

**FY 2017 CONSOLIDATED BLOCK GRANT  
SOCIAL SERVICES BLOCK GRANT  
PRE-EXPENDITURE REPORT**



**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS**

**ROBERT H. HUNTER  
SECRETARY**

**October 01, 2016 through September 30, 2017**

**RALPH DLG TORRES  
GOVERNOR**

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- D. 2016 Federal Poverty Guideline, HHS.
- E. FYs 2014-2016 Compilation on Children & Adults Served.

### III. PUBLIC INSPECTION REQUIREMENT

#### A. Public Hearing

1. Saipan – Location, Tanapag Youth Center, 16 August, 5:30-6:30 pm.
2. Tinian – Location, Tinian Youth Center, 11 August, 5:30-6:30 pm.
3. Rota – Location, Aging Center, 25 August, 5:30-6:30 pm.

#### B. Public Inspection of SSBG Pre-Expenditure Report

1. The hard copies of the SSBG Pre-Expenditure Report and Intended Use Plan may be picked- up at the DYS office building number 1324 located across the Passport Office at Capitol Hill. It can be at the following at the following websites:
  - ✓ <http://www.dys.gov.mp>.
  - ✓ <http://www.dcca.com> and
  - ✓ <http://www.gov.mp>. Mr. Ivan Blanco is the contact person and his information is as follows:

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

#### C. Legislative Joint Hearing

1. The joint legislative hearing was held December 17, 2015 at the House Chambers 9 o'clock a.m.



## Commonwealth of the Northern Mariana Islands

**Ralph DLG. Torres**  
Governor

**Victor B. Hocog**  
Lieutenant Governor

August 26, 2016

Mr. Lynwood McDaniel, Jr.  
Program Specialist, Social Services Block Grant  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
370 L'Enfant Promenade, S.W.,  
Washington, D.C. 20447

Ms. Chaffin:

Hafa Adai and Tirow! Greetings from the Northern Mariana Islands.

The Commonwealth hereby submit the Consolidated Block Grant (CBG) Pre-Expenditure and Intended Use Plan for Fiscal Year 2017 under the Social Services Block Grant (SSBG) authority for the CNMI Division of Youth Services (DYS), Department of Community & Cultural Affairs (DCCA). This proposal summarizes DCCA-DYS' continuous efforts in promoting public education, prevention, intervention and development programs for the children, youth, and families of the Commonwealth of the Northern Mariana Islands.

We are grateful to the Administration for Children and Families/Office of Community Services for giving DCCA-DYS the opportunity to implement this program so that we would be able to continue giving services to the young citizens and the disadvantaged families of the Commonwealth.

Should additional information be required regarding this submission, please contact Mr. Robert H. Hunter, Secretary of the Department of Community & Cultural Affairs at telephone numbers (670) 664-2584 or (670) 664-2587, fax number (670) 664-2571 or via email at [roberthhunter@gmail.com](mailto:roberthhunter@gmail.com). Mr. Hunter is also the authorized person to receive the Social Services Block Grant (SSBG) for FY 2017.

Thank you very much for your continued support and assistance to our Commonwealth and we look forward for your favorable response to this submission.

Sincerely,



Victor B. Hocog  
Acting Governor

Enclosures

#### IV. THE NARRATIVE PRE-EXPENDITURE REPORT

##### A. Administrative Operations

###### 1. State Administrative Agency

The Division of Youth Services (DYS) under the auspices of the Department of Community and Cultural Affairs (DCCA) is the mandated state agency to provide social service programs for children, youth, and families throughout the Commonwealth of the Northern Mariana Islands (CNMI). The proposal is submitted pursuant to 45 CFR 97; under the authority of the Social Services Block Grant – Title XX, as amended and is 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 following U.S. Department of Health and Human Services (HHS) grant awards are hereby submitted for consolidation:

<u>GRANT TITLES</u>	<u>GRANT AMOUNT</u>
CHILD ABUSE & NEGLECT	\$ 50,000
CHILD WELFARE SERVICES	\$ 287,471
CHILDREN'S JUSTICE	\$ 53,498
COMMUNITY SERVICES BLOCK GRANT	\$ 514,829
PROMOTING SAFE & STABLE FAMILIES	\$ 148,097
PROMOTING SAFE & STABLE FAMILIES -CASEWORKER	\$ 15,955
COMM-BASED FAMILY RESOURCE	\$ 200,000
FAMILY VIOLENCE PREVENTION	\$ 121,225
SOCIAL SERVICES BLOCK GRANT – Title XX	\$ 55,631
COMMUNITY YOUTH ACTIVITY	\$ 20,000
ASSISTANCE IN TRANSITION FROM <u>HOMELESSNESS</u>	<u>\$ 50,000</u>
<b><u>TOTAL GRANT APPLICATION AMOUNT</u></b>	<b><u>\$ 1,516,706</u></b>

Pursuant to 45 CFR 97.13(b), this application specifies the following HHS programs under whose authority the funds are to be expended:

**TITLE XX, SOCIAL SERVICES BLOCK GRANT**      **\$ 1,516,706**

**a. DYS Mission & Responsibilities**

The Division of Youth Services (DYS) has the responsibility to provide community- and evidence-based programs and services: to assist the youth population in coping with adversities in their lives, when left unaddressed will result with lifelong negative repercussions which includes their health; to assist near low-income and poverty-stricken families overcome governmental subsistence through education, training, and job placement and be “employment ready” (provided by the sub-grantee, Community Action Agency namely CNMI Women’s Association); to refer clients and families to other partnering social services agencies to avail other necessary care; and collaborate and advocate on all the levels of governmental bodies to initiate more resilient social services and other supportive policies and procedures.

The agency’s mission is “*Strengthening families by promoting the well-being of children, youth, and the communities*”. The focus is on educational, intervention, and preventative programs and services that provide children, youth, and families the opportunities to interact, to learn life skills, and to develop the ability to cope with challenges. Additional programs attempt to reduce and when possible eradicate child abuse & neglect, juvenile delinquency, youth violence, and other related social problems plaguing families. The community outreach and display activities educate the communities of the DYS’ functions. DYS envisions that the families will be self-sufficient and self-reliant economically, socially and culturally independent. The vision illustrates the distinguishing and unique attributes of the services and programs which provides expediency to the children, youth, and families: the multi-functionality and the diversity of the personnel allow the continuity of services which support the complexities and multi-faceted social problems.

**b. DYS GOALS & OBJECTIVES**

<i>Goal #1. To Increase Organizational Capacity.</i>			
ACTIVITY	OBJECTIVES	PERSON RESPONSIBLE	SUCCESS INDICATOR
1) <b>Revise SOP with the Children’s Bureau (Center for States) Child Welfare Collaborative Capacity Building.</b>	To restructure SOP for program efficiency with continued guidance from the Attorney General’s Office	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> <li>• DCCA Secretary</li> <li>• DCCA Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• Established SOP</li> </ul>
2) <b>Recruit a Counselor for DYS Units/Programs.</b>	To effectively address mental health service needs for clients	<ul style="list-style-type: none"> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Client counseling needs are met</li> </ul>
3) <b>To provide 5% salary increase for eligible DYS personnel as per Public</b>	To provide for annual salary increase based on employee	<ul style="list-style-type: none"> <li>• DYS Administrator</li> <li>• Rota &amp; Tinian</li> </ul>	<ul style="list-style-type: none"> <li>• Within Grade Increase (WGI) &amp;</li> </ul>



<b>Law 19-74 and process annual and merit increment of personnel salaries and wages.</b>	performance rating	Resident Directors	Merit Increase granted
<b>4) Increase pool of certified Trainers and Facilitators for service delivery.</b>	To provide for more access to parent and youth programs and services	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> <li>• Rota &amp; Tinian Resident Directors</li> </ul>	<ul style="list-style-type: none"> <li>• 20% increase in number of parents and youth served</li> </ul>
<b>5) Recruit and train volunteers to assist with program and service needs; including interns from the college</b>	To increase number of trained volunteers to assist with program and service delivery	<ul style="list-style-type: none"> <li>• Community Service Program Manager</li> <li>• Community Action Agency Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Pool of 30 trained volunteers established</li> </ul>
<b>6) Procure operational and office supplies; including purchase of 3 new vehicles, one (1) each for Saipan, Tinian and Rota and Video Teleconferencing Equipment</b>	To equip each unit/program with operational needs to meet service delivery	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• Admin Staff</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Operational needs met</li> <li>• Programs and services delivered</li> </ul>
<b>7) Incorporate updated internal control measures using DCCA's Internal Control SOP</b>	To increase accountability measures for the division	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• Admin Staff</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability procedures in place</li> </ul>
<b>8) Create a data tracking system with the assistance of the Children's Bureau Child Welfare Capacity Building Technical Assistance (Center for States)</b>	To track client services for case management and continuum of services	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• Grant Writer</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Data and record management in place</li> </ul>
<b>9) Coordinate with the DPW building safety</b>	To ensure health and safety by meeting	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety requirements met</li> </ul>

code officials, Public Health Sanitation Office, DFEMS fire safety inspectors and the Childcare Licensing Office.	building and fire safety codes, sanitation and childcare licensing requirements	<ul style="list-style-type: none"> <li>DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Childcare License obtained</li> </ul>
<b>10) Compile required reports for DYS:</b> <ul style="list-style-type: none"> <li>PA Monthly Data Entry</li> <li>Quarterly Program Reports</li> <li>Grant Reports</li> <li>Annual Reports</li> </ul>	To track program data and accomplishments for reporting purposes	<ul style="list-style-type: none"> <li>Unit/Program Managers</li> <li>Grant Writer</li> <li>DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Program requirements met</li> <li>Grant requirements met</li> <li>Parents Anonymous Accreditation Status Maintained</li> </ul>
<b>11) Explore options to relocate DYS Office Space which will include rental cost.</b>	To provide increased access to consumers by relocating DYS Offices to central area	<ul style="list-style-type: none"> <li>DYS Administrator</li> <li>DCCA Secretary</li> </ul>	<ul style="list-style-type: none"> <li>Increased access to DYS Programs and Services</li> </ul>
<b>12) Coordinate and collaborate with government and private entities.</b>	To maintain agency partnerships for leveraging of resources	<ul style="list-style-type: none"> <li>Unit/Program Managers</li> <li>DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Organizational partnership maintained</li> <li>Increased access to service delivery</li> </ul>
<b>13) Draft and finalize the 2018 Consolidated Block Grant Pre-Expenditure and Intended Use Plan; including the coordination of public and legislative hearings</b>	To submit for approval FY 2018 Consolidated Block Grant State Plan	<ul style="list-style-type: none"> <li>Grant Writer</li> <li>DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>CBG Approved Pre-Expenditure and Intended Use Plan</li> <li>Continued funding</li> </ul>
<b>14) Apply for additional funding source.</b>	To enhance/develop current DYS programs and services	<ul style="list-style-type: none"> <li>Grant Writer</li> <li>DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>At least three (3) funding application submitted</li> <li>Increased funding sources for programs and</li> </ul>

			services <ul style="list-style-type: none"> <li>• Increase in program and service opportunities</li> </ul>
<b>Goal #2. To increase Professionalism and Competency in the Workplace.</b>			
ACTIVITY	OBJECTIVES	PERSON RESPONSIBLE	SUCCESS INDICATOR
<b>1) Conduct Standards Operating Procedure Trainings for DYS Units/Programs.</b>	To strengthen the delivery of client services	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> <li>• DCCA Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• At least three (3) trainings completed</li> </ul>
<b>2) Conduct inter-unit meetings on programs and services.</b>	To increase knowledge and skills on program referrals	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• At least three (5) meetings completed</li> </ul>
<b>3) Coordinate interagency trainings on program and service protocols.</b>	To provide for an efficient and effective service response	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> <li>• DCCA Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• At least three (3) trainings completed.</li> </ul>
<b>4) Coordinate or co-sponsor multi-disciplinary professional development trainings.</b>	To increase knowledge and skills in multi-disciplinary areas	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• At least four (4) trainings completed</li> </ul>
<b>5) Participate in On-line trainings.</b>	To increase staff knowledge and skills on specific program content areas	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• At least four (4) trainings completed</li> </ul>
<b>6) Participate in off-island program trainings/conferences.</b>	To increase staff knowledge and skills	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• At least six (6) trainings completed</li> </ul>
<b>7) Coordinate orientation/training for DYS volunteers, including college and high school</b>	To establish a pool of trained/certified volunteers	<ul style="list-style-type: none"> <li>• Community Services Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>• At least three (3) trainings completed</li> </ul>

interns.			
8) Participate in Disaster Preparedness Trainings, including the (National Incident Management System–NIMS Certification).	To ensure staff and volunteers are trained and certified for Disaster Readiness	<ul style="list-style-type: none"> <li>• Grant Writer</li> <li>• Community Services Program Manager</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• At least two (2) trainings completed</li> </ul>
9) Coordinate Parent Education Classes in the CNMI.	To empower parents with tools to strengthen their families and achieve stability	<ul style="list-style-type: none"> <li>• Parent Education Program Manager</li> <li>• Parenting Class Certified Instructors</li> </ul>	<ul style="list-style-type: none"> <li>• At least fifteen (15) parenting classes offered and completed.</li> </ul>
10) Conduct Best Practice Training for Parent Anonymous® Group Facilitators, Children’s Program Workers and volunteers.	To enhance knowledge and skills in the program content area	<ul style="list-style-type: none"> <li>• Parent Education Program Manager</li> <li>• DYS PA Certified Trainer</li> </ul>	<ul style="list-style-type: none"> <li>• At least Two (2) trainings on each island completed</li> </ul>

***Goal #3: To Improve Delivery of DYS Services.***

<b>ACTIVITY</b>	<b>OBJECTIVES</b>	<b>PERSON RESPONSIBLE</b>	<b>SUCCESS INDICATOR</b>
1) Provide direct client care and supervision.	To strengthen the delivery of client services.	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	Client services are met.
2) Conduct crisis interventions.	To respond to reports of child abuse and neglect allegations	<ul style="list-style-type: none"> <li>• Child Protective Unit Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Child safety ensured</li> </ul>
3) Coordinate case management services.	To meet client and family service plans	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Client and family service plans are met</li> </ul>
4) Coordinate inter-unit referrals.	To increase the number of referrals to DYS programs	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Unit/Program coordinated efforts</li> <li>• Family Stability</li> </ul>
5) Coordinate agency referrals.	To increase the number of referrals to social services/family	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Unit/Program coordinated efforts</li> <li>• Family Stability</li> </ul>

	servicing agencies		
<b>6) Coordinate counseling services and Individual/Family group sessions.</b>	To increase access to mental health services, substance abuse services and other individual/group support needs	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Service plan needs are met</li> </ul>
<b>7) Coordinate youth development opportunities.</b>	To increase access to youth programs addressing life skills, peer mentoring, etc.	<ul style="list-style-type: none"> <li>• Youth Services Manager</li> </ul>	<ul style="list-style-type: none"> <li>• 20% increase in total youth served</li> </ul>
<b>8) Coordinate Parent Development Workshop.</b>	To increase skills and knowledge to leadership opportunities	<ul style="list-style-type: none"> <li>• Parent Education Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>• At least Six (6) Parent Development workshops completed</li> </ul>
<b>9) Provide for a DYS Youth &amp; Parent Helpline.</b>	To increase awareness and provide support through Helpline	<ul style="list-style-type: none"> <li>• Parent Education Program Manager</li> <li>• Youth Services Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Increased accessibility for parents needing assistance</li> </ul>
<b>10) Recruit Community Action Agency.</b>	To implement program goals and objectives for the low-income	<ul style="list-style-type: none"> <li>• Community Services Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Increased access to education, training and employment opportunities</li> </ul>
<b>11) Coordinate Educational Opportunities.</b>	To provide educational opportunities through CAAs and other partnering agencies	<ul style="list-style-type: none"> <li>• Community Services Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>• At least 30% of the recruited participants completed the educational program</li> </ul>
<b>12) Coordinate Training Opportunities</b>	To provide training opportunities for low-income individuals under the CAA programs and other	<ul style="list-style-type: none"> <li>• Community Services Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>• At least 40% of the recruited participants completed the training opportunity</li> </ul>

	partnering agencies.		
<b>13) Provide linkages for Employment Opportunities.</b>	To place low-income individuals in the workforce.	<ul style="list-style-type: none"> <li>Community Services Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>At least 20% of the recruited participants are placed in jobs</li> </ul>
<b>14) Provide the Community Action Agency Technical Training and Assistance</b>	To increase CAA's capability in carrying out DYS' mission	<ul style="list-style-type: none"> <li>Community Services Program Manager</li> <li>Grant Writer</li> </ul>	<ul style="list-style-type: none"> <li>Program monitoring</li> <li>Program compliance</li> </ul>
<b>15) Community Needs Assessment Survey</b>	To collect data on community needs on how to improve CSBG Program & Services for the low-income community	<ul style="list-style-type: none"> <li>Community Services Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>Program designed based on community needs</li> </ul>

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

<b>ACTIVITY</b>	<b>OBJECTIVES</b>	<b>PERSON RESPONSIBLE</b>	<b>SUCCESS INDICATOR</b>
<b>1) Produce program forms, brochures, incentives and sign boards.</b>	To increase public awareness	<ul style="list-style-type: none"> <li>Unit/Program Managers</li> <li>DYS Admin. Staff</li> <li>DYS Director</li> </ul>	Resources are distributed to at least 30% of the schools and community organizations
<b>2) Coordinate annual proclamations for designated awareness months.</b>	To increase public education through community outreach efforts	<ul style="list-style-type: none"> <li>Unit/Program Managers</li> <li>DYS Admin Staff</li> <li>DYS Director</li> </ul>	<ul style="list-style-type: none"> <li>At least two (2) proclamations completed</li> </ul>
<b>3) Coordinate media productions and update DYS Website.</b>	To increase public awareness efforts on DYS programs and services	<ul style="list-style-type: none"> <li>Unit/Program Managers</li> <li>DYS Admin Staff</li> <li>DYS Director</li> </ul>	<ul style="list-style-type: none"> <li>At least eight (8) media publications completed</li> <li>Website updated</li> </ul>
<b>4) Conduct school and community presentations.</b>	To increase public awareness (1) Child Protective Services & Child Abuse & Neglect (2) Juvenile	<ul style="list-style-type: none"> <li>Unit/Program Managers</li> </ul>	<ul style="list-style-type: none"> <li>At least twenty-five presentations are conducted</li> </ul>

	Probation Services (3) Family & Youth Enhancement Programs.		
5) Conduct workshops on Mandated Reporters.	To increase public awareness on Mandated Reporter responsibilities	<ul style="list-style-type: none"> <li>• CPU Manager</li> </ul>	<ul style="list-style-type: none"> <li>• At least 8 workshops are conducted for the CNMI</li> </ul>
6) Coordinate DYS Sponsored or co-sponsored Activities	To continue partnership efforts to achieve DYS' vision and mission	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Director</li> </ul>	<ul style="list-style-type: none"> <li>• At least twelve (12) activities are sponsored or co- sponsored for the CNMI</li> </ul>
7) DCCA Community Outreach Coalition	To increase collaboration within the department	<ul style="list-style-type: none"> <li>• Unit/Program Managers</li> <li>• DYS Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinated department activities and services</li> </ul>

## 2. STATE OFFICES

**The Department of Community and Cultural Affairs-Division of Youth Services is comprised of the following major units/programs:**

### A. ADMINISTRATION SUPPORT UNIT

The DYS Administrator and support unit ensures that the agency's mission is successfully achieved by assisting the major units and programs in meeting its goals by providing:

- Administrative & Technical Support.
- Human Resource.
- Grants Management.
- Planning.
- Annual Reports.
- Professional Development Training
- Programmatic Reports.
- Program Resources.
- Disaster Preparedness Response Team

### B. CHILD PROTECTIVE SERVICES (CPS)

#### 1. The Child Protective Unit (CPU)

CPU is responsible for child abuse and neglect cases, shelter and foster care programs. The CPU staffs respond and intervene 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. Additionally the unit provide the following services:

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

## 2. Emergency Shelter Program (ESP)

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

- Daily nutritious meals/snacks.
- School assignments/project tutoring.
- Medical care.
- Transportation.
- Counseling.

## 3. Foster Care Program (FCP)

This program provides for a long-term care for appropriate families to place 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 assessment.
- Counseling.



- Family Preservation.
- Supervised Visitation.
- Linkage & Referral to community resources.

### **C. JUVENILE PROBATION UNIT (JPU)**

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 reports, pre-disposition reports, restitution reports, curfew monitoring)
- Linkage and referrals to community resources.
- Public Awareness/Education

### **D. FAMILY & YOUTH ENHANCEMENT PROGRAM (F&YEP)**

The program's goal is to provide preventative and supportive 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:

#### **1. Youth Services**

The program provides evidence-based programs to assist youth acquire life skills for positive development/behavior change necessary to successfully manage their adolescence 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.

- a. **Assessment/intake** for case plan, program placement and referral.
- b. **Case Management** focuses on treatment, program placement, and 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.
- c. **Evidences-based intervention and prevention programs.**

- ❖ **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 weeks program)*

Core Components:

- Skill streaming.
- Anger control training.
- Moral reasoning training specific emphasis is placed on motivation and resistance to change.

- ❖ **Teen Matrix/Drug & Alcohol** *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)*

- ❖ **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 staffs are certified trainers and they will implement the Middle School and High School Curricula. The following are the three major components of the curricula:*

- Drug Resistance Skills: *These will enable 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.*

- ***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.*

d. **Juvenile Detention Programs/Services:** All programs and services offered under the FYEP Youth Services is made available to the Juvenile Detention youth residents.

- ***Re-Entry Program:** The participants learn how to identify values in which aids them to set effective personal goals. This process is ongoing, fueling fundamental motivation and fueling a positive attitude. Through the accountability logs, the participants sustain the commitment, transparently showing that they are walking the walk rather than being full of talk.*

e. **After-school 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.

## **2. Parent Education Program**

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 Systematic Training for Effective Parenting (S.T.E.P.)**
- **Parents Anonymous®, Inc.**

### 3. Community Service Program

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:

- a. **Community Outreach Programs:** Conduct community outreach to increase awareness of existing DYS programs and services in the community.
- b. **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, re- newel 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.
- c. **Volunteer 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
- d. **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
  - Northern Marianas Humanities Council- Motherread/Fatheread Program/Reading Literacy
  - Public School System (PSS) - Head Start Program

- The Public Health H.O.M.E. Visiting Program
- CNMI Department of Public Safety
- CNMI Homeland Security
- Public School System (PSS) CDAC
- Salvation Army
- CHCC- Commonwealth Cancer Association
- 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- Juvenile Detention Facility
- Micronesian Youth Services Network
- CNMI Neighborhood Watch

**e. 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:

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

**f. CSBG Community Action Agencies (CAA):** The sub- granting of the Community Service Block Grant is within the purview of the Community Services. The staff administers and monitors the CAA program services. The DYS' clientele will be referred to the

Community Action Agency-CNMI Women's Association (CAA-CWA) for case management and to ensure the families are processed for services to include education, training, job placement, 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 and Opportunity Agency (WIOA) /CNMI Dept. of Labor, Northern Marianas Trade Institute (NMTI), Northern Marianas College (NMC), Transportation (CNMI Office of Transit Authority-COTA), Home Visitations/Monitoring.
- g. Sponsorships:** The Division of Youth Services sponsors community organizations for youths 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.
- BAMNI- Settsu Goodwill Tournament
  - Tinian Premier Football Tournament
  - Saipan Bowling League
  - Friday Night Bowling League
  - G-Rollers Team
  - Kagman Basketball Court
  - Tanapag Basketball Court
  - Marianas High School (MHS) Youth Advisory Group
  - Kagman Children Healthy Living
  - Rota Little League Sports Association
- h. 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 more 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.

- i. Cooperative Education Program:** "Co-op" is designed to assist students prepare to join the workforce by graduation. In the classroom, the students learn to fill out the job application, choose the job openings, etc. At the job site, the employer will orientate the students to the culture of the work place. Attendance and performance evaluation of the student worker is recorded and submitted to the respective schools. Mentorship from the employer is a must. The students rotate every semester and DYS has 10 positions available.

## **B. Fiscal Operations**

- 1. Criteria for Distribution** – DCCA-DYS allocates to each program and/or activities as the unit justifies the need by submitting a budget. The administrator and the supervisors will review and identify the critical needs and prioritize critical areas.

- 2. Planning Process for Use and Distribution Funds-** DCCA-DYS will comply with the CNMI Public Law 19-03; which enacted a new base salary schedule in the attempt to close the gap with the federal minimum wage. The *"new established salary act will provide a uniform salary schedule and salary adjustments from which shall be derived the base salary to be paid to all Civil Service employees"*; giving across the board 3.25% increase.

- 3. Financial Operations System:** The CNMI DYS utilizes the method of Random Moment in Time (RMT) to calculate costs.

## **C. Program Operations**

### **1. SSBG STATUTORY GOALS THE STATE PLANS TO ACHIEVE IN FISCAL YEAR 2017.**

The basic tenets and programs that would be implemented under the Social Services Block Grant Consolidation for the CNMI are based on achieving the following goals:

1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency. (Self-Support)
2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency. (Self-Sufficiency)
3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. (Protective Services)
4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care. (Prevent Institutionalism)
5. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions. (Appropriate Institutionalism)

Moreover, the Commonwealth of the Northern Mariana Islands (CNMI) State Plan under the Child Welfare Services, Subpart 2 (Family Preservation), promoting safe and stable families, includes five program priorities. These priorities are incorporated into the three service programs of the Social Services Block Grant, Title XX, as amended. The priorities of the Child Welfare Services, subpart 2, include:

**a) PARENTING**

**b) VOLUNTEERISM**

**c) RESPONSE CENTERED ADVOCACY**

**d) STAFF DEVELOPMENT & TRAINING**

**e) BUILDING POSITIVE YOUTH DEVELOPMENT**

**2. Characteristics of Individuals to be served:**

**A. Definition of Adult**

In the CNMI Social Services Block Grant Program, an adult is defined as an individual who is of eighteen (18) years or older who receives services based on need.

**B. Definition of a Child**

An individual who is seventeen (17) year of age or younger is defined as a child.

**C. Definition of a Family**



The following members include in the SSBG family:

- One or more adults and children related by blood, marriage or adoption, and residing in the same household; or a parent substitute, such as a related caregiver or legal guardian, who has responsibility for the 24-hour care and supervision of a child.
- Adult children from eighteen (18) to twenty-one (21) years of age living or away from home to further education if their parents claim them as dependents on their income tax return.

#### **D. Eligibility Criteria**

Child protective services are provided to children under 18 years of age who are alleged to have experienced abuse, neglect or exploitation. Services for youth at-risk are provided to children under 18 years of age who have been arrested, have had contact with police or are experiencing social, emotional, psychological, emotional, physical, or other similar problems.

Additionally, eligibility criteria based on a most in-need basis that belongs to categories of low income, economically disadvantaged, elder, and disabled. In addition to being a recipient of one of the target groups and meeting the income criteria, applicants must also demonstrate a need for the specific service.

DYS has attached the result of the **U.S. 2010 Census Summary Report Table # MP73 shows the families with income in 2009 below poverty with related children under 18 years old in the Commonwealth of the Northern Mariana Islands** and the **Table # 2-11 which shows the Education Attainment of the CNMI population that are over 18 years and over.**

#### **E. Income Guidelines**

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 the 2016 Federal Poverty Guidelines and will continue to remain effective as the maximum income guideline for FY 2017.

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). **The 2016 guideline will continue to remain effective as the maximum income guidelines for FY 2017.***

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.

### **3. Types of Activities to be Supported:**

#### **Adoption Services**

Adoption services are those services or activities provided to assist in bringing about the adoption of a child. DYS receives orders for a home study report from the CNMI Family Court. Although a few, there had been cases involving children whose biological parents opted for adoption. For these instances, DYS would provide assistance in identifying prospective adoptive parents. Furthermore, services and activities may include, but are not limited to, counseling the biological parent(s), recruitment of adoptive homes, and pre- and post- placement training and/or counseling.

- a. SSBG statutory goals supported: 1, 2, 3.
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

#### **Case Management**

The fundamental activity of the case worker duties includes the following, to engage the youth and family into the treatment process by conducting;

- Risk Assessment for client's needs
- Developing a service plan
- Linking the client with appropriate services
- Monitoring the client's progress with his court ordered sanction, rehabilitative program and intervening when necessary.
- Advocate for the client as needed. (education, multi-system involvement)
- Perform additional task as recommended beyond those assumed by traditional social service caseworker.

Services to be rendered upon intake at the shelter will include initial assessments for accommodations on meeting basic needs, special dietary meals, medical allergies, WIC program, Medicaid enrollment, updating of immunization and dental check-ups and transportation to and from school and appointments. School-aged clients will receive assistance in school notifications, free meal forms, school bus transportation forms, school work and needs, IEP meetings, school meetings with counselors, and other pertinent activities.

Ongoing and periodic assessments are made to assure of client safety.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
- b. Method of delivery: Both

c. Geographic service area/location: CNMI-wide

### **Congregate Meals**

The Parents Anonymous® parent leader group meetings host monthly birthday celebration for its members. DYS provides a dish whichever the parents decide; i.e. cake, fruit basket, etc. Members would bring whatever they can but it is not mandatory. Ms. Candy Panaga, Parent Leader, provides cards for each birthday celebrant which she lets everyone sign. The group meets briefly then joins their children (Children's Program) and share the meal. The parents and children would sit together and converse with the other families. Listening to the conversation, it is heart-warming that the children are making plans for upcoming events; i.e. the Summer Youth Enhancement Camp (sponsored by DYS), Family Fun Days (hosts by various partners). The Northern Marianas College (NMC)-Crees Program provided the Parents Anonymous® Parent Leader Group meeting participants the "Expanded Food and Nutrition Education Program (EFNEP)"-which uses a holistic nutrition educational approach. Participation should result in individuals and families experiencing improvements in four core areas: *Diet quality and physical activity, Food resource management, Food safety, Food security.*

a. SSBG statutory goals supported: 1, 2, 3, 4.

b. Method of delivery: Both

c. Geographic service area/location: CNMI-wide

### **Counseling Services**

Victims and their families will continue to be referred for counseling services to address abuse/neglect issues. This is a critical area of series for clients, most especially for cases of critical natures such as child sexual abuse, severe physical abuse, and chronic neglect. Counseling services are provided mostly at this time by private clinicians and the nearby island of Guam.

Provides 24-hour crisis counseling to youth and their families to keep the family together and the Youth receive a comprehensive assessment that assimilates family involvement, educational history, prior criminal history, substance use, medical & psychiatric history, and review of risk factors related to offending. Following assessment, a service plan is developed and the youth is assigned placement in a residential or community based setting.

Youth participate in clinical interventions that involve learning skills to ameliorate risk factors and to support acquisition of positive behaviors.

Available for the community is a 24-hour crisis hotline for parents and youths. Annually, DYS applies from the Criminal Justice Planning Agency the CNMI Victims of Crime Act (VOCA), assistance formula program, for one full-time employee (FTE) for a counselor. FY 2016, DYS was awarded "Thirty-One Thousand and Seven Hundred Twelve Dollars (\$31,712).

a. SSBG statutory goals supported: 1, 2, 3, 4, 5.

- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **CHILD CARE SERVICES**

Parents/caretakers in the program are provided with child care services while attending classes, workshops, and the Parent Anonymous® support group sessions. DYS has continued to employ the Best Practice Parents Anonymous® Children's Program workers who help provide care and supervision for the children. To ensure the success of our partnering agencies and non-profit organizations (i.e., Coalition Against Domestic Violence and Sexual Assault and Family Violence Task Force) DYS extends the Children's Program to their workshops and conferences for the community members.

- a. SSBG statutory goals supported: 1, 2
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **EDUCATION & TRAINING Family**

This program will provide education and training opportunities for youth and young people who enter the program for volunteerism, mentoring, counseling, and other related activities. Life skills and social skills trainings (i.e., Aggression Replacement Therapy (ART), Enforcing Underage Drinking Law Youth Summit (EUDL ) will be coordinated with the DYS F&YEP- Youth Services and other collaborating agencies. In addition, services may include instruction or training in, but are not limited to, such issues as parenting education, consumer education, health education, community protection and safety, literacy, and General Educational Development (G.E.D.). Component services or activities may include screening, assessment and testing, individual or group instructions, tutoring, provision of books, supplies and instructional materials, counseling, computer training, internet access for online resources, transportation, and referral to community resources.

As a critical component to the division's growth and continued effort to be an efficient and effective service provider, the Office of the Director will seek and provide additional education and training services as part of the professional development goals of the division. This will be conducted by collaborating with other government, private and non-profit organizations in maximizing all resources that are made available to equip its personnel with the knowledge and tools to enhance the delivery of client and family services. To name a few, the division will be collaborating with various programs under the CNMI Department of Labor (DOL) Workforce Innovation and Opportunity (WIOA), CNMI Public School System, the Dept. of Public Health, the Northern Marianas College, the CNMI Family Court, the Criminal Justice Planning Agency, Ayuda Network, Inc., etc. In addition, off-island educational and training services will be provided to address specialized areas not readily available in the CNMI.

The partnership with the CNMI Department of Labor WIOA program allows the DYS clients to get summer employment annually. The JoeTen-Kiyu Public Library and the CNMI Council for Humanities provides a literary program Motherread/Fatheread to the Parents Anonymous® Parent Leader Group and the Training for Trainers segment at the Kagman Community and Tanapag Youth Centers.

The CNMI-Community Action Agency namely the CNMI Women’s Association is sub-granted Seventy Thousand Dollars (\$70,000) in FYs 2015 and 2016 to provide education, training and job placement services for the near poverty population.

- a. SSBG statutory goals supported: 1, 2, 3,
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **EMPLOYMENT SERVICES**

Youths in the program will be provided opportunities to enhance their skills and knowledge, making them viable for employment. Program staff will provide assistance in identifying potential employment resources which they would tap upon to secure temporary or permanent employment for youths in the program. Collaboration with other governmental & non-governmental agencies, such as the Northern Marianas College, will help in promoting mentorship, acquiring employment skills, and generally supporting youth growth and development.

As an added support to the family services, the Office of the Director will work with the units/programs to seek services that would allow disadvantaged and eligible individuals to gain employment. All units/programs will work towards meeting the goal of producing self-sufficient families in the CNMI. Networking with DOL-WIOA, the Northern Marianas Trade Institute (NMTI) and the Northern Marianas College (NMC) Adult Basic Education (ABE) Program is are vital components in providing families with the resources to gain “employment ready” skills.

- a. SSBG statutory goals supported: 1, 2, 3
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **FOSTER CARE SERVICES**

Children temporarily removed from their homes for reasons of abuse and/or neglect are placed either in the emergency shelter or in foster homes. Although the number of foster parents for placement purposes is minimal, foster parenting is encouraged through DYS’ informational and display booths during program activities, school events, workshops & conferences, interagency events, and other community events. The stipend provides additional subsistence to the hosting family for sharing their home. The stipend will be raised to Three Hundred Dollars (\$300) per child.

- a. SSBG statutory goals supported: 3,4
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **HOUSING SERVICES**

Caseworkers often conduct assessments on the living conditions of individuals or families referred for child abuse & neglect. When necessary, caseworkers will refer families for housing services to the Northern Marianas Housing Corporation (NMHC) or other non-profit organizations such as Karidat and Guma' Esperanza.

- a. SSBG statutory goals supported: 1, 2, 3, 4
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **INDEPENDENT/TRANSITIONAL LIVING SERVICES**

Youths in the program, especially at risk youth, will be provided opportunities to acquire life skills, communication skills, team building skills, including information on substance abuse, tobacco and drug abuse, values and attitudes, goal setting, etc. that would help promote independent living skills.

- a. SSBG statutory goals supported: 1, 2, 3, 4
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **INFORMATION & REFERRAL**

Referrals are made contingent on client needs. Referrals are made to appropriate service providers, governmental or non-governmental agencies. Off-island referrals for shelter care are also made when necessary to provide for a safe environment for children/youth that may be at risk of harm within the home environment.

The program continues to actively ensure that parents/caretakers are provided with adequate information on resources that they could avail of in the community. A referral system also allows a smooth and efficient transition to these resources. The program disseminates information of its services and community resources through classes, workshops, trainings, media, exhibits/displays, and participation in community events. A 24-HOUR Parent Helpline also provides parents and the community in general with a means to information & appropriate referrals.

Radio and television portals used to air DYS' commercial advertisements to accomplish the community awareness portion of our activities will be attached to this report.

- a. SSBG statutory goals supported: 1, 2, 3, 4
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **LEGAL SERVICES**

Through the Office of the Attorney General, the division will closely work with the assigned Attorney General to the Division of Youth Services so that all functions and services are within the legal rights and limitations to the division. These include the review and approval for legal sufficiency of all unit/program Standard Operating

Procedures, contracts, pertinent laws, etc. This would also include legal representation in DYS cases such as warship-related matters, juvenile offenses and crime, and lawsuit cases against DYS.

- a. SSBG statutory goals supported: 3, 4, 5
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **PREGNANCY/PARENTING SERVICES**

Trainings are provided that motivate parents to become effective in their roles as parents. Trainings include the following:

- PARENT EDUCATION Classes for all parents, child care providers.
  - a. Active Parenting for Teens
  - b. Active Parenting NOW
  - c. Early Childhood, STEP (**S**ystematic **T**raining for **E**ffective **P**arenting)
  - d. Common Sense Parenting Class
- PARENT ANONYMOUS®, INC. group meeting to facilitate on-going parenting mediating and learning new skills as the community members meet as a group to share life-experiences and to empower parents to strengthen their families as they embark to fuel and revitalize a loving and nurturing environment. As the PA facilitator assist in bringing the parents to learn from each other, learn new leadership skills as is encouraged in the group meetings as well as personal growth, shared leadership, and mutual understanding

Aside from providing classes on Common Sense Parenting, Early Step Program, Active Parenting Now, Teen Active Parenting, the program provides resource materials, literatures, audio-visual materials from the Channing Bete Company, Boys Town, and other resources in efforts to promote healthy pregnancy and parenting education.

- a. SSBG statutory goals supported: 1,2,3, 4.
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **PREVENTION & INTERVENTION SERVICES**

The caseworkers work on a 24/7 response system to intervene on reported cases of child abuse and neglect and to conduct the assessments for safety purposes. When appropriate and upon substantiation of the alleged abuse and/neglect, children and their families will be referred for services to prevent reoccurrences of abuse/neglect. The primary services in the service plans include parent education classes and counseling services.

Prevention and Intervention are services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangements for alternative placements or living arrangements when necessary. Such



services may include the provision to prevent the removal of a child or adult from the home.

Component services and activities may include investigation, assessment and/or evaluation of the extent of the problem, counseling, including mental health counseling or therapy as needed, developmental and parenting skills trainings, respite care, and other services including supervision, case management, and transportation. To achieve successful provisions in this area, the Center will continue to work collaboratively with the Department of Public Safety, the Health Center, Public and Private Schools and other community service providers.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **PROTECTIVE SERVICES-CHILDREN**

These services or activities are designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter or medical care.

Component services or activities may include immediate investigation and intervention emergency medical services, emergency shelter, case plan development, legal action initiation, counseling for the child and family, assessment/evaluation of family circumstances, arranging for alternative placements, and referrals to service providers. Children and youth at risk of harm will be taken into protective custody. The caseworker subsequently works with the family to facilitate change and reduce risk factors and encourage family reunification if possible.

The program works closely with the Department of Public Safety, the Health Center, and other community service providers in consultation with the DYS/Child Protection Unit Supervisor for the provision of proper child protection services.

- a. SSBG statutory goals supported: 1, 2, 3, 4
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **RECREATION**

These services or activities are rendered primarily at the Youth Community Center. They are designed to provide or assist individuals to take advantage of individual or group activities that would help promote physical, cultural, and/or social development.

The programs works closely with the Division of Sports & Recreation, Arts & Culture, Historic Preservation Office, the Commonwealth HealthCare Corporation (CHCC)- Let's Move Marianas Alliance (LMM), the Public and Private Schools, the Department of Public Safety, the Family Violence Task Force, the Parent Anonymous®, Inc., local not-for-profit organizations (NGOs) and other community stakeholders for the provision and sponsorship of recreational services for youth and families.

The program provides for activities focused on preventing juvenile delinquency. These activities include indoor/outdoor sports that encourage teamwork, leadership development, and positive social skills.

Clients are usually engaged in various recreational activities that include both indoor and outdoor activities. Aside from the programs at the shelter, clients are enrolled when possible in various community functions/activities. These include youth summits, youth summer camps, and other related activities. To encourage volunteerism, some clients have participated as youth volunteers in these types of activities.

- a. SSBG statutory goals supported: 1, 2, 3
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **SPECIAL SERVICES-YOUTH AT RISK**

The program provides services that emphasizes interagency coordination and addresses the full range of services for youth at risk. The programs are described as follows:

- **Substance Abuse Services**  
Assessment-Youth determined to need further diagnostic assessment, based upon the Community Guidance Center's recommendations. The results of the screening and assessment tools, along with other collateral data, will determine which substance abuse services track the youth will be placed: Treatment or Prevention Track.
- **Substance Abuse Service Tracks**  
Treatment-Youth in need of substance abuse treatment receive services that address their physical and/or psychological dependence on substances.
- **Prevention-**  
Youth not in need of substance abuse treatment receive educational classes on substance use/abuse issues, individual education and other educational modalities as deemed necessary to enhance the client's knowledge of substance-related issues.
- **Curriculum-Both tracks use evidence based curriculum.**
- **Treatment -**  
Substance abuse services take place in all DYS residential programs after youth leave the assessment centers. The programs use the evidence based curriculum listed above. These curriculums use a strength-based approach that integrates the entire spectrum of substance abuse issues with other self-destructive behaviors; have a cross-walk with Dialectical Behavior Therapy and utilize motivational interview techniques. The curriculum is adolescent and gender specific. Additionally, the Division has collaborated successfully with other agencies to develop a community continuum of care for committed and high-risk youth.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

## **Special Services for Youths Involved in or at Risk of Involvement with Criminal Activity**

The DYS provides supervision, care, and rehabilitation programs for children committing delinquent acts. These programs provide balanced attention to the protection of the community, accountability for offenses committed, and the development of competencies to enable children to become responsible and productive members of the community.

They are as follows:

- General/Intensive Supervision
- Curfew Monitor
- Will be providing Drug & Alcohol Treatment/Testing
- Assessments
- Community Service (Project Payback)/Accountability program
- Educational Classes through the Public School System and the Northern Marianas College
- Vocational Classes through the Northern Marianas Technical Institute
- Evidence-Based Practice Programs
- Incentive Program
- Counseling

Canteen Point System- developed to reward detainees in the Juvenile Detention Facility for acceptable behavior during their stay.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **TRANSPORTATION**

Transportation services provide or arrange for the travel, including travel costs, of individuals in order to access services or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

Disadvantaged parents who lack any means of transport are assisted with transportation to access services. Transportation is provided for numerous activities such as the parenting classes, workshops, job interviews, employment training, housing assistance, nutritional assistance, child care services, medical appointments, etc. Three (3) vehicles will be procured as follows: one (1) pick-up truck and two (2) sports utility vehicles. This is to augment the existing fleet and/or to replace dilapidated vehicles.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

**V. PRE-EXPENDITURE REPORTING FORM (EXCEL)**

**VI. APPENDICES**

**Appendix A: Documentation of Public Hearing**

DAY, AUGUST 5, 2016 LOCAL SAIPAN TRIBUNE

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**Commonwealth of the Northern Mariana Islands**

**COMMONWEALTH PORTS AUTHORITY**  
 Main Office: SAIPAN INTERNATIONAL AIRPORT  
 P.O. BOX 501055 • SAIPAN • MP 96950  
 Phone: (670) 237-6500 • Fax: (670) 234-5962  
 E-mail Address: cpa.admin@pticom.com • Website: www.cpa.gov.mp

**NOTICE TO BIDDERS**

**ALTH PORTS AUTHORITY (CPA)** is inviting qualified contractors to submit their qualifications and bid proposals for the **FRANCISCO C. INTERNATIONAL AIRPORT TAXIWAY B and H REPAIRS, SAIPAN, COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS, AIP NO. 7/83.**

nd four copies of the Sealed Proposals will be received at the office of the Executive Director, Commonwealth Ports Authority, at Francisco C. International Airport, at **7:00 PM, MONDAY, AUGUST 8, 2016**, at which time and place the sealed proposals will be publicly opened and read. general, consists of milling of the existing asphalt pavement, application of tack coat, asphalt paving, replacement of taxiway edge lights and curbs, all in accordance with the plans and specifications.

being financed by funds from the U.S. Federal Aviation Administration. The contract award, if it is to be made, will be made within sixty (60) days from the receipt of bids. CPA reserves the right to hold such bids in effect for ninety (90) calendar days from the date of bid opening.

entitled for construction of the project shall be in 180 calendar days. The contractor shall be assessed with the liquidated damages in the amount of \$100,000 per day if the completion of the Project is delayed beyond the contract time without justification.

low bidder may be subject to a thorough and comprehensive review of its qualifications and Bid Documents to ensure that they are "responsive and competitive." This review will include, but is not necessarily limited to: previous project experience, financial capabilities, quality of equipment and bonding and insurance. If the apparent low bidder is found not to be "responsive or responsible", their bid will be rejected and the next lowest bidder will be evaluated for qualifications.

nd contract documents including plans and specifications, may be obtained at the Office of the Executive Director, Commonwealth Ports Authority, at Francisco C. Ada/Saipan International Airport, P.O. Box 501055, Saipan, MP 96950, upon the payment of **TWO HUNDRED FIFTY DOLLARS (\$250)** per set of plan documents in electronic form (CD) including the bid schedule. This payment is non-refundable. Payment shall be made in cash or U.S. postal money order payable to the Commonwealth Ports Authority.

erence will be held at the CPA Airport Conference Room at the Francisco C. Ada/Saipan International Airport at **10:00 am, Monday, July 25, 2016**. Questions should be submitted to the Executive Director, Commonwealth Ports Authority, in writing, at least seven (7) days prior to the meeting. Contractors are required to attend the pre-bid meeting.

ial shall be on a form furnished by the Commonwealth Ports Authority. The bidders shall use the bid schedule form available on the CD. Each bid shall include all information required by the bid proposal documents and specifications.

wealth Ports Authority reserves the right to reject any or all bid proposals submitted for: (a) any of the reasons set forth in this Notice to Bid; (b) any calculation error in the bid; (c) any calculation error in the bid schedule or mis-entry of the quantity of line item; or (d) sufficient justification exists that awarding the project contract would not be in the best interest of the Commonwealth Ports Authority. CPA further reserves the right to waive any defects in said bids if in its sole opinion to do so would be in CPA's best interest.

l be accompanied by either a bid bond by U.S. Treasury listed or CPA approved surety company, a certified check, or a cashier's check in the amount of **TEN PERCENT (10%)** of the bid price. Checks shall be made payable to the Commonwealth Ports Authority.

and laborers for this procurement project shall be paid no less than the minimum wage rate established by the CNMI or the U.S. Secretary of Labor. A copy of the Department of the Federal Labor Wage Rate Determination is included in Section GP 70-24 of the specifications. All bidders shall take into account minimum wage increases that may be imposed in the CNMI over the life of the Contract and include associated costs in their bid. The EEO requirements, labor provisions, and wage rates are included in the specifications, and bid proposal documents are available for review at the Commonwealth Ports Authority.

all comply with all Federal requirements under this Federally funded procurement, including but not limited to Buy American Preference, Davis Bacon, Veteran's Preference, Affirmative Action and Governmentwide Debarment and Suspension and Governmentwide Drug-free Workplace. Further details on all Federal requirements are provided in the specifications.

**COMMONWEALTH PORTS AUTHORITY**

**R. LIFORON**  
 Chairman of the Board/Contracting Officer

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**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS**  
**DIVISION OF YOUTH SERVICES**

**PUBLIC HEARING ANNOUNCEMENT**

This is to inform the general public that the Division of Youth Services under the auspices of the Department of Community & Cultural Affairs will be conducting a public hearing on the Consolidated Block Grant under the authority of the Social Services Block Grant- Title XX as amended and codified at 42 U.S.C. §1397 et seq. on the following dates/time:

ISLAND	DATE	TIME	VENUE
Saipan	August 09, 2016	5:30pm - 6:30pm	Multi-Purpose Center
Tinian	August 11, 2016	5:30pm - 6:30pm	Tinian Youth Center
Rota	August 17, 2016	5:30pm - 6:30pm	Rota Mayor's Office

**COMMUNITY SERVICES BLOCK GRANT (CSBG)**

The Community Services Block Grant aims to support activities designed to assist low-income families and individuals to remove obstacles that block self-sufficiency; secure and retain meaningful employment; attain adequate education; obtain adequate housing; improve referral process for emergency assistance; achieve greater participation in community activities and support youth development programs.

**SOCIAL SERVICES BLOCK GRANT (SSBG)**

The basic programs that would be implemented under the Social Services Block Grant Consolidation for the CNMI are based on achieving the following goals: Self-Support; Self-Sufficiency; Protective Services; Preventing and Reducing Inappropriate Institutional Care and Securing Other forms of Care.

An electronic copy of the 2017 Consolidated Block Grant State Plan may be viewed on the links provided below:

Division of Youth Services- [www.dys.gov.mp](http://www.dys.gov.mp)  
 Department of Community & Cultural Affairs- [www.dcca.gov.mp](http://www.dcca.gov.mp)  
 Governor's Office- [www.gov.mp](http://www.gov.mp)

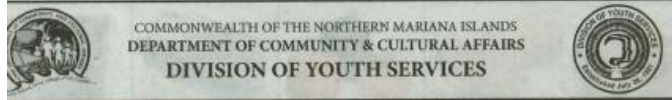
Copies for the above State Plan may also be picked up at the DYS Office of Community Services, House #1324 in Capitol Hill (located right across the U.S. Passport Office). For more information, or to submit written comments, you may contact:

Telephone numbers: 664-2550/2557/2592  
 Email: Rita Castro (DYS Grant Writer) = [rcastro@dys.gov.mp](mailto:rcastro@dys.gov.mp)  
 Vivian T. Sablan (DYS Administrator) = [vsablan@dys.gov.mp](mailto:vsablan@dys.gov.mp)

/s/ Vivian T. Sablan  
 DYS Administrator

/s/ Robert H. Hunter  
 DCCA Secretary

# Ivan Blanco will vacate GOP position to run for House



## PUBLIC HEARING ANNOUNCEMENT

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 Rita Castro (DYS Grant Writer) = [rcastro@dys.gov.mp](mailto:rcastro@dys.gov.mp)  
 Vivian T. Sablan (DYS Administrator) = [vsablan@dys.gov.mp](mailto:vsablan@dys.gov.mp)

/s/ Vivian T. Sablan  
 DYS Administrator

/s/ Robert H. Hunter  
 DCCA Secretary

"He is very active in the community," Deleon Guerrero said, adding that Borja is also involved in a basketball league and currently works for Locomo Pacific. Borja will undergo boot camp training in Jan. 2017.



Jose Herrera Borja

Asked why he chose to join the Marines, Borja said he wants to serve his country and fulfill his dream.

"I want to be a part of the few, the proud—the hardcore Marines. So many of my relatives are with the Marines. It's my turn now. I want to join a brotherhood like it," he said.

Borja attended Tinian High School from 2011 to 2012 and graduated from Marianas High School in 2015.

He said his ultimate goal in life is to become a leader and a role model to his family and generations to come.

While with the Marines Corps, he said he would like to pursue a

college education.

"The Marines will help my family and myself by providing opportunities," he said. "Being a Marine is a big role in our community."

He is also confident that joining the Marines will make him a better citizen.

"As a Marine, I will abide by the rules and the laws of the United States. I will follow instructions to become a better citizen. I will be serving my country so that means I will do whatever it takes to defend it and my home, the CNMI," he said.

## AmeriCorps advisory

(Press Release) — The CNMI-PSS AmeriCorps Program is encouraging eligible high school students who are interested in making a difference in the lives of others to submit an online application to become an AmeriCorps student member tutor.

There are only 45 member slots

for the upcoming school year 2016-2017. Applications must be submitted online no later than Aug. 31, 2016 or until all slots are filled. The selection criteria and online application instructions can be obtained on the PSS AmeriCorps website at <https://goo.gl/2nbbN3/>.



# DIVISION OF YOUTH SERVICES

COMMONWEALTH OF THE NORTHERN MARIANAS  
DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS

OFFICE OF THE ADMINISTRATOR

Building # 1263, P.O. Box 501000 C.K., Saipan, MP 96950



## PUBLIC HEARING

FY 2017 SOCIAL SERVICES BLOCK GRANT

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FY 2017- 2018 COMMUNITY SERVICES BLOCK GRANT

PUBLIC HEARING MINUTES- Saipan Community

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A Public Hearing on the SSBG & CSBG Block Grants was conducted at the Tanapag Youth Center, Saipan on August 16, 2016 at 5:30 pm.

The hearing was presented by Ms. Jennifer Tanaka, Fed. Program Coordinator and was assisted by Ms. Vivian T. Sablan, DYS Chief Administrator and Nina S. Nekaifes, Fed. Program Coordinator was the recorder.

Sign-In sheets, draft copies of 2017 State Plan and hand-outs were made available for attendees.

### COMMENT/QUESTION & RESPONSE:

1. (PC-Question on the FYEP- Youth Services After School Program) The After-School Program does it run every day? And at what time?
  - Yes. Monday to Friday from 3:00pm to 5:00pm, except holidays and weekends. In the near-future, DYS intends to provide an After-School Program in Kagman to serve families in the area.
2. (PC-Question based on allocated budget for CAA) The \$70,000.00 budgeted for CAA will it remain the same or can it be increase based on the CCA's accomplishments?
  - For now the funding will remain the same. The sub- grant funding does not depend on program accomplishments, but on the amount of funding received from the grantor. Please keep in mind that DYS has other programs and services paid out of this grant as well.
3. (PC-Question on allowable expenses by CAA) Can we pay for police clearance for clients that we refer for job placement? Some companies require them to attach police clearance to their job application.

- No. As an agency we try to work with families and empower them to be resourceful.
4. (PC-Individual shared concern about continuation of the Northern Marianas College, Adult Basic Education classes offered at the Youth Services facility in Tanapag). I wanted to know, when do we start the second-half of our courses? We need to continue to get our G.E.D Diploma.
- Individual was assured that DYS will contact the G.E.D program and provide them with feedback. Also, CAA staff present at the hearing offered their assistance to make a follow-up with the program and inform concern individual with any information.

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At this point, no other comments, concerns or question was received from the audience. Our DYS Administrator shared with audience about the changes in the new state plan. Also, about accessing the state plan through the DYS website at [www.dys.gov.mp](http://www.dys.gov.mp), or the Governor's Office at [www.gov.mp](http://www.gov.mp).

Public hearing ended at 6:25pm

Saipan public hearing minutes transcribed by: DYS Fed. Program Coordinator III, Nina S. Nekaifes.





**DIVISION OF YOUTH SERVICES**  
**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS**

P.O. Box 501000 CK, Saipan, MP 96950



**2017 Consolidated Block Grant- PUBLIC HEARING**  
**SIGN IN SHEET**

Venue: Saipan (DYS Tanapag Youth Center)		Date/Time: August 16, 2016 (5:30pm - 6:30pm)				
NO	NAME	AGE	SEX	VILLAGE	ETHNICITY	CITIZEN
1	Rosanna Spizzirri	60	F	Tanapag	carolinian	US
2	Natasha Kani	27	F	Tanapag	Carolinian	US
3	Rosa Taman	24	F	ck	Carolinian	US
4	Jasmine Taman	19	F	chinapawn	Carolinian	US
5	Patricia Mareham	42	F	cwa	Carolinian	US
6	Arlene R. Ngiroked	43	F	Tanapag <sup>cwa</sup>	Carolinian	U.S
7	Vivian T. Sablan	40	F	Funa'Fisu	Chamorro	US
8	Alex T. Clapai	51	M	Kagman III	CARDINIAN	U.S.
9	Linda A Repoki 3220	42	F	Tanapag	Polynesian	F&M
10	MARSHY JESSY	37	F	Tanapag	Chuukese	F&M
11	RITA CLAYTON	60	F	Koblerville	Carolinian	U.S.
12	Alice S. Igitel	62	F	Tanapag	Chamolinian	US
13	Rebecca UYMA	47	F	Kagman	Carolinian	US
14	Armonia C. Relato	53	F	Navy Hill	Filipino	PH
15	Leti C. Piamanti	53	F	San Roque	Falugano	PH
16	Raymond M Carter	39	M	Koblerville	Chamolinian	US
17	DL Guerrero Rainer	23	M	Navy Hill	"	"
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Linda Repoki # 322 0380



# DIVISION OF YOUTH SERVICES

COMMONWEALTH OF THE NORTHERN MARIANAS  
DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS  
OFFICE OF THE ADMINISTRATOR

Building # 1263, P.O. Box 501000 C.K., Saipan, MP 96950

SOCIAL SERVICES BLOCK GRANT FY - 2017

&

COMMUNITY SERVICES BLOCK GRANT FY – 2017 & 2018



## **PUBLIC HEARING COMMENTS: Tinian Community**

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The Social Services Block Grant (SSBG) and the Community Services Block Grant (CSBG) public hearing was held on the island of Tinian at the Tinian Youth Center.

The hearing started at 5:37pm on August 11, 2016. Copies of both grants and power point handouts were distributed to the participants while the grant writer, Ms. Rita Castro explained the purpose of the hearing and the programs and services offered. Comments were solicited after the presentation.

- Presentation on the SSBG intended use for FY 2017 and CSBG intended use for FY 2017 & 2018.

Public comments (PC) shared during the hearing are as follow;

1. PC (Question on shelter): *If children need to be placed in a shelter on Tinian, are they send off island?*
  - Yes, if children need shelter they will be send to Saipan. But, children victims can also remain on Tinian if a foster home or kinship is identified. Children placed in foster care are given a stipend of \$200.00. This new grant will increase the foster care stipend to \$300.00.
2. PC (Question on the Diversion Program): *What is the Diversion Program?*
  - The Juvenile Diversion Program is for first time non- felony offenders. Juvenile's that commit misdemeanor crimes are put on the Diversion Program to divert them away from the Juvenile Court. If they follow all their diversion conditions set forth by their probation officer then they are taken off the court calendar. If they do not follow their diversion conditions that they go back to court and go through the system.
3. PC (Question on youth services): *Can you do walk in's to receive youth services?*
  - Yes.
4. PC (Question on data): *The graph shows quarters, what does it mean?*
  - Quarter means October to December is the 1<sup>st</sup> quarter; January to February is the 2<sup>nd</sup> quarter and so forth.

5. PC (Question on the Community Services- Summer Youth Training & Employment Program): ***How many of Tinian youth are placed on the Summer Youth Employment & Training Program with the Workforce Investment Agency (WIA)?***
  - A total of forty three- (43) kids from Tinian were picked up for the summer employment & training program. The program is going on its 3<sup>rd</sup> year; DYS allots a total of \$40,000.00 a year to WIA to assist with DYS clients.
6. PC (Question on Community Services- Sponsorships): ***For sponsorships, does DYS set aside funding for all three- (3) islands?***
  - No, sponsorship request are submitted for approval.
7. PC (Question on the Family Violence Prevention Services Act- FVPSA): ***There is no Domestic Violence Intervention Center (DVIC) in Tinian. We used to receive the VOWA grant that help us with shelter on Tinian, but not anymore. How can we get assistance on shelter for victims of domestic violence especially children? Can DYS assist to provide temporary housing?***
  - Most of the FVSPA funding we receive goes directly to our DYS Emergency Shelter. Physically abused children who need shelter are assisted under this grant. To provide temporary shelter for adult victims, DYS needs to look into the implementation of the program at a later time.
8. PC (Question on Parent Education Program): ***Is the children's program coming to Tinian?***
  - Yes, the program will be implemented on Tinian. DYS just certified one- (1) trainer to train PEP facilitators.
9. PC (Question on Teen for Teen Center): ***Can the Teen for Teen center be funded under the CSBG? The program keeps youths away from drugs.***
  - Yes, the program can apply for the funding if it is a non- profit organization. If not, then DYS can assist only at a minimum.
10. Presenter: ***Anymore comments, questions, recommendations or concerns you would like to share?***
  - None given. But, if you have anything else, just email or call us at the Division of Youth Services Office in Saipan.

The hearing was completed at around 6:40pm.

Tinian SSBG and CSBG public hearing comments were transcribed by Jennifer O. Tanaka, DYS Federal Program Coordinator IV.



**DIVISION OF YOUTH SERVICES**  
**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS**

P.O. Box 501000 CK, Saipan, MP 96950



**2017 Consolidated Block Grant- PUBLIC HEARING**  
**SIGN IN SHEET**

Venue: Tinian (Tinian Youth Center)		Date/Time: August 11, 2016 (5:30pm - 6:30pm)				
NO	NAME	AGE	SEX	VILLAGE	ETHNICITY	CITIZEN
1	Emiliana Famaw King	12	F	San Jose	Cham. yapese	U.S.
2	Tano Sn. King II	10	M	San Jose	Cham. yapese	U.S.
3	Jonah Lagota	47	F	San Jose	ASIAN	FILIPINO
4	Bobby Arcud	63	F	San Jose	Caucasian	U.
5	Francis Cruz	58	F	San Jose	Chamorro	U.S.
6	Lonzah Santos	34	F	Marpo Heights	Chamorro	U.S.
7	Tersiah L. Dela Cruz	52	F	San Jose		Fin.
8	Rose S. Lazaro	51	F	Marpo Heights	Filipino	Filipino
9	DOROTHY SPAN NIBOLAS	22	F	MARPO VALLEY	Filipino	U.S.
10	JACOB SC. DELA CRUZ	37	M	MARPO VALLEY	CHAMORRO	U.S.A.
11	JANICE B. MAPESO	33	F	SAN JOSE	CHAMORRO	U.S.A.
12	DOLORES NI	47	F	marpo valley	Chamorro	U.S.
13	TRIA SARINICOLAS	42	F	SAN JUAN/SAN	Chamorro	U.S.
14	Tano Sn. King	36	M	Marpo Heights	Chamorro	U.S.
15	Augusta B. Pamaw	52	F	Marpo Heights	Chamorro	U.S.
16	LUCIA C. HUYUNO	50	F	Marpo Valley	Chamorro	U.S.
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# DIVISION OF YOUTH SERVICES

COMMONWEALTH OF THE NORTHERN MARIANAS  
DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS

OFFICE OF THE ADMINISTRATOR

Building # 1263, P.O. Box 501000 C.K., Saipan, MP 96950

## PUBLIC HEARING

FY 2017 SOCIAL SERVICES BLOCK GRANT

&

FY 2017- 2018 COMMUNITY SERVICES BLOCK GRANT

PUBLIC HEARING MINUTES- Rota Community

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On August 25, 2016 the last scheduled public hearing was conducted on the island of Rota.

Sign-In sheet, draft copies of the 2017 State Plan and power point presentation hand-outs were made available for attendees.

The hearing was presented by Nina S. Nekaifes, DYS Federal Program Coordinator III and was assisted by Mildred Sikebert, Social Worker, DYS Rota and Julian R. Camacho, Child Protective Service Supervisor.

During the power point presentation, discussion was mainly on the available services and the effectiveness of services offered.

### COMMENT/QUESTION & RESPONSE:

1. (Question on Parent Education Services) – You mentioned Parent Education Services, what services are being offered here for the parents on Rota?
  - Currently, Parent’s Anonymous group is meeting once week. With parenting classes, I understand that there’s a lack of certified instructors and DYS already sent an individual to attend certification training. Also, one individual to Parent’s Anonymous Training.
2. (Question on Parent Education Services) – How effective are the parenting classes?
  - The classes offered are evidence-based. Example, the Common Sense Parenting teaches parents on how to deal with behavior problems and using effective disciplining methods, now if they (parents) don’t apply the skills they learned then it won’t work. It’s the same with the other curriculums.
3. (Comment on Parent Education Services) – Can I recommend that DYS have another person conduct parenting classes, instead of the same person facilitating the Parent’s Anonymous Program and conducting parenting classes? If only one person is to handle both then I think it will become overwhelming for that person.

- Yes. As mentioned earlier, 2 individuals were sent to attend certification trainings for parenting and another person for Parent's Anonymous.
4. (Question on Parent Education & Youth Services) - How do you know if these services that are offered to our parents and youth are working? Do you conduct home-visits to see whether the parent is actually applying the skills they learned?
- Yes. We get feedbacks from our providers, school counselors and clients as well. Also, Caseworkers do periodic home visits and monitor to observe overall safety and home environment.
  - For example, with CPS cases, a family may have multiple reports in one fiscal year. So, when a worker conducts home visits and engages with the family members, they may uncover other issues or factors that may be contributing to child maltreatment. Then the worker will link them to appropriate services or other external resources.
5. (Question on referrals to DYS services) Where do you get your referrals?
- Majority of the referrals are from mandated reporters, schools, DPS (Dept. of Public Safety), Hospital, and the Court. We also have walk-ins/self-referred.
  - Parents that are interested in parenting classes may call our DYS office on Rota or Saipan, Parent Education Program to register for classes.
  - DYS contact numbers and website address provided on power point hand-outs.

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At this point, no other comments, concerns or question was received from the audience. I briefly shared about the new changes that will be implemented in the new State Plan.

An individual also expressed that he was glad to have attended the hearing. He stated that he gained awareness of how DYS uses the federal funds to make services available for families in the community.

Public hearing concluded at 6:10pm

*Transcribed by Nina S. Nekaiques, Federal Programs Coordinator II*



**DIVISION OF YOUTH SERVICES**  
**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS**

P.O. Box 501000 CK, Saipan, MP 96950



**2017 Consolidated Block Grant- PUBLIC HEARING**  
**SIGN IN SHEET**

Venue: Rota (Rota Mayor's Office)				Date/Time: August 17, 2016 (5:30pm - 6:30pm)		
NO	NAME	AGE	SEX	VILLAGE	ETHNICITY	CITIZEN
1	Magdalena Mesnagan	47	F	Sinapalo I	Chamorro	US
2	MARICEL B. TENONIO	39	F		Cham	US
3	ERMA M. SIBUYA	55	M	SIN. II	"	U.S.
4	Angelyn Nimwes	34	F		Chuukese	FSM
5	Mildred Sikebest	40	F	Chaliak	Palauan	Palau
6	Beato Calio	34	M	Teneto	Chamorro	U.S.
7	Donna Ogo	36	F	Sinapalo I	Chamorro	US
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luta.channel5@gmail.com

## Appendix B: Certifications

### 1. Appendix B-1 – Anti-Lobbying

#### SSBG Legislation Certifications

##### CERTIFICATION REGARDING LOBBYING

Published: January 9, 2011

**Audience:**

Social Services Block Grants (SSBG)

**Category:**

Guidance, Policies, Procedures, Statute/Legislation

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#### CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance



The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Robert H. Hunter

Signature

Secretary

Title

Department of Community & Cultural Affairs

Organization

## 2. Appendix B-2 – Drug-Free Work Requirements

### SSBG Legislation CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Published: January 18, 2011

Audience:

[Social Services Block Grants \(SSBG\)](#)

Category:

[Guidance, Policies, Procedures, Statute/Legislation](#)

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#### CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

#### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the

workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --

- (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

*1263 Isa Drive, Capitol Hill  
Saipan, MP 96950*

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such

notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]



Robert H. Hunter

Signature

Secretary

Title

Department of Community & Cultural Affairs

Organization

### 3. Appendix B-3 – Debarment and Suspension

## SSBG Legislation CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Published: January 9, 2011

Audience:

[Social Services Block Grants \(SSBG\)](#)

Category:

[Guidance, Policies, Procedures, Statute/Legislation](#)

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### CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in

obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this

certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in



order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



Robert H. Hunter

Signature

Secretary

Title

Department of Community & Cultural Affairs

Organization

**4. Appendix B-4 – Environmental Tobacco Smoke (Pro-Children Act of 1994, P.L.103-227).**

## **SSBG Legislation CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Published: January 9, 2011

**Audience:**

Social Services Block Grants (SSBG)

**Category:**

Guidance, Policies, Procedures, Statute/Legislation

SHARE

### **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Robert H. Hunter 

Signature

Secretary

Title

Department of Community & Cultural Affairs

Organization

## VII. OTHER INFORMATION

### A. U.S. 2010 Census Summary Report Table #6-3, School Enrollment, Educational Attainment and Sex by Income.

Table 6-3. School Enrollment, Educational Attainment, and Sex by Earnings in 2009

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see [www.census.gov/prod/cen2010/doc/dct2mp.pdf](http://www.census.gov/prod/cen2010/doc/dct2mp.pdf).

Characteristic	Total	\$1 to	\$10,000	\$15,000	\$25,000	\$35,000	\$50,000	\$65,000
		\$9,999 or less	to \$14,999	to \$24,999	to \$34,999	to \$49,999	to \$64,999	or more
<b>SCHOOL ENROLLMENT</b>								
Population 16 years and over with earnings in 2009	27,161	14,151	4,579	3,853	1,886	1,604	549	539
Enrolled in school	1,591	1,052	175	162	88	74	25	15
Grade 1 to grade 8	12	9	2	0	0	0	1	0
Grade 9 to grade 12	592	554	14	16	4	4	0	0
College, graduate or professional school	987	489	159	146	84	70	24	15
Not enrolled in school	25,570	13,099	4,404	3,691	1,798	1,530	524	524
Males 16 years and over with earnings in 2009	15,168	7,597	2,737	2,185	1,004	896	355	394
Enrolled in school	728	492	76	70	36	32	9	13
Grade 1 to grade 8	6	3	2	0	0	0	1	0
Grade 9 to grade 12	317	293	10	9	2	3	0	0
College, graduate or professional school	405	196	64	61	34	29	8	13
Not enrolled in school	14,440	7,105	2,661	2,115	968	864	346	381
Females 16 years and over with earnings in 2009	11,993	6,554	1,842	1,668	882	708	194	145
Enrolled in school	863	560	99	92	52	42	16	2
Grade 1 to grade 8	6	6	0	0	0	0	0	0
Grade 9 to grade 12	275	261	4	7	2	1	0	0
College, graduate or professional school	582	293	95	85	50	41	16	2
Not enrolled in school	11,130	5,994	1,743	1,576	830	666	178	143
<b>EDUCATIONAL ATTAINMENT</b>								
Population 18 years and over with earnings in 2009	26,769	13,762	4,577	3,852	1,886	1,604	549	539
Less than high school graduate	3,144	2,285	448	298	62	34	9	8
High school graduate, GED, or alternative credential	10,108	5,911	1,795	1,420	525	324	69	64
Some college or associate's degree	7,530	3,656	1,349	1,209	613	471	138	94
Bachelor's degree or higher	5,987	1,910	985	925	686	775	333	373

Percent high school graduate, GED, or alternative credential or higher	88.3	83.4	90.2	92.3	96.7	97.9	98.4	98.5
Percent bachelor's degree or higher	22.4	13.9	21.5	24.0	36.4	48.3	60.7	69.2
Males 18 years and over with earnings in 2009	14,957	7,389	2,735	2,184	1,004	896	355	394
Less than high school graduate	1,982	1,359	316	219	46	27	9	6
High school graduate, GED, or alternative credential	5,952	3,269	1,171	895	332	202	47	36
Some college or associate's degree	4,146	1,925	795	630	339	285	106	66
Bachelor's degree or higher	2,877	836	453	440	287	382	193	286
Percent high school graduate, GED, or alternative credential or higher	86.7	81.6	88.4	90.0	95.4	97.0	97.5	98.5
Percent bachelor's degree or higher	19.2	11.3	16.6	20.1	28.6	42.6	54.4	72.6
Females 18 years and over with earnings in 2009	11,812	6,373	1,842	1,668	882	708	194	145
Less than high school graduate	1,162	926	132	79	16	7	0	2
High school graduate, GED, or alternative credential	4,156	2,642	624	525	193	122	22	28
Some college or associate's degree	3,384	1,731	554	579	274	186	32	28
Bachelor's degree or higher	3,110	1,074	532	485	399	393	140	87
Percent high school graduate, GED, or alternative credential or higher	90.2	85.5	92.8	95.3	98.2	99.0	100.0	98.6
Percent bachelor's degree or higher	26.3	16.9	28.9	29.1	45.2	55.5	72.2	60.0

Source: U.S. Census Bureau, 2010 Census The Commonwealth of the Northern Mariana Islands

## B. U.S. 2010 Census Summary Report Table #6-5, Work Status by Income.

Table 6-5. Work Status in 2009 and Sex by Income in 2009

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see [www.census.gov/prod/cen2010/doc/dct2mp.pdf](http://www.census.gov/prod/cen2010/doc/dct2mp.pdf).

Characteristic	Total	No income	With income in 2009							
			\$1 to \$9,999 or loss	\$10,000 to \$14,999	\$15,000 to \$24,999	\$25,000 to \$34,999	\$35,000 to \$49,999	\$50,000 to \$64,999	\$65,000 to \$74,999	\$75,000 or more
<b>WORK STATUS IN 2009</b>										
Population 16 years and over	38,679	7,309	16,256	5,018	4,387	2,228	1,913	720	242	606
Worked in 2009	27,166	1	13,631	4,628	3,874	1,916	1,706	643	220	547
Worked full-time, year-round	18,516	1	7,223	3,726	3,232	1,626	1,511	546	188	463
Worked less than full-time, year-round	8,650	0	6,408	902	642	290	195	97	32	84
Did not work in 2009	11,513	7,308	2,625	390	513	312	207	77	22	59
Males 16 years and over	19,909	2,858	8,333	2,927	2,465	1,210	1,063	450	164	439

Worked in 2009	15,171	1	7,338	2,741	2,182	1,025	938	399	150	397
Worked full-time, year-round	10,666	1	4,030	2,295	1,851	850	841	330	125	343
Worked less than full-time, year-round	4,505	0	3,308	446	331	175	97	69	25	54
Did not work in 2009	4,738	2,857	995	186	283	185	125	51	14	42
Females 16 years and over	18,770	4,451	7,923	2,091	1,922	1,018	850	270	78	167
Worked in 2009	11,995	0	6,293	1,887	1,692	891	768	244	70	150
Worked full-time, year-round	7,850	0	3,193	1,431	1,381	776	670	216	63	120
Worked less than full-time, year-round	4,145	0	3,100	456	311	115	98	28	7	30
Did not work in 2009	6,775	4,451	1,630	204	230	127	82	26	8	17

Source: U.S. Census Bureau, 2010 Census The Commonwealth of the Northern Mariana Islands

**C. DCCA- Division of Youth Services Organizational Chart.**



**DIVISION OF YOUTH SERVICES**

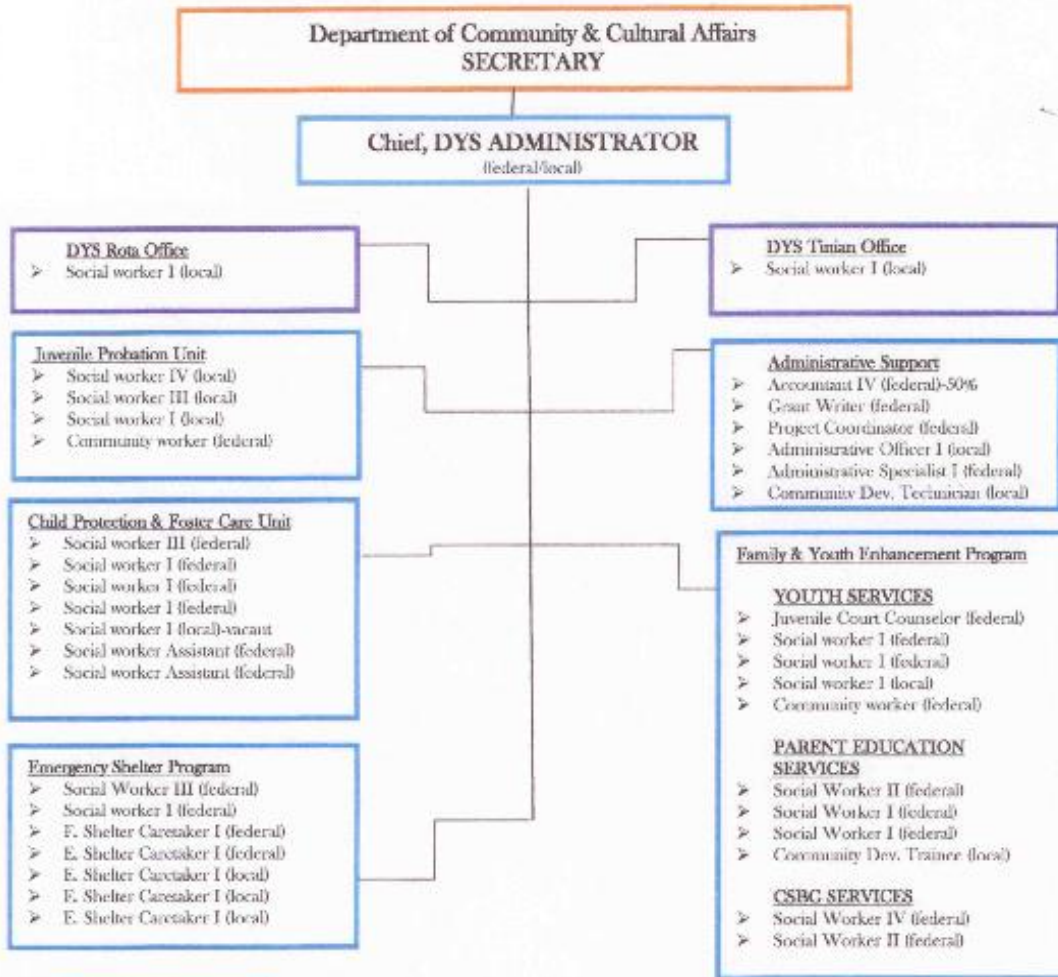
DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



**OFFICE OF THE ADMINISTRATOR**

Building # 1263, P.O. Box 501000 C.K., Saipan, MP 96950

**Organizational Chart**



**Funding Source:**

- Local 1220 13
- Federal 23
- Federal 50% 01
- Federal/Local 01
- Total Funded 37

Concurred By:   
Laura T. Ogunmoro, DCCA Secretary

Updated: 6/13/14

ADMINISTRATOR CHILD PROTECTION, EMERGENCY SHELTER & FOSTER CARE PROGRAM | JUVENILE PROBATION UNIT | FAMILY & YOUTH ENHANCEMENT PROGRAM | PROGRAMS: TEL: 690-2300  
694-2300/1 | 694-2300/2326 | Fax: 694-2300 | 694-2300/1 | Fax: 694-2300 | 694-2300 | Fax: 694-2300 | 694-2300/1 | Fax: 694-2300 | 694-2300/1 | Fax: 694-2300

**D. 2016 Federal Poverty Guideline, U.S. of Health and Human Services.**

**HHS POVERTY GUIDELINES FOR 2016**

See also [the Federal Register notice of the 2016 poverty guidelines](#), published January 25, 2016

2016 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 \$4,160 for each additional person.	
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440
6	32,580
7	36,730
8	40,890

2016 POVERTY GUIDELINES FOR ALASKA	
PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE
For families/households with more than 8 persons, add \$5,200 for each additional person.	
1	\$14,840
2	20,020
3	25,200
4	30,380
5	35,560
6	40,740
7	45,920
8	51,120



2016 POVERTY GUIDELINES FOR HAWAII	
PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE
For families/households with more than 8 persons, add \$4,780 for each additional person.	
1	\$13,670
2	18,430
3	23,190
4	27,950
5	32,710
6	37,470
7	42,230
8	47,010

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 2016 are designated the 2016 poverty guidelines. However, the 2016 HHS poverty guidelines only reflect price changes through calendar year 2015; accordingly, they are approximately equal to the Census Bureau poverty thresholds for calendar year 2015. (The 2015 thresholds are expected to be issued in final form in September 2016; a preliminary version of the 2015 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).”

**E. FYs 2014- 2016 Compilation on Children & Adults Served.**

DIVISION OF YOUTH SERVICES, Dept. of Community & Cultural Affairs

Fiscal Years 2014-2015 Compilation on Children Served.

NUMBER CHILDREN & YOUTH SERVED	FY2014	FY2015	FY2016 (Oct '15 - Jun '16)
CHILD PROTECTION UNIT	529	440	
JUVENILE PROBATION UNIT	145	252	192
F&YEP - Community Services	68	271	
F&YEP-Parent Education	306	289	
F&YEP-Youth	320	581	104
<b>TOTAL</b>	<b>1368</b>	<b>1833</b>	<b>296</b>

GENDER - CHILDREN & YOUTH	FY2014	FY2015	FY2016 (Oct '15 - Jun '16)
FEMALE	601	707	53
MALE	690	895	243
UNKNOWN	77	228	

NUMBER OF CHILDREN SHELTERED (Included in CPU #)	FY2014	FY2015	FY 2016 (Oct '15 - Jun '16)
EMERGENCY SHELTER PROGRAM	62	61	

GENDER - CHILDREN SHELTERED	FY2014	FY2015	FY 2016 (Oct '15 - Jun '16)
FEMALE	47	38	
MALE	15	23	

DIVISION OF YOUTH SERVICES, Dept. of Community & Cultural Affairs

Fiscal Years 2014 - 2016 Compilation on Adults Served.

NUMBER ADULTS SERVED	FY2014	FY2015	FY2016 (Oct '15 - Jun '16)
CHILD PROTECTION UNIT	329	289	
JUVENILE PROBATION UNIT	0	0	0
F&YEP - Community Services	93	170	
F&YEP-Parent Education	237	569	
F&YEP-Youth	48	146	1
TOTAL	707	1174	

GENDER OF ADULT SERVED	FY2014	FY2015	FY2016 (Oct '15 - Jun '16)
FEMALE	481	823	1
MALE	183	317	
UNKNOWN	43	34	

**F. FYs 2014- 2016 Community Needs Assessments.**

