<mailto:ivan.blanco@gov.mp>
Tel.# (670) 237-2232

4.2. Public Notice/Hearing:

- a. Saipan – Location – Multi-Purpose Center, 09th August, 5:30 – 6:30 pm.
- b. Rota – Location – Rota Aging Center, 17th August, 5:30 – 6:30 pm.
- c. Tinian – Tinian Youth Center, 11th August, 5:30 – 6:30 pm.

4.3. Legislative Hearing: December 17, 2015.

4.4. Attach supporting documentation for public and legislative hearing.

SECTION 5. CSBG Eligible Entities

5.1. CSBG Entities:

- Karidat/Guma Esperansa
- Northern Marianas Coalition against Domestic Violence & Sexual Assault
- Ayuda Network Inc.
- CNMI Salvation Army
- Youth with a Mission
- Saipan Women/Youth Bowling Association
- CNMI Diabetes Coalition
- CNMI Cancer Society
- NAPU Life
- Grace Christian Ministries of the Assembly of God
- CNMI Women's Association
- Ginef'tao Manmo'na (GIMM)
- Natibu Sports Association
- Talabwog Star
- CNMI Little League
- Chamolinian Softball Association
- Northern Marianas Trade Institute
- CNMI Swim Club

5.2. Total number of CSBG eligible entities: 18.

5.3. Changes to Eligible Entities List: No.

SECTION 6. Organizational Standards for Eligible Entities.

6.1. Choice of Standards:

6.2. if the State will use CSBG Organizational Standards Center of Excellence (COE)

6.3. How will/the State officially adopt organizational standards for eligible entities

6.4. How will the State assess eligible entities

SECTION 7 State Use of Funds

Eligible Entity Allocation (90% Funds)

7.1 Formula:

7.1a. Does

7.2. Planned Allocation:

A. ALLOCATION AND DISTRIBUTION OF CAPITAL FUNDS – DCCA-DYS will use not less than ninety percent (90%) of the CNMI’s total CSBG allocation shall be utilized to provide assistance to the CNMI and its communities for the purpose of implementing anti-poverty projects to address CSBG legislative goals as set forth in §675(C)(1), §672, and as defined in §673(1) of the Act. Funds under this assurance will be allocated as follows:

1. Ninety percent (90%) of Fiscal Years 2017 and 2018 funds will be used for local initiative projects that are developed by DCCA-DYS and eligible entities to meet the DCCA-DYS Action Plan as specified previously.
- DCCA-DYS will procure one (1) pick-up truck for Saipan, one (1) sports utility vehicle for Rota and one (1) sports utility vehicle for Tinian. This is to replace the old model vehicles and/or augment the current vehicle inventory.
2. Five percent (5%) to be allocated for sponsorship/prevention purposes.
3. Five percent (5%) to be allocated for administrative purposes.

7.3. Distribution Process:

B. Description of Criteria and Distribution Formula

DCCA-DYS utilizes the community needs assessment data, the previous fiscal data, and other governmental and non-governmental agencies service providers (who are partners and collaborators and through membership in several task forces (i.e., Family Violence Task Force, Coalition to Domestic Violence Center, PSS-Student Attendance Review Committee (SARC) to determine which geographical area and or which program and services necessitate more

funding for additional program and services to saturate the community of the needed services in accordance to §676 of the Act.

1. Distribution Formula – The funds available for a service area shall be allocated based on the available statistical data. This distribution shall be used for all CNMI Community Services Program components (i.e., local initiatives, projects and CAA).

2. Funding Limitation – The following constraints are applicable to any State/Territory or local organization receiving CSBG funds under the Community Services Block Grant. Additionally, each State/Territory grant utilized to award funds to eligible organizations shall, at a minimum, contain these limitations.

7.4. Distribution Timeframe:

7.4a. if no, describe State procedures to ensure funds are made available to eligible entities

7.5. Performance Management Adjustment.

Administrative Funds:

7.6. What amount of CNMI CSBG funds does the state plan to allocate for administrative activities under this state plan?

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this state plan?

7.8. How many State Full Time Equivalents (FTE) will be funded in whole or in part with CSBG funds under this state plan?

Remainder/Discretionary Funds:

7.9 Does the State have remainder/discretionary funds? No.

SECTION 8: State Training and Technical Assistance

8.1. TRAINING AND TECHNICAL ASSISTANCE

DYS shall provide training and technical assistance as needed to Sub-grantees on CSBG-related issues.

This is the implementation year for the organizational standards, skip 8.2 question.

8.3. Indicate the types of organizations through which the CNMI plans to provide training and/or technical assistance as described in item 8.1. and briefly describe their involvement?

8.4. *This is the first year filling out the automated State Plan, Skip item 8.4.*

SECTION 9: State Linkages and Communication

9.1. State Linkages and Coordination.

The Sub-grantee will refer their clients to other social services agencies, governmental agencies, and non-governmental agencies and utilize other available sources to avoid duplication of services therefore maximizing CSBG funding. Linkages developed to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations. Funds made available to eligible entities will be coordinated with other public and private resources and may be used to support innovative community and neighborhood-based initiatives with the goal of strengthening families.

Services shall seek to promote social and economic self-sufficiency through the acquisition and development of knowledge, skills and abilities that will enable low-income individuals to effectively respond to and manage their life circumstances that positively impact their well-being and accomplishment of life goals. Through the strengthening of individual and family competencies, services shall enable low-income persons to mobilize the resources and support necessary to deal with existing problems, needs and future aspirations.

9.2. State Linkages and Coordination at the local level.

Coordination with Other Public and Private Resources

In the grant application, the eligible entities will fill out Appendix C which identifies all sources of funding which needs to be disclosed. They will show how these funds will be utilized to accomplish the proposed work plan in accordance with Section 675C (b) of the Act.

(d) Innovative Community and Neighborhood-base Initiatives

Established partnerships and collaboration efforts with different government and private sector's to bring awareness and promote healthy, safe and strong families in the community.

- Let's Move Marianas – Administered by the Department of Public Health to promote healthy lifestyle in the community.
- CNMI Neighborhood Watch – Anti-crime community base organizations supported by community members.

- CNMI Motherread/Fatheread Literacy Program is administered by Joeten Kiyu Public Library and Department of Community & Cultural Affairs and other partnering agencies such as CNMI Public School and the CNMI Humanities Council.
- Fatherhood Initiative – The CNMI Public School System/Head-Start Program.
- Joeten- Kiyu Public Library Book Mobile - Promotes family literacy/

Summer Youth Empowerment Camp – Provides an array of indoor/outdoor sports activities aim to develop leadership skills and sportsmanship. This summer camp integrates local arts and crafts (using recycling plastic water bottles, leaves, barks of trees). DYS collaborates with other government agencies to implement this annual event

9.3 Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination:

9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps:

9.4. Workforce Innovation and Opportunity Act (WIAO) Employment and Training Activities:

9.5. Emergency Energy Crisis Intervention:

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

10.1 Schedule State on-site visits: 3rd year CAA; no review.

TENTATIVE TIMETABLE: SUBMISSIONS FOR FYs 2017 & 2018 CSBG FUNDS

Date:

DCCA–DYS Activities:

May – July 2016

The DYS prepares the CSBG State Plan.

August 2016

The CNMI CSBG Plan is submitted for review during the public hearing and to the community action agencies

31 August 2016

*Final changes incorporated to the State Plan.
Final CSBG State Plan submitted to DCCA Secretary.*

1 September 2016	<i>The DYS submits the final 2015 and 2016 CSBG State Plan to the U.S. Department of Health and Human Services, Office of Community Services for approval.</i>
01 October 2016	<i>Letters out to all eligible entities: informing them of their eligibility for CSBG funding.</i>
14 October 2016	<i>Eligible organizations must submit PY 2015 CSBG Work Plan and Budget, and youth leadership projects, to DYS.</i>
24 October 2016	<i>DYS will complete review all submitted CSBG Work Plans and Budgets and advise all agencies of the results; individually by projects.</i>
27 October 2016	<i>DYS will issue grant agreements for approved CSBG project activities for the November 3, 2016 through September 30, 2017.</i>
03 November 2016	<i>Grants commence if Federal funds have been allotted. First allocation of funds for individual projects will be released; providing all eligibility obligations have been met.</i>
March 2017 – September 2017 March 2018 – September 2018 –	<i>DYS monitors Sub-grantee compliance with grant agreements and project outcomes; instructions; policies and federal and CNMI legislation. Funds will be released periodically to Sub-grantees providing all reporting and grant obligations are current.</i>
17 July 2017	<i>FY 2017 Semi-Annual Narratives due to DYS using Appendix C9.</i>
16 July 2018	<i>FY 2018 Semi-Annual Narratives due to DYS using Appendix C9.</i>

This timetable is subject to revision depending on the availability of Federal funds that could alter release of funds. Actions of Work Plan approval by the CNMI and Federal government could affect implementation.

10.2. Monitoring policies: MONITORING PROCESS

To assure the accomplishment of program outcomes and grant compliance, the DYS will monitor each Sub-grantee a minimum of one time per program year. Monitoring visits

will be scheduled and confirmation letters will be forwarded within two weeks of the scheduled visit with the Sub-grantee and conducted by DYS program staff (the CSBG Monitoring Instrument will be forwarded to each agency prior the visit). Monitoring will include a review of client files, year-to-date reporting, year-to-date achievement of outcomes and milestones, collaboration, Board minutes and Board membership rosters. Site visits may also be conducted. If requested materials are not made available to the reviewer(s) upon arrival, the Sub-grantee may be responsible for bringing those materials to DYS for a repeat visit (refer to CSBG Program Memorandum C 03-05). The Sub-grantee will be briefed on the observations and/or findings generated by the monitoring during the exit interview. Additionally, training and technical assistance may be provided during the monitoring visit or upon request. DYS may also conduct monitoring through a team visit.

The teams or individuals visiting Sub-grantees will prepare a summary of the field visit and Monitoring Report (MR) upon return to the DYS. Subsequently, a letter and a copy of the MR will be forwarded to the Sub-grantee within thirty (30) business days, with a copy to the Chairman of the Board of Directors, and will address any deficiencies identified during the field visit. (Copies of the MR will be forwarded to the entire Board of Directors when there are major issues to be addressed.) Each Sub-grantee will have a specific period of time to correct the deficiencies identified, if applicable. Major findings will be tracked by DYS to final resolution. Uncorrected deficiencies may result in contract suspension or possible termination in accordance with established policies.

DYS shall also conduct follow-up on concerns regarding CSBG funded activities that are received from CSBG service recipients and/or other concerned community members.

10.3. Initial Monitoring Reports.

Fiscal Controls and Monitoring

State Program Monitoring. (Provide dates of FY full onsite monitoring and physical controls. From implementation to monitoring the program)

In accordance with the CSBG Act, the Commonwealth of the Northern Mariana Islands will give special consideration in the designation of local community action agencies to any community action agency which received funds under any Federal anti-poverty program on the date of enactment of the CSBG Act, except that:

- a. Before giving such special consideration, the CNMI Department of Finance shall determine that the agency involved meets program and fiscal requirements established by the CNMI government; and
- b. If, as a result of any change in assistance furnished to programs for economically disadvantaged persons, DCCA-DYS shall give special consideration in the designation of

community action agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds in the fiscal year preceding the fiscal year for which the determination was made, including Faith-Based Organizations (FBOs).

For the 2017 and 2018 Program Years, the eligible entities listed in these State Plans under the CSBG Program shall be eligible to apply for the FY 2017 and 2018 CSBG funds. However, the 5% discretionary funds are not subject to this limitation. These agencies must satisfy all criteria and requirements established in the CNMI State Plan and all other existing rules and statutory guidelines or regulations issued by the DYS. The Federal legislation establishing the policy for States/Territories to follow in determination of eligible entities will prevail.

10.4. Closing Findings:

10.5. Quality Improvement Plans(QIPs):

10.6. Reporting of QIP(s): State's process for reporting eligible entities on QIPs to CSBG.

DCCA-DYS's minimum but not limited to responsibilities as the State administering agency are:

1. Review and approval of Sub-grantee Work Plans;
2. Determination of Sub-grantee eligibility;
3. Issuance of grants;
4. Monitor the grant supported activities to assure compliance with Federal requirements and that performance goals are being achieved. supported activities to assure compliance with Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function and activity. ;
5. Training and technical assistance;
6. Evaluation of Sub-grantee agency program performance and identification of remedial procedures;
7. to advise sub-grantees/sub-recipients of requirements imposed on them by Federal laws, regulations, and the provisions of grant agreements or contracts as well as any supplemental requirements imposed by the State. These include grant administrative requirements and cost principles according to recipient type.
8. Reporting of program data.

10.7. Assurance on Funding Reduction or Termination:

Policies on Eligible Entity Designation, De-designation, and Re-designation:

10.8 Does the CNMI CSBG statute and/or regulation provide for designation of new eligible entities? Y/N

10.9 Does CNMI CSBG statute and/or regulation provide for de-designation? Y/N

10.10. Does CNMI CSBG statute and/or regulation provide for re-designation? Y/N

Fiscal Controls and Audits and Cooperation Assurance

10.11 Fiscal Controls and Accounting:

In accordance with Section 678D, the Commonwealth of the Northern Mariana Island-U.S. Insular Area has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the CNMI. Additionally, the CNMI has established procedures for monitoring the utilization of such funds by Sub grantees. The payment schedule for disbursements is outlined in DCCA-DYS Fiscal Guidance Manual which can be picked up at the DYS Office of the Administrator at 1263 Isa Drive Capitol Hill Saipan MP 96950.

A description of the controls and procedures to be implemented is as follows:

1. DYS will follow the CNMI established fiscal policies and procedures. To accomplish this, the DYS will coordinate these policies with various other branches of CNMI government, including but not limited to: the Special Assistant for Office of Management and Budget, the Secretary for Department of Finance, the Division of Finance and Accounting, the CNMI Treasurer's Office, the CNMI Auditor and other units of the Governor's Office. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.
2. The financial standards set forth by the CNMI establish a transparency and accountability system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

10.13 INVESTIGATIONS

The CNMI, DCCA-DYS and Sub-grantees will permit and shall cooperate with federal authorities and investigations undertaken in accordance with Section 678D(b)(3) of the CSBG Act.

10.14. Performance Management

SECTION 11. ELIGIBLE ENTITY TRIPARTITE BOARD

Section 11.1 Track Board vacancies/composition.

Section 11.2. Monthly meetings.

Section 11.3 Assurance on Eligible Entity Tripartite Board Representation:

In order for a public organization to be considered an eligible entity, for the purposes of 673(1), the entity shall administer the CSBG Program through:

a. a tripartite board, which shall have members selected by the organization and shall be composed so as to assure that no fewer than one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members

1. are representative of low-income individuals and families in the neighborhood served;
2. reside in the neighborhood served; and
3. are able to participate actively in the development, planning, implementation and evaluation of programs funded under this subtitle; or
4. another mechanism specified by the DCCA-DYS to assure decision making and participation by low-income individuals in the development, planning, and evaluation of programs funded under this subtitle.

b. A tripartite Board of Directors must be constituted in compliance with §676B of the Act so as to assure that:

1. One-third of the members of the Board must be elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on this Board is less than one-third of the membership of the Board, membership on the Board of appointive public officials or their representatives may be counted in meeting such one-third requirement;
2. Not fewer than one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the area served and such members reside in the neighborhood represented;
3. The remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education or other major groups and interests in the community served, and
4. The Board "...fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities (Sec. 676B (b))."

Eligible entities will establish procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the Board of the eligible entity to petition for adequate representation.

The Lead Agency DCCA-DYS requires that the Board Chairperson or Executive Director of each eligible entity inform DHS, in writing, of any changes to the Board of Directors, to include new members, rotations and/or resignations, current member data (addresses, telephone numbers, etc.), within thirty (30) days of the change. Community Based Organization Board of Directors Membership Form is included as Appendix C10.

Failure to adhere to Federal and CNMI requirements on Board compliance could result in the withholding of CSBG funds.

Section 11.4. allow eligible entities to use an alternative to a Tripartite Board? No.

SECTION 12. INDIVIDUAL AND COMMUNITY INCOME ELIGIBILITY REQUIREMENTS.

12.1 Required Income Eligibility: 125% of the HHS poverty line.

a. Eligibility Requirements

1. Income Eligibility

The Federal Poverty Guidelines **must** be used as the primary criterion in determining income eligibility. In order to receive assistance under any CSBG project involving direct services, an applicant's total household income must not exceed 125% of the poverty level. Household is defined by the Bureau of Census as consisting of all persons who occupy a housing unit (i.e., house or apartment), whether they are related to each other or not. Total household income is based on income at the time of application.

Total household monthly or annualized gross income should be used to determine eligibility. The monthly income should be calculated for the thirty (30) day period preceding and including the date of application. The CNMI- ROMA system is designed to calculate income accurately based on 4 pay check amounts. When using a paper application, use only the 4 prior pay check gross amounts, add them together, divide by 4, then multiply by 4.33 to get the accurate 30 days of income (each check copy must be in file; therefore, you may not use a check twice if one check is missing). In an effort to assist as many households/individuals as possible, the annual income should be calculated either for the past 12 months, last 30 days, including date of application, times 12 or last 180 days times 2.

The purpose of the income determination is to establish an individual's eligibility for services in accordance with the statutory definition of poverty level. The goal is to implement program services that will enhance and promote self-sufficiency, and not to penalize low-income persons as they move from poverty to self-sufficiency. DYS shall allow determination of eligibility to be based on total household income according to Federal Poverty Guidelines of FY 2016 and will continue to remain effective as the maximum income guideline for FYs 2017 and 2018.

Size of Household	Monthly Poverty Guideline	Annual Poverty Guideline
1	\$1,139	\$13,670
2	\$1,536	\$18,430
3	\$1,933	\$23,190
4	\$2,329	\$27,950
5	\$2,706	\$32,710
6	\$3,123	\$37,470
7	\$3,519	\$42,230
8	\$3,918	\$47,010

*For family units with more than 8 members, add \$398 to the monthly amount for each additional member or \$4,780 to the total annual amount. This schedule shall be adjusted based on the Federal Poverty Guidelines currently in effect. This information is based on the 2016 Federal Poverty Guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). **FY 2016 will continue to remain effective as the maximum income guidelines for FYs 2017 and 2018 CSBG.***

The Sub grantee shall be responsible for determining the eligibility of each applicant. Self-certification will be permitted, provided there is complete written information in the client file about the applicant household, confirming efforts to obtain documentation from former employers, the client, and other social service agencies. The "Zero Income Certification" (DYS Intake Form) must be signed by applicants reporting zero income and/or individuals living in the household who are 18 years or older reporting zero income.

Please note the current computer printout from the CNMI Department of Finance Payroll may not be used to verify earned income. However, it may be used to verify unearned income (including utility check and amounts).

Proof of income verification (i.e., a check stub, a copy of a check or Statement from the employer confirming the amount of income received for the thirty (30) days preceding and including the date of application) must be included in the client record/file, along with proof of identification for applicant (copy of driver's license or government-issued pictured ID card) and copy of Social Security card). Social security numbers are required for all household members.

SECTION 13 RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) SYSTEM

13.1. ROMA Participation:

13.2. Indicate and describe the outcome measures CNMI will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act?

CSBG National Performance Indicators (NPIs) or NPIs and others or Others.

13.3. How does the CNMI support the eligible entities in using the ROM system?

13.4. Eligible Entity Use of Data:

How is CNMI validating that the eligible entities are using data to improve service delivery?

A Semi-Annual Narrative Report must be provided to DYS no later than July 17, 2017 and July 16, 2018, along with the 2nd quarter ROMA Report, and focus primarily on the agency outcome Statements and performance targets of the current CSBG Work Plan. Evaluation is a required component of overall CSBG project management:

Semi-Annual: This narrative is to assess and capture the progress of the first six months (year-to-date) of the current year. This report will only require the use of the DYS Milestone Narrative Report for each performance target and Action/Goal & Objective – when “actual” compared to “estimate” vary by more than 20% (+/-). Once identified, each objective and milestone is to be modified to improve effectiveness and benefits to low-income customers. Current course corrections and/or strategies are to be revised and recorded on the Milestone Narrative Report (Appendix J). Each evaluation should involve all applicable agency management, program and fiscal areas.

Community Action Plans and Needs Assessments

13.5 Describe how CNMI will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by §676(b)(11) of the CSBG Act?

The DYS will enter in Grant Agreements with eligible Sub-grantees to carry out the services and activities necessary to comply with Section 675C (b) of the Act. They will comply with the quarterly and annual reporting requirements of ROMA (Results-Oriented Management and Accountability System) pursuant to Section 678E, using the ROMA Report Form (Appendix L). A description must be provided of specific measures to be used to substantiate the outcomes of each funded program and eligible entity's performance in promoting self-sufficiency, family stability, and community revitalization.

13.6. CNMI Assurance:

Describe how the CNMI will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by §676(b)(11) of the CSBG Act?

The DCCA- Division of Youth Services gathers its community needs assessment surveys during community outreach prevention events, the CNMI job fair, parent education program classes, summits and workshops once a month. For FY 2017 – 2018 the CNA survey will also be administered by the eligible Community Action Agency through its program and outreach events. The survey will be posted on the DCCA DYS website to be completed by the entire CNMI (Saipan, Tinian and Rota) population.

For a sample of the current community needs assessment survey, please refer to Appendix I. A copy of this survey will be posted on the DYS website, hard copies will also be provided to the office of the Nutritional Assistance Program, Women Infant Clinic, Low Income Home Energy Assistance Program and the CNMI Department of Labor. All data collected will be submitted to the DYS Community Service Program Office for reporting.

Section 14. STATEMENT OF FEDERAL AND CSBG ASSURANCES

The biannual application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (412 U.S. C.9901 et seq.) (The Act), the Commonwealth of the Northern Mariana Islands (CNMI) Department of Community and Cultural Affairs (DCCA) Division of Youth Services (DYS) **as the state designee of the CNMI Governor hereby agrees to the Assurances in Section 676 of the Act-**

Programmatic Assurances

1) The CNMI DCCA Division of Youth Services assures that funds made available through the CSBG will be used-

A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, and elderly low-income individuals and families, and a description of how such activities empower the families and individuals-

- (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a CNMI program carried out under Part A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships, with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to-
 - I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support enhancement and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as-

- i. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- ii. after-school child care programs; and

C) To make more effective use of, and to coordinate with, other programs (including CNMI Child Welfare reform efforts). [§676(b)(I)]

2) a description of how the CNMI intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with this subtitle, including a description of how the CNMI will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle;

3) information provided by eligible entities in the CNMI, containing-

A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a), targeted to low-income individuals and families in communities within the CNMI;

B) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

C) a description of how funds made available through grants made under Section 675C(a) will be coordinated with other public and private resources; and

D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting,

4) an assurance that eligible entities in the CNMI will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may

be necessary to counteract conditions of starvation and malnutrition among low-income individuals;

- 5) an assurance that eligible entities in the CNMI will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and CNMI and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the CNMI and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;
- 6) an assurance that the CNMI will ensure coordination between antipoverty programs in each community in the CNMI, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community;
- 7) an assurance that the CNMI will permit and cooperate with Federal investigations undertaken in accordance with section 678D;
- 8) an assurance that any eligible entity in the CNMI that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and opportunity for a hearing on the record, the CNMI determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b);
- 9) an assurance that the CNMI and eligible entities in the CNMI will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the CNMI, including religious organizations, charitable groups, and community organizations;
- 10) an assurance that the CNMI will require each eligible entity in the CNMI to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;
- 11) an assurance that the CNMI will secure from each eligible entity in the CNMI, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that

includes a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs;

12) an assurance that the CNMI and all eligible entities in the CNMI will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability and community revitalization; and

13) information describing how the CNMI will carry out the assurances, [§676(b) (13)].

Administrative Assurances

The CNMI DCCA Division of Youth Services further agrees to the following administrative assurances, as required under the Community Services Block Grant Act:

1) **CNMI APPLICATION AND PLAN-** To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in Section 676 of the Act. [§675A(b)]-

2) To use not less than 90 percent of the funds made available to the CNMI by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [§675C(a)(1) and (2)]

3) In the event that the CNMI elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the CNMI agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the Community Services Block Grant program. [§675C(a)(3)]

4) To spend no more than greater of \$55,000 or 5 percent of its grant received under Section 675A or the CNMI allotment received under section 675B for administrative expenses, including monitoring activities. [§675C(b)(2)]

5) In states with a charity tax credit in effect under state law, the CNMI agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds

for CNMI-wide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [§675(c)]

- 6) That the lead agency will hold at least one hearing in the CNMI with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the CNMI plan. [§676(a)(2)(B)]
- 7) That the chief executive officer of the CNMI will designate, an appropriate CNMI agency for purposes of carrying out CNMI Community Services Block Grant program activities. [§676(a)(1)]
- 8) To hold at least one legislative hearing every three years in conjunction with the development of the CNMI plan. [§676(a)(3)]
- 9) To make available for the public inspection each plan or revised CNMI plan in such a manner as will facilitate review of and comment on the plan. [§676(e)(2)]
- 10) To conduct the following reviews of eligible entities:
 - a) full onsite review of each such entity at least once during each three-year period;
 - b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant;
 - c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the CNMI;
 - d) Other reviews as appropriate, including reviews of entities with programs that have had other federal, CNMI or local grants (other than assistance provided under the Community Services Block Grant program) terminated for cause. [§678B(a)]
- 11) In the event that the CNMI determines that an eligible entity fails to comply with the terms of an agreement or the CNMI plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the CNMI (including performance objectives), the CNMI will comply with the requirements outlined in Section 678C of the Act, to:
 - a) inform the entity of the deficiency to be corrected;
 - b) require the entity to correct the deficiency;

- c) accessible training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the plan or specify reasons why the proposed plan cannot be approved;
 - e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [§678(c)(a)]
- 12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- 13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the CNMI is or may become entitled under the Community Services Block Grant program.[§678D(a)(3)]
- 14) To participate, by October 1, 2001, and ensure that all eligible entities in the CNMI participate in the Results-Oriented Management and Accountability (ROMA) System Section 678E(a)(1).
- 15) To prepare and submit to the Secretary an annual report on the measured performance of the CNMI and its eligible entities, as described under §678E (a)(2) of the Act.
- 16) To comply with the prohibition against use of Community Services Block Grant for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- 17) To ensure that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [§678F (b)]
- 18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community Services Block Grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section

504 of the Rehabilitation Act of 19734 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [§678F(c)]

- 19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [§679]

C. Other Administrative Certifications

The CNMI Department of Community and Cultural Affairs and the Division of Youth Services also certify the following:

1. To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of Community Services Block Grant program funds
2. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The CNMI Department of Community and Cultural Affairs-Division of Youth Services further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all sub-grantees shall certify accordingly.

Robert H. Hunter
Secretary, Dept. of Community and Cultural Affairs

Date

SECTION 15 FEDERAL CERTIFICATIONS

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements. (attached, signed by DCCA-Sec.)

15.2. Drug-Free Workplace Requirements

Certification Regarding Drug-Free (attached, signed by DCCA-Sec.)

15.3. Debarment

Certification Regarding Debarment (attached, signed by DCCA-Sec.)

15.4. Environmental Tobacco Smoke

Certification Regarding Environmental Tobacco Smoke (attached, signed by DCCA-Sec.)

VI. APPENDIXES

APPENDIX A

GLOSSARY OF KEY TERMS

Act: Public Law 97-35, Subtitle B, Title VI of the Omnibus Budget Reconciliation Act of 1981. Related reference: Human Services Reauthorization Act of 1984, Public Law 98-558, Title II; and is commonly known as the Community Services Block Grant Act (CSBG).

Activities/Milestones: Interim behaviors that describe customer processes and progress; indicator(s) that will be used to establish or confirm and document achievement of activity/milestone.

Causes: The reason(s) or circumstance(s) for a poverty problem.

Chief Executive Officer of the State/Territory: The Governor of CNMI (Saipan, Tinian, and Rota) .

COG: Council of Governments in CNMI (Saipan, Tinian, and Rota) .

Community Action Agency: Any organization which was officially designated as a Community Action Agency under the provisions of Section 210 of the Federal ECONOMIC OPPORTUNITY ACT of 1964 for federal fiscal year 1981. Henceforth, will be referred to as CAA.

Community Economic Opportunity Act of 1983: Act 143 of 1983, CNMI Code of Laws, which provides for: Implementation of U.S. Public Law 97-35, cited above as the “Act;” designation of an administrative agency; local administrative organizations; eligibility requirements and other matters concerning community action agencies.

Community Services Program: All activities funded in CNMI under the Community Services Block Grant Act.

Direct Services: CSBG Direct Services consist of those units of service which can be directly tracked or linked to a specific individual--e.g.: employment counseling.

Eligible Entities: Entities eligible to apply for CSBG funds are a CAA or limited purpose agencies designated under the Title II of the Economic Opportunity Act of 1964 for fiscal year 1981 which served the general purposes of a community action agency under Title II of such Act; or, any sub-grantee which received assistance under Section 222(a)(4) of the Economic Opportunity Act of 1964 in fiscal year 1981.

Also, in any geographic area of the CNMI not presently served by an existing eligible entity, the Governor may have services provided to such a new area by:

- (A) Requesting an existing eligible entity which is located and provides services in an area contiguous to the new area to serve the new area; or,
- (B) If no existing eligible entity is located and provides services in an area contiguous to the new area, requesting the eligible entity located closest to the area to be served or an existing eligible entity serving an area within reasonable proximity of the new area to provide services in the new area; or,
- (C) Where no existing eligible entity requested to serve the new area decides to do so, designating as an existing eligible entity, any organization which has a Board meeting the requirements of Section 676 or any political subdivision of the CNMI to serve the new area. The designation by the Governor of an organization which has a Board meeting the requirements of Section 676 or a political subdivision of the CNMI to serve the new area shall qualify such organization as an eligible entity.

The CNMI serves all counties of CNMI with Community Services Block Grant funds. Organizations officially designated as a community action agency under the provisions of the Economic Opportunity Act of 1964 for fiscal year 1981 have been eligible entities. This policy has been in effect since 1982 and may remain in effect for PY 2015 and PY 2016.

Federal Fiscal Year: October 1 to September 30.

Indirect Services: Indirect Services consist of those units of service, which are provided to the community at-large for the purposes of promoting the social and economic self-sufficiency of low-income persons. These types of service units are usually difficult to link to a specific individual--e.g. community meetings or public education efforts.

Low-Income Population: Persons or families whose total income is at or below the poverty line established by the Director of the Office of Management and Budget.

Need Assessments: The act of conducting a community survey to gather accurate information about the needs of the poor people living in the community.

DCCA: CNMI Department of Community and Cultural Affairs.

DCCA-DYS or DYS: CNMI DCCA Division of Youth Services.

Outcome Statement: An inspiring Statement that defines the end-Result sought, Stated in customer terms.

Performance Target Outcome: A ROMA direct measure that defines success for your program in terms of what clients will actually achieve. These are measurable based on outcome Statements that allow demonstration of program success.

Priority: Action taken by the Board of Directors of a CAA to identify and rate community problems by need and importance. Problems will be identified during the needs assessment conducted by eligible entities.

Problem: An obstacle created by a cause(s) or reflecting a condition that prevents individuals or families who are poor from becoming self-sufficient.

Project: The program to be funded with CSBG funds during the project period.

Project Operator(s): A qualified eligible entity that may provide to the local community programs or services tailored to the CSBG requirements during any program year.

Project Work Plan: The sum of the application documents for a CSBG project.

Program Year (PY): January 1, 2015 - December 31, 2015.

PSS-SARC: The CNMI Public School System Student Attendance Review Committee.

Public School System (PSS): The CNMI Public School System under the Board of Education.

ROMA: Results-Oriented Management and Accountability system for measuring performance and results.

Secretary: The Secretary of the U.S. Department of Health and Human Services.

Service Area: The identified area within CNMI which project operators will implement Community Services Block Grant activities. The minimum service area shall be a municipal districts and/or islands.

Social and Economic Self-Sufficiency: The ability of an individual to meet his or her social and economic needs without assistance from other persons or organizations.

CNMI: Commonwealth of the Northern Mariana Islands (Saipan, Tinian, Rota, Northern Islands) .

Strategy: A specific approach to be used to achieve a stated goal and outcome.

Total Community: All elements of the community, including private and public organizations, units of local government, and the total general population.

Unit of Service: Any specific activity or action engaged in with a low-income person and/or on behalf of such person for the purpose of accomplishing social and economic self-sufficiency goals.

APPENDIX C

PY 2017 and 2018 APPLICATION PROCESS

WORK PLAN/APPLICATION DOCUMENTS AND PROCEDURES

Sub-grantees shall prepare the annual 2015 and 2016 CSBG Work Plan/Application in the format described using the various DYS application forms. Copies of Letters of Endorsement and Support relative to Sub-grantee's proposed activities are to be included.

Standard Detailed Format:

Applicants must submit one (1) unbound complete original and three (3) complete copies of the following information in subsequent order and placed in 3-ringed tabbed notebooks/binders:

1. DYS Checklist
2. A Cover Sheet and Executive Director's Introductory Letter
3. DCCA Form 507 - Entity Identification indicating all current year funding sources (use only DCCA Form)
4. DCCA 509 Narrative – Sub-grantee Financial Capability Survey
5. Current Needs Assessment for PY 2013 and copy of assessment instrument
6. DCCA 511 Outreach Narrative
7. DCCA ROMA Logic Model
8. Logic Model Narrative – Sub-grantee Project Description
9. Budget Forms
10. Budget Narratives
11. Annual Equipment Budget
12. Current IDC Rate
13. Agency Organizational Chart
14. Current Agency Mission Statement - required if revised within the last year
15. Board Minutes or DCCA-DYS Board Approval Form approving agency's CSBG Work Plans and Budgets (Must be signed by the Board Chairman or Board Secretary)

16. Copies of current Letters of Endorsement and Support (DCCA Form 594 is strongly recommended) from private and public resources, including units of local government (must be relative/applicable to project type and must clearly indicate specific roles(s) of collaborating agencies to ensure prevention of the duplication of services)
 17. Copy of current Fidelity Bond and copy of the cancelled check
 18. Current Board Roster (including updated Community Based Organization Board of Directors Membership Forms – DCCA Form 500 dated 1/06)
 19. Current Board By-Laws - required if revised within the last year
 20. PY 2014 Independent Auditor’s Report or letter from auditor stating projected completion date
 21. Current Policies and Procedures (notation if on file with DCCA indicating date last revised)
 - a. If YLP internships are charged to CSBG, submit copy of that section of Policies and Procedures with Work Plan
 22. Current copy of the charter from the Secretary of DCCA if a private non-profit organization or a copy of the legislative act if public (notation if on file with DCCA indicating date last revised)
 23. Other Required Documents
- Detailed application procedures and copies of application forms are contained in Appendix B.

B. PROJECT REVIEW AND APPROVAL PROCEDURES

All proposed projects will be reviewed to determine acceptability for funding and feasibility for outcomes and proven history of success in achieving outcomes. Preciseness and clarity of information in the application is essential. Clear measurable results that are identifiable and proven are important to determine project impact. Projects will be reviewed using the following factors: (See Outcome Statement 1)

1. A PY 2015 Needs Assessment summary is present and well documented; evidence of community involvement per ratio of eligible populations.
2. Priority problem areas are clearly identified within the Needs Assessment and are supported by current statistical data (Please be reminded that the Needs Assessment is to be the foundation for the formation of the agency’s CSBG program).
3. Problem areas clearly identified and stated, to include:
 - a. Causal nature;
 - b. Targeted population and characteristics of affected persons.
4. Each outcome Statement reflects a broad result in the problem that is to be achieved (must be tied to Needs Assessment) and,
 - a. Each outcome Statement relates directly to the problem;
 - b. Each outcome Statement is realistic and specific enough to be achieved and measured.

5. Performance targets and activities/milestones
 - a. Are the project performance targets consistent with the outcome Statement?
 - b. Are the project performance targets quantifiable and measurable?
 - c. Are the major activities/milestones clearly stated and do they logically lead to the outcomes?
 - d. Are objectives for major activities identified with completion dates?
 - e. Are the objectives consistent with:
 - (1) Performance necessary to achieve the outcomes?
 - (2) Level of funding requested? (e.g., cost per unit result, per \$1 expended)
 - f. Does each objective take into account start-up time for new projects?
 - g. Has this type of project and/or this applicant agency had a history or pattern of performance problems?
 - h. Are the measures of the objective(s) and outcomes such that data can be readily gathered?
 - i. Are all the projects proposed eligible for CSBG funding?
6. The project clearly indicates the role of the private and public sector entities that are to participate in project operations.
7. The project clearly indicates the role of state (CNMI) and local governmental (Municipal) agencies in the service area that will participate in project operations.
8. Other services, similar to the project design, are identified within the service area so it can be determined if the project is necessary, that is, the only service; or if it is supplemental or unnecessary and duplicative.
9. The expected duration of the benefits or services the project can provide is identified.
10. The ratio of funds to persons assisted can be determined from project materials.

Failure to meet any one of the 10 above-identified rating factors may be cause for project rejection.

PY 2017 and 2018 Work Plans must be submitted to arrive at the DYS no later than October, 2016.

The DYS will complete review of all projects by October 15, 2014. Each agency will be advised in writing of project approval or rejection. The DYS may issue conditional approval status to projects pending resolution of outstanding issues. Applicants will have a complete explanation of deficiencies provided for each rejected project.

Providing funding is available, approved budgets and projects will be authorized to commence December, 2016. Such projects will be identified in the grant agreement when it is issued. Projects submitted for first time funding in PY 2017 may be planned for two years of operation. However, since the DYS will provide approval and one year funding for one planning period at a time, objectives and activities in the application documents should be specified for one planning period at a time. If the project submitted for PY 2017 covered a two-year planning period, the DYS will fund a second year of project activity provided all criteria for continuation are met. Each year shall operate independent of the other and the board minutes are forwarded to DYS in the format of 2017 year approval.

In the event a project is rejected, the submitting organization shall have thirty (30) days to revise and resubmit. A new project design may be used as a replacement for the rejected projects. The amount of funds contained in resubmitted projects shall not exceed the sum of the rejected amounts. The resubmission must be sent to and be received by the DYS within thirty (30) days of the DYS's rejection notification to the submitting organization unless otherwise authorized by the DYS. Any resubmissions received after this thirty (30) day time period will be rejected and all unobligated service area CSBG funds will be returned to the originating fund.

The DYS will complete review of resubmitted or redesigned projects not later than thirty (30) days from the date of resubmission. The DYS will act on each project separately. Each agency will be advised in writing of approval or rejection. Agencies will be provided a complete explanation of deficiencies for each rejected project.

Prior to release of CSBG funds, DYS will prepare a written grant agreement, which will set forth the terms and conditions under which the Sub-grantee agrees to operate and expend CSBG funds. Each Sub-grantee approved to receive PY 2015 CSBG funds must have an approved Work Plan and Budget and have an executed Grant Agreement before funds will be released.

In addition, at all times during and prior to each new funding period, the Sub-grantee must be in full compliance with the terms and conditions of the CSBG grant, including all reporting requirements, have approved budgets, and satisfy all policies. If not, funding may be suspended which could lead to termination of the grant.

C. POLICY ON REJECTED PROJECTS

DYS will act on projects separately. If approved, implementation will commence in accordance with project schedules, but not before November 03, 2014 nor extend beyond December 3, 2014. Implementation may commence on a conditionally approved project while deficiencies are being resolved upon authorization from DYS. Rejected projects shall have all sums associated with them returned to the originating fund. If not accomplished, the DYS may redistribute the funds for rejected projects to other service areas of the CNMI.

D. POLICY ON LATE SUBMISSIONS

Specific time frames are established to permit appropriate review and action on projects and budgets prior to October 20, 2014. For purposes of validation of submissions, the only acceptable evidence to establish receipt by the due date shall be the date of receipt at DYS as shown on the time date stamp on the project package. This date must be on or before those dates identified in this Plan. DYS will respond appropriately to each submission. Only applications containing all required documents at the time received by DYS will be accepted for review. Therefore, the policy of DYS shall be that local initiative projects submitted after a specified due date will not be reviewed.

APPENDIX C2

DETAILED APPLICATION PROCEDURES

I. PLANNING

A. Annual Needs Assessment

Prior to applying for CSBG funds, each eligible entity will be required to comply with the assurance outlined in 676(b)(11) to conduct a needs assessment within the service area to identify needs and/or problems. The needs assessment is to consist of three phases: Problem Identification and Statement; Resource Analysis; and Prioritization according to the following.

Each Eligible Entity's Community Needs Assessment should address the following issues and questions:

1. Describe the method(s) used to gather information on critical community needs.
2. This section should detail the methodology utilized in collecting data for the community needs assessment to include data collection methods and data utilized such as:
 - a. Service history information evidencing and analyzing the demand for services considering not only a comparison of planned versus actual services, but also including an analysis of how funds allotted for the particular service have historically been expended.
 - b. Customer surveys and how completed surveys were obtained (i.e. through mail, door-to-door, gathered at the time agency provided direct service to customer, etc.), as well as the actual tool utilized.
 - c. Participation in focus groups or community forums—Please note that objectivity is key in gaining an accurate view of the true needs within any service areas and these two methods of data collection are less objective than others.
 - d. Participation of agency staff, board members, and executive director.
 - e. Participation and survey of other community groups and organization that serve the same target population.
3. Describe the economic conditions of each county within its service delivery area.

4. This section shall involve research utilizing statistical reports such as the most recent Census data and/or the Census Bureau's more frequent Community Surveys, appropriately documented and identified as sources. The section can also present data available from other sources such as Kids Count and the community needs studies conducted by locally operated organizations such as United Ways, or newspaper, magazine articles, and publicized information relating to employment, education, health and nutrition, transportation or any of the other defined service categories, that evidence needs within a particular geographic area served by an eligible entity.
5. List the critical community needs identified for its service delivery area.
6. In this section, eligible entities should discuss the results of the community needs assessment process being as specific as possible (i.e. a tally for each question of the responses given).

1. Problem Identification and Problem Statement:

The applicant describes existing adverse conditions affecting the low-income population and delineates the differences between what exists (the problem) and what should exist (the goal). There must be a direct relationship between the needs of the poor in the local communities and the goals of the applicant agency in the CSBG Work Plan.

The problem Statement must be clear and concise, identifying the problem, the cause(s), the number, characteristics, and the geographic area affected. The problem Statement must be clearly drawn from the results documented in the needs assessment data.

Relevant, current data must be obtained from a variety of sources for a needs assessment including:

- surveys
- community meetings
- units of local government
- census information
- agency data
- board and staff perceptions
- reports and studies of other agencies
- other pertinent sources as available

When reviewing data, some of the questions that might be asked include:

- a. What is the quality of the data used in the needs assessment?
- b. Is it current, objective and comprehensive?
- c. Are sources documented so that they could be obtained by other researchers and planners?

- d. Were a number of types of sources used for each problem such as:
- special statistics
 - other service agency providers
 - low-income groups
 - community studies
- e. Are the results of prior year evaluations and performance assessments being considered?
2. Resource Analysis: An agency cannot effectively address problems identified unless there has been a thorough analysis of resources that are available. For each problem identified, the agency must identify the public and private resources available to address each problem in the service area. In partnerships, specific roles and responsibilities must be identified. Many anti-poverty resources are administered by other agencies. CSBG and ROMA require that these resources be mobilized in combating poverty problems.

A six-step procedure for analyzing resources is:

1. List problem areas
2. Identify existing CNMI and community agency resources
3. Obtain performance information
4. Review agency referral records
5. Analyze the information
6. Develop agency contacts to establish linkages

Once a potential resource is identified, evaluate its present and potential impact on the problems already identified. Often the resources under consideration include agencies that are service providers to the poor. The following questions may be helpful in reviewing the capability of other service providers:

Criterion One: Is service to the poor a major function of the agency under review?

Criterion Two: Is the service oriented to the characteristics, requirements and needs of the poor?

Criterion Three: Is the service accessible to the poor?

Criterion Four: Do specific application eligibility or case management procedures create participation barriers for the poor?

After a careful analysis of all resources is done, the agency should review the following:

- a. Were private and public resources researched and analyzed for the problem area?

- b. What agencies and institutions are conspicuously absent from consideration?
- c. What agencies should be addressing specific need areas or target groups, but are not?
- d. Is performance information about other resource agencies and institutions included?
- e. Are referral records being used to determine gaps in service within particular need areas?
- f. Are the most severe poverty problems receiving the largest share of community resources?
- g. Are resources being allocated reasonably among problem causes?

3. Prioritization:

Once major problems existing in the service area are identified, the applicant's Board of Directors has to make a decision on which major problems it will address.

Problems are to be grouped according to approved CSBG program areas such as education, employment, health, nutrition, emergency assistance and housing. The Board must then set funding priorities based on established criteria such as: magnitude of the problem (intensity and severity), capability of the agency to eliminate the negative consequences of the problem, available resources and probable impact.

Some pertinent questions for the Board to examine are as follows:

- Are the problem priorities based on recent data or do they tend to support the agency's current programs?
- Have priorities been assigned to causes within a problem area?
- Do the priorities include needs of the target populations?

B. Needs Assessment Summary and Priorities

At the time of application, each agency will submit a copy of the needs assessment instrument, an Annual Needs Assessment Summary and Problem Priorities. A copy of the minutes of the Board meeting at which the Board set the priorities must be attached to the Needs Assessment Summary. The Summary is to identify the sampling size and demographic base to include approximate age groups.

II. APPLICATION PREPARATION

A. Forms

In addition to the Needs Assessment information, the application forms listed in Section IV (A) must be completed and submitted (one original in a 3-ringed binder and three copies) to the DCCA.

B. Preparation

Instructions for completing each form and narrative and copies of the forms are located at are provided herein.

APPENDIX C3

DCCA Form 507, Sub-grantee Identification Information & Capacity

(This form is intended to capture all agency funds to include CNMI, local, private, Federal, and non-Federal)
(revised 8/2014)

Sub-grantee Name: _____ **Type of Sub-grantee: (mark one)**

Street Address: _____ a. Community Action Agency

City, State, Zip Code: _____ b. City/County Government _____
(Specify)

Governing Body Chairperson's Name: _____ c. Non-Profit Community Based Organization

Home Address: _____

Telephone & Facsimile Numbers: _____

Executive Director's Name: _____ **Counties of Agency Service Area:** _____

Home Address: _____, _____

Telephone & Facsimile Numbers: _____

ALL AGENCY PROGRAMS CURRENTLY OPERATED PY2013

FUNDING SOURCE NAME **PROGRAM/GRANT NAME** \$ **LOCAL GOV.** \$ **STATE GOV.** \$ **FEDERAL GOV.** \$ **PRIVATE** # **PERSONS SERVED**

Use Additional DCCA 507 Forms if Necessary TOTALS: \$ _____ \$ _____ \$ _____ \$ _____

APPLICATION CERTIFICATION

Total Agency Funds Received PY 2014: \$ _____ **This application has been approved by the applicant's governing body.**

Total CSBG Funds Requested for PY 2015: \$ _____ a. Name of Governing Body Chairperson: _____

Total Number of CSBG Projects Proposed for PY 2015: b. Signature: _____

c. Date: _____

APPENDIX C4

DCCA 509 Narrative, Sub-grantee Financial Capability Survey

Each agency must provide the 509 Narrative information as outlined below and attach copies of current documents or procedures requested below.

SECTION I – IDENTIFICATION

AGENCY: _____ **DATE SUBMITTED:** _____

NAME, TITLE AND PHONE NUMBER OF FISCAL OFFICER:	Name _____	Title _____
	Telephone # _____	Fax # _____

SECTION II – ACCOUNTING SYSTEM

1. Does the Sub-grantee have an approved Indirect Cost Rate? Yes No
2. The accounting method for recording and reporting financial information: Cash Accrual
3. The accounting system is: Manual Automated
4. Briefly describe the Books of Original Entry used by the Sub-grantee: _____

5. Does the Sub-grantee's accounting system provide for accounting and recording expenditures by grants and cost categories? Yes No
6. Does the Sub-grantee use an operating budget to control funds by activity? Yes No
7. Does the Sub-grantee prepare an internal monthly financial report? Yes No
8. Does the Sub-grantee have written accounting procedures? Yes No (submit copy)

9. List positions authorized to sign checks for the Sub-grantee: _____

10. To whom does the Fiscal Officer report? _____

SECTION III – GENERAL INFORMATION

Please discuss financial capacity problems previously noted by the DCCA and the corrective actions implemented by the Sub-grantee for the new program year: _____

APPENDIX C5

DCCA 511: Outreach Narrative

(Use additional sheets as necessary)

1. Provide a copy of the schedule used to serve each county (hours & dates) with the physical location of each center site.
2. If a county does not have a satellite/neighborhood center, how will that county be served?
3. Where will staff perform intakes? When staff is out of the office, who assists clients?
4. How will the agency set days of the month and advertise the scheduled site hours?
5. How will you monitor outreach staff performance? (For example, staff meetings, one-on-one meetings, etc.)
6. What type of training will be provided to outreach workers?
7. Will outreach workers be trained, aware of, and given a copy of the current year Work Plan and CSBG Performance Measures?
8. What will be the procedure used for gathering data needed for the monthly Financial Status Report (FSR)

9. How will you ensure FSR figures submitted by outreach workers are correct?
10. Describe the agency's case management policy & procedures (Provide a copy if available).
11. How will you ensure case management figures are correct, and the case management policy & procedures are followed?

APPENDIX C6

Instructions for Completing ROMA Logic Model Narrative.

A separate ROMA Logic Model must be prepared for each PYs 2017 & 2018 CSBG Project.

The narrative is the basic description of the work to be performed by an applicant with CSBG funds.

A separate Narrative is required for each project an applicant proposes to operate with CSBG funds.

The Logic Model serves as:

- The description of the ROMA Goals, Direct Measures, and Indicators to be achieved for each project to be undertaken with CSBG funds, including project outcome Statement, measures (performance targets), approach/methodology, selection rationale, client activity/milestones, target numbers and verification.
- The description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations;
- The description of how CSBG funds will be coordinated with other public and private resources;
- The description of how CSBG funds will be used to support innovative community, agency and family-based initiatives related to the purposes of CSBG and ROMA;
- A program monitoring tool for tracking and assessing project performance outcomes.
- A Grant Amendment when new projects are added or significant changes are made in approved projects.

Section I – Identification

1. **Project Name:** Enter the title of the project the applicant plans to implement to address the problem/need and the project's associated CSBG approved **Service Category(-ies)**.

- a. The “Service Category” listed must be identified in the Sub-grantee’s Needs Assessment and enclosed with the grant application. In the Needs Assessment, the poverty-related problem must be Stated so as to give the what, why, who, and where. The Statement must clearly and concisely identify the real problem, the causes of the problem, the number and characteristics of those affected, and the geographical area affected. A copy of the assessment process and results must be on file at the sub-grantee’s office for review by the DCCA.
 - b. In the Needs Assessment, give current statistical data that supports and documents the causes and severity of the problem/need. The statistical data serves to clarify the scope and magnitude of the problem/need. It must be specific and must relate to the identified problem/need. Give titles and dates of sources used.
2. **Total Funds for this Project from All Sources:** Enter the total amounts of funding planned to be received from all funding sources for the implementation of project addressed on the Logic Model.

Section II – Narrative Information

Using the Narrative Form, provide the information in detail. Use additional sheets as needed.

1. **Description/Approach:** Enter a general description of the approach (methodology, product description) to be used for achieving the outcomes. Describe the product and its core features. What “vehicle” will you use to influence customer change? What activities, services, strategies, tactics, actions, etc. will be used? What quality and quantity will be necessary to get a customer to the target? The approach, or product description, must connect in an obvious way to the needs and characteristics of customers.
2. **Assistance Levels:** Indicate the maximum amount of direct client assistance that will be provided to individuals and/or households for each project and the services that will be allowed as direct client assistance.
3. **Selection Rationale:** Describe why the proposed strategies have been selected, and why they are expected to be effective. Discuss “prior results and learning,” or what you will do differently to achieve targeted program outcomes, based on research or prior experience. If other community resources are being applied to the problem, describe how the proposed approach or activities will differ from, reduce barriers to or fill gaps in existing services.
4. **Partnerships:** Lists other entities involved in and supporting the specific project to include a clear definition of the role and responsibility of each partner. Provide Letters of Support from partners listed.
5. **Client Activities & Verification:** List the primary activities that will measure customer progress from program entry to measure achievement. For each activity, list at least one clear and identifiable means of verification.

Agency Reporting: _____
 Total CSBG Funding in agency reporting: \$ _____

Circle One of the Below Quarterly Designators.			
1	2	3	4

Chart # _____ of 6/Goal # _____ of 6

Measure (Performance Target)	Eligible Entities Reporting	Service Category	Type of Unit	Units (x of Target) (#)	Expected to Achieve the Outcome in Reporting Period (y of Target) (#)	Achieved (#)	Still Progressing Toward Outcome (Target) (#)	Exited Program Prior To Achieving Outcome (Target) (#)
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I

DCCA ROMA Reporting Form

DCCA Logic Model Instructions Part-A

OCS' Monitoring and Assessment Task Force

National Goals and Outcome Measures

Effective October 1, 1999

For each goal that corresponds to the work your agency does, select at least one measure to report on, based on a current needs assessment survey. If you feel that none of the measures under a particular goal is a good measure of the work actually done by your agency, create a measure that more accurately reflects the work you do. In addition, note that some of the measures could easily apply to other goals as well as the one under which they are listed; use them wherever they seem most appropriate to you.

In measures below, number, wherever it appears, is to be expressed in two parts: the actual count, and the baseline total. For example, when the measure is number of households maintaining employment, express it as a factor of the total number of households served by the agency (e.g., 27 out of 86). Do not indicate percentages (e.g., 31.4% or even 31 out of 100, unless your baseline total is actually 100 households); the data need to be aggregated with that of other agencies before percentages are calculated.

GOAL 1: (SELF-SUFFICIENCY) LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT

Direct measures:

- a. Number of participants seeking employment who obtain it [as compared with the total number of participants].
- b. Number of participants maintaining employment for a full twelve months.
- c. Number of households in which adult members obtain and maintain employment for at least ninety days.
- d. Number of households with an annual increase in the number of hours of employment.
- e. Number of households gaining health care coverage through employment.
- f. Number of households experiencing an increase in an annual income as a result of earnings.
- g. Number of households experiencing an increase in annual income as a result of receiving allowable tax credits, such as the earned income and childcare tax credits.
- h. Number of custodial households who experience an increase in annual income as a result of regular child support payments.
- i. Number of participating families moving from substandard housing into stable standard housing, as compared with the total number of participating families.
- j. Number of households which obtain and/or maintain home ownership.
- k. Number of minority households which obtain and/or maintain home ownership.
- l. Number of people progressing toward literacy and/or GED.
- m. Number of people making progress toward post-secondary degree or vocational training.
- n. Other outcome measure(s) specific to the work of your agency.

Survey question measures:

- o. Number of clients who consider themselves more self-sufficient since participating in services or activities of the agency.
- p. Number of clients reporting an increase in income since participating in the services of the agency.

Scale measures:

- q. Number of households which demonstrated movement up one or more steps on a scale or matrix measuring self-sufficiency
- r. Number of households achieving positive movement in self-sufficiency as demonstrated by an increase of at least one point in an overall score of a Family Development Scale.
- s. Number of households achieving stability in the _____ dimension of a Family Development Matrix.

GOAL 2: (COMMUNITY REVITALIZATION) THE CONDITIONS IN WHICH LOW-INCOME PEOPLE LIVE ARE IMPROVED

Direct Measures:

- a. Number of accessible, living wage jobs created and/or retained.
- b. Increase in assessed value of homes as a result of rehabilitation projects.
- c. Increase in proportion of State/Territory and federal funds allocated for meeting emergency and long-term needs of the low-income population.
- d. Increase in access to community services and resources by low-income people.
- e. Increase in available housing stock through new construction.
- f. Increase in the availability and affordability of essential services, e.g. transportation, medical care, child care.
- g. Other outcome measure(s) specific to the work done by your agency.

Survey question measures:

- h. Number of households who believe the agency has helped improve the conditions in which they live.

Scale measures:

- i. Number of communities which demonstrated movement up one or more steps on a scale or matrix measuring community self-sufficiency, community health, or community vitality.
- j. Number of communities achieving stability in the _____ dimension of the Community Scaling Tool.

GOAL 3: (COMMUNITY REVITALIZATION) LOW-INCOME PEOPLE OWN A STAKE IN THEIR COMMUNITY

Direct measures:

- a. Number of households owning or actively participating in the management of their housing.
- b. Amount of “community investment” brought into the community by the Network and targeted to low-income people.
- c. Increase in minority businesses owned.
- d. Increase in access to capital by minorities.
- e. Increased level of participation of low-income people in advocacy and intervention activities regarding funding levels, distribution policies, oversight, and distribution procedures for programs and funding streams targeted for the low-income community.
- f. Other outcome measure(s) specific to the work done by your agency.

Survey question measures:

- g. Number of households participating or volunteering in one or more groups.
- h. Number of households who say they feel they are part of the community.

Scale measures

- i. Number of communities which demonstrated movement up one or more steps on a scale or matrix measuring community self-sufficiency, community health, or community vitality.
- j. Number of communities achieving stability in the _____ dimension of the Community Scaling Tool.

GOAL 4: PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED

Direct measures:

- a. Number of partnerships established and/or maintained with other public and private entities to mobilize and leverage resources to provide services to low-income people.
- b. Number of partnerships established and/or maintained with other public and private entities to complete the continuum of care for low-income people.
- c. Number of partnerships established and/or maintained with other public and private entities which ensure ethnic, cultural, and other special needs considerations are appropriately included in the delivery service system.
- d. Other outcome measure(s) specific to the partnerships created by local agencies.

Survey question measures:

- e. Number of principal partners who are satisfied with the partnership.
- f. Partner's rating of the responsiveness of the agency.

Scale Measures:

- g. Number of agencies which demonstrated movement up one or more steps on a scale or matrix measuring agency partnership capacity.
- h. Number of agencies achieving stability in the _____ dimension of an agency partnership capacity scaling tool.
- i. Number of agencies that achieve and maintain commitments from other service and resource partners to carry out agency mission.
- j. Number of agencies that establish and maintain commitments to provide resources to partner organizations that serve agency customers.
- k. Number of agencies that establish and maintain coordination of agency and non-agency resources to create
- a. a programmatic continuum of services with outcome-based objectives establishes and maintains a selection process which ensures that low-income community members are elected in a public process.

GOAL 5: AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS

Direct measures:

- a. Total dollars mobilized by the agency.
- b. Total dollars mobilized by the agency as compared with CSBG dollars.
- c. Number of boards making changes as a result of a periodic organizational assessment.
- d. Number of programs which have become more effective as a result of research and data (their own as well as others).
- e. Number of programs which have become more effective as a result of needs assessment surveys.
- f. Number of families having their situation improved as a result of comprehensive developmental services.
- g. Increase in community revitalization as a result of programs.
- h. Number of agencies increasing their number of funding sources and increasing the total value of resources available for services to low-income people.
- i. Number of agencies leveraging non-CSBG resources with CSBG resources at a ratio greater than 1:1.

- j. Number of agencies where board composition accurately represents the ethnic diversity of the service CNMI.
- k. Number of agencies where customers served accurately represents the ethnic diversity of the service CNMI.
- l. Number of agencies where staffing component accurately represents the ethnic diversity of the service CNMI.
- m. Number of development contacts as a result of outreach programs.
- n. Number of special populations showing improvement as a result of programs aimed at the population.
- o. Number of clients showing improvement as a result of emergency services received.
- p. Other outcome measure(s) specific to the work done by local agencies.

Scale measures:

- q. Number of agencies that achieve and maintain compliance with all applicable Federal, CNMI, and local statutes, regulations, and requirements.
- r. Number of agencies that achieve and maintain a governance process that is inclusive, representative of, and accountable to the community.
- s. Number of agencies that achieve and maintain a workforce environment which empowers and develops its employees, has open communications, pays its employees a living wage, and is mission-driven.
- t. Number of agencies which achieve and maintain a planning, measurement, and evaluation system which creates a programmatic, continuum of services with outcomes-based objectives, and where the measurements of programs are used to improve services.
- u. Number of agencies that achieve and maintain communication and feedback processes that engage all stakeholders.
- v. Number of agencies that establish and maintain a process where evaluations are used to improve services.

GOAL 6: (FAMILY STABILITY) LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE SYSTEMS

Direct measures:

- a. Number of aged households maintaining an independent living situation.
- b. Number of disabled or medically challenged persons maintaining an independent living situation.
- c. Number of households in crisis whose emergency needs are ameliorated.
- d. Number of participating families moving from homeless or transitional housing into stable standard housing.
- e. Number of households in which there has been an increase in donation of time to volunteer activities (not mandated by welfare-to-Work Plans).
- f. Number of households in which there has been an increase in children's involvement in extracurricular activities.
- g. Number of high consumption households realizing a reduction in energy burden
- h. Number of households moving from cultural isolation to involvement with their cultural community.
- i. Other outcome measure(s) specific to the work done by your agency.

Survey question measure:

- j. Number of households indicating improved family functioning since participating in the services or activities of the agency.

Scale measures:

- k. Number of households moving from crisis to stability on one dimension of a scale.
- l. Number of households moving from vulnerability to stability on one dimension of a scale.
- m. Number of households moving from a condition of crisis to a condition of vulnerability on one dimension of a scale.

SUB-GRANTEE SEMI-ANNUAL NARRATIVE REPORT

(To be submitted for key activities/milestone where actual evaluation to projected varies by more than 20%)

A. Agency: _____

B. CSBG Program: _____

C. Goal: _____

D. Measure/Performance Target (Define program achievement): _____

E. Client Activity/Milestone: (# _____)

F. Strategies implemented/Learning/Assumptions: (during quarter completed)(What did you learn and/or have you already done something differently?) _____

G. Additional Course Corrections or Strategies: (for upcoming quarter)(What steps do you propose for next quarter to get closer to your activities/milestones, including technical assistance, staff training?)

H. Action/Goal & Objective Modification Requested (Do you request a revision?)

I. Effect on Measure/Performance Target Outcome Achievement: (if above modification is made):

J. Action or Revision Agreed to:

Insert Board Comp Form Appendix C10

SUB-GRANTEE SEMI-ANNUAL NARRATIVE REPORT

(To be submitted for key activities/milestone where actual evaluation to projected varies by more than 20%)

A. Agency: _____

B. CSBG Program: _____

C. Goal: _____

D. Measure/Performance Target (Define program achievement): _____

E. Client Activity/Milestone: (# _____)

F. Strategies implemented/Learning/Assumptions: (during quarter completed)(What did you learn and/or have you already done something differently?) _____

G. Additional Course Corrections or Strategies: (for upcoming quarter)(What steps do you propose for next quarter to get closer to your activities/milestones, including technical assistance, staff training?)

H. Action/Goal & Objective Modification Requested (Do you request a revision?)

I. Effect on Measure/Performance Target Outcome Achievement: (if above modification is made):

J. Action or Revision Agreed to:

Case#:

Agency:

FAX COMPLETED FORM TO 322-0047

**10TH ANNUAL NATIONAL PARENT LEADERSHIP MONTH
DEVELOPMENT WORKSHOP
KAGMAN COMMUNITY CENTER
FEBRUARY 22, 2014
7:30 AM TO 3:00PM**

Exemplary Parent Leaders

No	Names	School	Contact #	Initial
1.	Laura I. Mangolona	Dr. Rita Hocog Inos Jr. High School	532-7296	
2.	Marla M. Barcinas	Dr. Rita Hocog Inos Jr. High School	532-9490	
3.	Aurelia Long	TINIAN ELEM. SCHOOL	287-8429	
4.	Phillip Long	TINIAN ELEM. SCHOOL	989-4711	
5.	Leopoldo Navarro	GREEN MEADOW SCHOOL	234-9808	
6.	Arthur Anda	GREEN MEADOW SCHOOL	235-6888	
7.	Joseph Rasa	OLEAI ELEM. SCHOOL	234-0341	
8.	Rosalie Litulumar	OLEAI ELEM. SCHOOL	682-2601	
9.	Petra Tharngan	TANAPAG ELEM. SCHOOL	322-2745	
10.	Loni Perry	TANAPAG ELEM. SCHOOL	664-9001	
11.	David Peter Jones Attao	GARAPAN ELEM. SCHOOL	285-7227	
12.	Gerald E. Weaver	GARAPAN ELEM. SCHOOL	483-4363	
13.	Pam Carhill	GTC ELEM. SCHOOL	233-4646	
14.	Eliseo Castro	GTC ELEM. SCHOOL	322-1862	
15.	Maryjane Fleming	KOBLER ELEM. SCHOOL	288-2283	
16.	Rose Muna	KOBLER ELEM. SCHOOL	287-4448	
17.	Ann Margret Aaron	KAGMAN HIGH SCHOOL		
18.	Evelyn Borja	KAGMAN HIGH SCHOOL	483-3430	
19.	Vince Cabrera	WSR ELEM. SCHOOL	235-2000	
20.	Bernadet Torres	WSR ELEM. SCHOOL	285-9481	
21.	Raymond Cruz	KAGMAN ELEM. SCHOOL	785-9375	
22.	Brenda Aguon	KAGMAN ELEM. SCHOOL	286-4978	
23.	Zenaida Abendan	San Antonio Elem. School	235-3695	
24.	Bernard Keremius	San Antonio Elem. School	888-6615	
25.	Heidi Yelin	Marianas High School	483-5652	
26.	Mariano Fajardo	Marianas High School	285-0612	
27.	Melrosa Hiroichi Rebuonog	DanDan Elem. School	288-0890	
28.	Jacob T. Lizama	DanDan Elem. School	287-8535	
29.	Lucy C. Castro	Cha Cha Jr. High School	287-1172	
30.	Lawrence M. Camacho	ChaCha Jr. High School	664-9001	

31.	Luis I. Camacho Sr.	Mount Carmel School	287-9753	
32.	Linda Panhilason	San Vicente Elem. School		
33.	Fausia Delacruz	Southern High School		
34.	Victorino Cepeda	Southern High School		
35.	Jimmy Sablan	Hopwood Jr. High School	285-4685	
36.	Jousel Regilne	Hopwood Jr. High School	285-2237	
37.	Ernesto Licop	Golden Harvest		
38.	Imelda Bautista	Golden Harvest		
39.				
40.				
41.				
42.				
43.				

2014 Poverty Guidelines

One Version of the [U.S.] Federal Poverty Measure

[[Federal Register Notice, January 24, 2013](#) — Full text]

[[Prior Poverty Guidelines and Federal Register References Since 1982](#)]

[[Frequently Asked Questions](#) (FAQs)]

[[Further Resources on Poverty Measurement, Poverty Lines, and Their History](#)]

[[Computations for the 2014 Poverty Guidelines](#)]

The following figures are the 2014 HHS poverty guidelines which are scheduled to be published in the Federal Register on January 22, 2014. (Additional information will be posted after the guidelines are published.)

2014 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$4,060 for each additional person.	
1	\$11,670
2	15,730
3	19,790
4	23,850
5	27,910
6	31,970
7	36,030
8	40,090

2014 POVERTY GUIDELINES FOR ALASKA	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$5,080 for each additional person.	
1	\$14,580
2	19,660

2014 POVERTY GUIDELINES FOR ALASKA	
Persons in family/household	Poverty guideline
3	24,740
4	29,820
5	34,900
6	39,980
7	45,060
8	50,140

2014 POVERTY GUIDELINES FOR HAWAII	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$4,670 for each additional person.	
1	\$13,420
2	18,090
3	22,760
4	27,430
5	32,100
6	36,770
7	41,440
8	46,110

The separate poverty guidelines for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966–1970 period. Note that the poverty thresholds — the original version of the poverty measure — have never had separate figures for Alaska and Hawaii. The poverty guidelines are not defined for Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and Palau. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office which administers the program is responsible for deciding whether to use the contiguous–states–and–D.C. guidelines for those jurisdictions or to follow some other procedure.

The poverty guidelines apply to both aged and non–aged units. The guidelines have never had an aged/non–aged distinction; only the Census Bureau (statistical) poverty thresholds have separate figures for aged and non–aged one–person and two–person units.

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 185 percent of the guidelines) in determining eligibility include Head Start, the Supplemental Nutrition Assistance

Program (SNAP), the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children's Health Insurance Program. Note that in general, cash public assistance programs (Temporary Assistance for Needy Families and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility. For a more detailed list of programs that do and don't use the guidelines, see the [Frequently Asked Questions](#) (FAQs).

The poverty guidelines (unlike the poverty thresholds) are designated by the year in which they are issued. For instance, the guidelines issued in January 2014 are designated the 2014 poverty guidelines. However, the 2014 HHS poverty guidelines only reflect price changes through calendar year 2013; accordingly, they are approximately equal to the Census Bureau poverty thresholds for calendar year 2013. (The 2013 thresholds are expected to be issued in final form in September 2014; a preliminary version of the 2013 thresholds is now available from the Census Bureau.)

The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2)."

DCCA DIVISION OF YOUTH SERVICES

Community Services Block Grant (CSBG) Monitoring Instrument

Agency: _____ Executive Director: _____

CSBG Director: _____ DCCA Coordinator: _____

Monitoring Review Dates: _____ Period Reviewed: _____

Entrance Conference		YES	NO
*	Introduction of attendees. List: _____		
*	Explain purpose of visit.		
*	Are all required documents and materials provided upon arrival? List: _____		
*	Is an appropriate area set up and provided for the review?		
*	Are all files available for random sampling?		
*	Notes: _____		
Agency's Program Services		YES	NO
*	Current CSBG Work Plan available at each county office site 676(b)(11)		
*	Agency is providing LIHEAP--676(b)(6)		
*	Agency has LIHEAP Support program		
*	CSBG vehicles have appropriate agency logo affixed		
*	Vehicle tags, registration, insurance are current and logs provided. Mileage: Tag #: Condition:		

AGENCY CAPACITY--Section 676(b)(e)(C):		YES	NO
*	CSBG funds <i>are mobilized and leveraged</i> with other public and private resources--to help eliminate community poverty--672(2)(A) and 675(c)(1)(A)-(E) and 676(b)(3)(C)		
*	Agency is <i>coordinating programs and establishing linkages to fill identified gaps</i> in services between governmental and other social services programs to assure the effective delivery of services/programs and to avoid duplication of such services--676(b)(5) and 676(b)(3)(B)		
*	Agency is forming <i>partnerships</i> with other organizations serving low-income residents, <i>including religious organizations and charitable groups to broaden resource base</i> --672(2)(E) & 676(b)(9)		
*	Agency utilizes the “maximum feasible participation of the poor” concept in its planning process		
*	Agency is <i>using funds to support other innovative community and neighborhood-based initiatives</i> related to the purpose of the CSBG Act--676(b)(3)(D)		
*	Agency has <i>introduced efforts to reduce/eliminate cultural/language barriers</i> among staff and income-eligible customers		
*	Agency <i>files evidence agency publicizes programs/services routinely and widely throughout the service area</i> utilizing diverse media medium		
Agency Planning and Operations		YES	NO
*	<i>Record retention:</i> Agency is retaining records for program activities for current year and three (3) years after submitting its final expenditure report		
*	Fair Hearings Procedure or Public Complaint Policy: Is policy available and posted visibly?		
	Has agency received any grievances regarding the fair use/distribution of grant funds? If so, did agency respond in a timely manner, following its Fair Hearings Procedure?		
*	<i>Monitoring and evaluation:</i> Report data/information provided to DCCA in a concise and correct format, by date stipulated 678B(a)		
DCCA-CNMI ROMA Utilization			
*	Agency participates in ROMA reporting system.		
*	a Documentation/reports are complete and accurate and provided in timely manner with documented measurable outcomes for each initiative 678E(a)(1)(A)		
*	b Include a breakdown of funds spent on administrative costs and on the delivery of local services, the number of low-income persons served, and demographic data on the populations served 678E(b)(2)(B)-(D) and 676(b)(12)		
*	Agency is utilizing the “live-intake’ process.		
*	Agency database is routinely monitored for errors and corrections made.		
*	Monitoring of database results in improved usage and output of agency database.		
*	Agency is utilizing the fund management section of the system.		

*	Agency is utilizing the Goals and Evaluations section of the system.		
*	Agency staff is knowledgeable of running reports from the system.		
*	How is ROMA outcome data used to evaluate the effectiveness of agency programs and the agency's capacity to achieve results?		
Governance: Board of Directors (Section 676(b)10)		Yes	No
	Status of Board: # of Members Vacancies How Long Number of members in each sector: Poor Public Private		
*	Do the minutes reflect regularly scheduled meetings (announced in accordance with agency policy), open and accessible to the public? (<i>dates of minutes reviewed: _____</i>)		
	Does the board meet as scheduled? If not, why?		
*	Does the agency have a strategic plan? Who was involved in creating it? Is staff aware of the plan and how their jobs contribute to fulfilling the plan? (Dates covered: _____)		
*	Do board meetings include fiscal and audit reports by program and funding source?		
*	Has the Board of Directors received all audit and/or monitoring correspondences from other funding sources as well as the letters the CAA sent responding to funding sources?		
*	Do board meetings include Board committee reports?		
*	Do the minutes detail type of meeting, attendance, motions, votes and actions taken--indicate formal decisions?		
*	Is there a complete signed set of board minutes on file at the agency?		
*	Do board meetings contain Executive Director's Report?		
	Has board or board committee conducted annual performance evaluation of Executive Director?		
*	Is the board chair present for majority of meetings held year-to-date?		
*	Are board minutes complete, concise and signed by either the Board Chair or Board Secretary and accurately reflect the actions taken at board meetings – including documenting if quorum is attained and the exact wording of motions?		
*	What is the board's position if there is a quorum problem?		
	Do staff members other than Executive Director attend and present information at board meetings?		

NOTE: The Sub-grantee is to be briefed on the observations and findings generated by the visit during the Exit Conference. Within thirty days after each visit, the DCCA is to have prepared a written report summarizing the visit to send to the Sub-grantee for corrective action, if applicable. Significant non-compliance findings are to be immediately reported to the DCCA CSBG Senior Manager.

CSBG MONITORING REVIEW INSTRUMENT

Project Name / Area(s) of Need _____

(This form must be completed for each CSBG project provided by the agency)

		YES	NO	COMME NT
1	Each customer file contains completed/dated DCCA application forms documenting program eligibility, description of services, date(s) of service, referrals and where applicable, evidence of follow-up			
2	Total monthly household income documented			
3	Income information available for all household members 18 years of age and over			
4	Each “served” customer file contains income verification of 125% eligibility			
5	Information on household members complete			
6	Clients who are provided with medical assistance are required to present a letter or prescription from their physician			
7	Supporting documentation in file properly signed and dated			
8	Evidence in client files of coordination with other human service providers. [Agency Capacity #2—Agency is coordinating programs and establishing linkages to fill identified gaps in services between governmental and other social services programs to assure the effective delivery of services/programs and to avoid duplication of such services—676(b)(5) and 676(b)(3)(B)]			
9	Referrals being given to other household members, also			
10	Follow-up information on referrals documented in the file			
11	Agency is coordinating the provision of employment and training activities with area and CNMI entities through the workforce investment system under the Workforce Investment Act (WIA) of 1988—676(b)(5)			
12	Program components, activities/services (service delivery system is in place) are being provided as proposed in the approved work plan 678D(a)(A)			
13	Program staff knowledge of program objectives and activities is evident and projected year-to-date have been completed			
14	Program staff demonstrating achievement of measurable outcomes for each program as outlined in the approved work plan and year-to-date outcomes have been achieved			
15	Customers accurately represent the ethnic diversity of the service in the CNMI			

16	The number of customers projected to be served for the program year will be achieved/exceeded by program year-end			
17	Self-Certification/Zero Income acknowledged/validated			
18	Expenditures proportionate by county			
19	Agency payments made on behalf of customers by two-party check or DCCA approved voucher			

Reviewer's Comments / T&TA needed and/or requested / results and/or follow-up required because of T&TA:

Total # of households served to date: _____ Total # of individuals: _____

Proposed # to-date: _____ Proposed # to-date: _____

Total program funds: Expended _____ Committed _____ Balance _____

Customer Interview(s):

Customer's Name: _____

Date of last Agency Visit: _____

How did you hear about this program?

Did the agency personnel inform you of other available services?

Was the interview conducted in a courteous and professional manner?

What type of assistance will be provided you by the agency?

If you were denied service, did the agency provide you with an explanation and were you advised of your right to appeal?

Has the agency informed you they will/will not follow-up on your case?

What suggestion(s) would you have that might help improve the agency's service delivery?

CSBG MONITORING REVIEW INSTRUMENT—Exit Conference

Attendees:

Name

Title

Positives:

1	
2	
3	
4	

Findings:

1	
2	
3	
4	

Corrections made on site:

1	
2	
3	
4	

Corrections to be made / made by: _____

Date of next visit: _____

<u>Comments:</u>	
1	
2	
3	
4	

<u>Unresolved concerns:</u>		Date to Respond
1		
2		
3		
4		

APPENDIX M

CNMI PLAN DISTRIBUTION LIST

USDHHS/ACF/OCS—Original and one copy

CNMI Human Service Agencies—Letter of Notification:

CNMI Dept. of Health (DPH)

CNMI Division of Youth Services (DYS)

DCCA Low Income Housing Energy Assistance Program (LIHEAP)

DCCA Office on Aging (OoA)

Mayor Offices (Letter of Notification)

Mayor of Rota

Mayor of Tinian

Mayor of Saipan

Mayor of Northern Islands

Community Action Agencies (Draft copies)

Board Chairperson

CAA Executive Director

SC Community Action Partnership (CNMI Association) Director

CSBG Program Director

CAA Fiscal Officer

Governor's Office

Special Assistant for Administration—Draft copy

Press Secretary-Draft copy

CNMI Library (3 Final copies)