



# OFFICE OF MANAGEMENT AND BUDGET

Citizen Centric Report for Fiscal Year 2022

## WHO WE ARE

# 1



**OPERATIVE**



**MANAGEABLE**



**BALANCED**

Office of Management and Budget (OMB) created by Article III, Section 9 of the CNMI Constitution under Executive Functions. OMB carries out its mission through three critical processes that are essential to the Governor's ability to plan and implement his priorities across the Executive Branch:

- Budget Formulation & Execution
- Financial Management
- Human Resource Management

In addition, the Office is responsible for improving and coordinating the management of the Commonwealth Government. In this regard, the Special Assistant ensures discipline in government programs and activities for consistency with the Governor's policies and budget, improve government efficiency by reducing duplication and overlaps between and among agencies, and assist department and activity heads in internal organization and management to achieve maximum effectiveness at minimum cost to the taxpayers.

**ACTING SPECIAL ASSISTANT  
FOR MANAGEMENT AND BUDGET**

Nadia B. Pua

**ADMINISTRATIVE  
ASSISTANT**

Natalyn M. William

**TECHNICAL  
FINANCIAL ANALYST**

Cherese T. Palacios  
Angelina L. Phillips  
Pauline M. Iguel  
Angelene I. Kaneshiro

**BUDGET ANALYST IV**

Benita F. Sablan



# 2

# WHAT WE DO

## ANALYSTS STAFF ASSIGNMENT

### NADIA BENJAMIN PUA | ACTING SAMB

- |  |   |
|--|---|
| <b>LOCAL ACCOUNTS</b>                              | <b>FEDERAL PROGRAMS</b>                       |
| 1. Department of Community & Cultural Affairs      | 1. Department of Community & Cultural Affairs |
| 2. Department of Fire & EMS                        | 2. Department of Fire & EMS                   |
| 3. Department of Finance                           | 3. Department of Finance                      |
| 4. Department of Labor                             | 4. Department of Labor                        |
| 5. Department of Public Works                      | 5. Department of Public Works                 |
| <b>OTHER</b>                                       |   |
| 1. Project Manager Questica System                 |   |
| 2. IT Operations & Maintenance                     |   |
| 3. Compilation of Formulated Budgets from Analysts |   |

### ANGELINA L. PHILLIPS | TECH. FINANCIAL ANALYST

- |  |  |
|--|--|
| <b>LOCAL ACCOUNTS</b>                      | <b>FEDERAL PROGRAMS</b>                    |
| 1. Legislature                             | 1. Legislature                             |
| 2. Department of Commerce                  | 2. Department of Commerce                  |
| 2. Department of Lands & Natural Resources | 3. Department of Lands & Natural Resources |
| 3. First Senatorial District, Rota         | <b>OTHER</b>                               |
| 4. Independent Programs                    | 1. Compact Impact                          |
|  | 2. Training Coordinator                    |
|  | 3. Reporting requirements to Legislature   |

### CHERESE T. PALACIOS | TECH. FINANCIAL ANALYST

- |   |   |
|---|---|
| <b>LOCAL ACCOUNTS</b>                           | <b>FEDERAL PROGRAMS</b>                         |
| 1. Judiciary                                    | 1. Judiciary                                    |
| 2. Office of the Governor                       | 2. Office of the Governor & Lt. Governor        |
| 3. Office of the Lt. Governor                   | 3. Other Offices of the Governor & Lt. Governor |
| 4. Other Offices of the Governor & Lt. Governor | 4. Medicaid                                     |
| 5. Second Senatorial District, Tinian           | 5. Second Senatorial District, Tinian           |
|   | <b>OTHER</b>                                    |
|   | 1. Citizen Centric Report (CCR)                 |

### PAULINE M. IGUEL | TECH. FINANCIAL ANALYST

- |                                |                                |
|--------------------------------|--------------------------------|
| <b>LOCAL ACCOUNTS</b>          | <b>FEDERAL PROGRAMS</b>        |
| 1. Department of Corrections   | 1. Department of Corrections   |
| 2. Department of Public Safety | 2. Department of Public Safety |
| 3. Other Programs (PSS, NMC)   |                                |

### ANGELENE I. KANESHIRO | TECH. FINANCIAL ANALYST

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>LOCAL ACCOUNTS</b>                | <b>FEDERAL PROGRAMS</b>              |
| 1. Third Senatorial District, Saipan | 1. Third Senatorial District, Saipan |

### BENITA F. SABLAN | BUDGET ANALYST IV

- |                               |                                 |
|-------------------------------|---------------------------------|
| <b>LOCAL ACCOUNTS</b>         | <b>FEDERAL PROGRAMS</b>         |
| 1. All Boards & Commission    | 1. All Boards & Commissions     |
| 2. Medicaid                   | <b>OTHER</b>                    |
| 3. Department of Public Lands | 1. Semi-MO. Equipment Inventory |

# BUDGET PROCESS

## 1. BUDGET CALL

Upon receiving revenue projections from the Secretary of Finance, the administration establishes budget ceiling for the proposed fiscal year. SAMB transmits budget call letter to agencies, departments and other programs in January.



## 2. BUDGET SUBMISSION

Agencies, departments, and other programs submit desired budgets by mid-end February.

## 3. BUDGET FORMULATION

OMB analysts analyze desired budget considering appropriate measures to stay within budget calling for a balance budget.



## 4. BUDGET REVIEW

SAMB meets with expenditure authorities and assigned OMB analyst to discuss formulated budget and determine if necessary priority based budget changes are needed.

## 5. BUDGET FINALIZATION

SAMB meets with Governor and Lt. Governor to finalize budget, focusing on priority based budget.



## 6. BUDGET PROPOSAL TRANSMITTAL

Analysts make necessary changes to balance the proposed fiscal year budget. Mayors' council meets to review and approve the proposed budget document. OMB meets April 1st deadline and submits proposed budget to the legislature.



## 7. BUDGET DELIBERATION

House Ways and Means and Senate Fiscal Affairs committees deliberate on the proposed fiscal year budget until it's enactment.



## 8. BUDGET EXECUTION

After both committees reach an agreement, it is transmitted as House Bill/Senate Bill for the Administration's approval. The Administration reviews and makes comments to the appropriation measure. Governor then signs it into Budget Law.

## 9. BUDGET ALLOCATION

OMB analysts allots budget appropriation according to the Budget Law.



## 10. BUDGET UPDATES

OMB analysts make regular updates to the budget by verifying position allocations that fall within the approved personnel ceiling and budget authority; satisfy request of expenditure authorities by preparing personnel projections and reprogramming when necessary.



# OUR FINANCES

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## OMB - Fiscal Year 2022

**\$263,450**  
GENERAL FUND

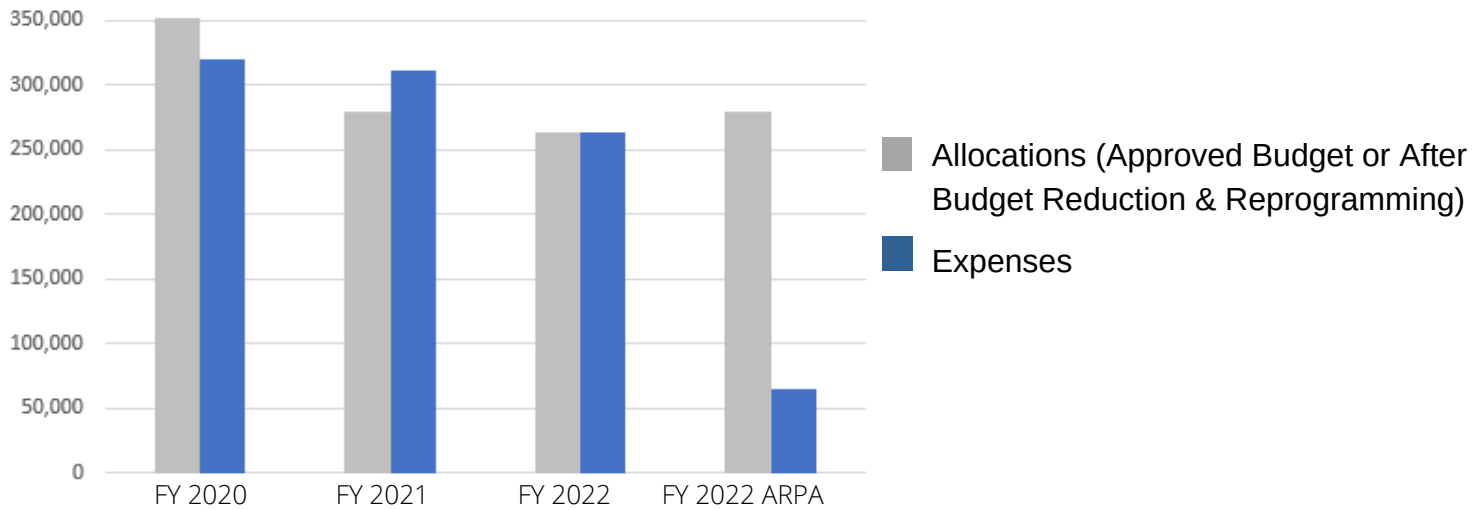
**\$279,047**  
AMERICAN RESCUE PLAN  
ACT (ARPA)

**FY 22 NUMBER OF  
POSITIONS APPROVED**

10 APPROVED  
8 FILLED



## OMB - 3 Year Comparison



## CNMI Government - FISCAL YEAR 2022

### GENERAL FUND

PUBLIC LAW 22-08

**\$58,935,194**

PERSONNEL

**\$43,992,692**

ALL-OTHERS

**\$456,437**

UTILITIES

**\$103,384,323**

TOTAL

### ARPA

AMERICAN RESCUE PLAN ACT ALLOCATION TO THE NORTHERN MARIANA ISLANDS

Section	Description	CNMI Allocation by U.S. Treasury	CNMI	Northern Islands	Rota	Saipan	Tinian
602	State Fiscal Recovery	\$481,876,521	\$467,102,567	\$426,903	\$5,835,156	\$2,239,469	\$6,272,426
603 b.2	Local Fiscal Recovery (Non-Entitlement Units of Loca	\$5,447,789		\$707,501	\$808,718	\$3,092,066	\$839,504
603 b.3	Local Fiscal Recovery (Counties)						
	i.) Northern Islands Municipality	\$0					
	ii.) Rota Municipality	\$490,840			\$490,840		
	iii.) Saipan Municipality	\$9,366,170		\$101,929		\$9,264,241	
	iv.) Tinian Municipality	\$609,131					\$609,131
604	Capital Projects Fund	\$14,285,714		\$806,936	\$1,514,951	\$8,282,775	\$3,681,052
	<b>TOTAL</b>	<b>\$512,076,165</b>	<b>\$467,102,567</b>	<b>\$2,043,269</b>	<b>\$8,649,665</b>	<b>\$22,878,551</b>	<b>\$11,402,113</b>

#### SECTION 602.C.1.C PROVISIONS OF GOVERNMENT

Government Branches/Depts/Agencies	FY 2021	FY 2022	Total	NOP
1 Judicial Branch	11,053,568	2,107,135	13,160,703	106
2 Legislative Branch	4,230,297	2,605,594	6,835,891	133
3 Office of the Governor	404,884	809,767	1,214,651	15
4 Office of the Lt. Governor	284,364	568,727	853,091	14
5 Other Offices of Governor & Lt. Gov.	4,419,490	14,794,413	19,213,903	513
6 Dept. of Commerce	460,540	921,080	1,381,620	65
7 Dept. of Community & Cultural Affairs	1,569,695	2,909,411	4,479,106	83
8 Dept. of Corrections	1,517,525	3,035,049	4,552,574	139
9 Dept of Fire and EMS	1,169,496	2,338,991	3,508,487	160
10 Dept. of Finance	5,124,515	10,353,866	15,478,381	285
11 Dept. of Labor	569,345	1,138,688	1,708,033	28
12 Dept. of Lands & Natural Resources	1,854,136	3,489,635	5,343,771	100
13 Dept. of Public Safety	1,427,659	2,855,318	4,282,977	245
14 Dept. of Public Works	571,410	1,372,797	1,944,207	112
15 First Senatorial District, Rota	1,945,052	3,890,102	5,835,154	339
16 Second Senatorial District, Tinian	2,068,108	4,204,319	6,272,427	300
17 Third Senatorial District, Saipan	796,490	1,442,979	2,239,469	105
18 Third Senatorial District, Northern Is.	142,301	284,602	426,903	25
19 Boards and Commissions	599,425	1,386,666	1,986,091	48
20 Independent Programs	29,628,270	103,713,504	133,341,774	166
21 Other Programs	5,163,430	10,326,859	15,490,289	1,157
22 Dept. of Public Lands	-	450,498	450,498	81
<b>Total</b>	<b>75,000,000</b>	<b>175,000,000</b>	<b>250,000,000</b>	<b>4,219</b>

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## FUTURE OUTLOOK

### Challenges and Accomplishments

#### Challenges

- FY 2023 Budget preparation, appropriating two types of funding (General Fund and ARPA) based on priority, allowable costs, and restrictions.
- Migrating into the new financial management system, Tyler Munis.
- Ensuring that personnel allocations remain within the baselines of General Fund and ARPA.
- FY 2024 Budget preparation will be a challenge with Tyler Munis not fully integrated and 100% live.

#### Accomplishments

- Completed Fiscal Years 2020, 2021, 2022, & 2023 Governor's Proposed Budget using OMB's acquired budget software, Questica. Questica Budget Software is designed to streamline the budgeting process (planning, management, reporting, and sharing) for public sector entities.
- Besides our normal duties, OMB continues to support multiple programs (Public Assistance and Hazard Mitigation) as a result of the natural disasters (Soudelor, Mangkhut & Yutu, COVID-19).
- Certified and released 100+ Personnel Actions under the Governor's Covid-19 taskforce to assist in our COVID-19 protocols, safety, emergency, and preventative care services in the community and in-bound/out-bound flights.
- In collaboration with Department of Finance, we have eliminated the routing process of departments' reprogramming requests, which allows departments to be hands-on and proactive in Tyler Munis, which is then release into workflow where OMB reviews, approves, and posts funding.
- To track our performance measures, we created a daily log for all incoming requests. This tool used by OMB helps us to track documents that we received, when they were processed and when and who picked up the documents. OMB's main goal is to ensure all requests submitted are processed within three days.