



OFFICE OF MANAGEMENT AND BUDGET

Citizen Centric Report for Fiscal Year 2021

WHO WE ARE

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O

OPERATIVE

M

MANAGEABLE

B

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.

SPECIAL ASSISTANT FOR MANAGEMENT AND BUDGET

Virginia C. Villagomez

ADMINISTRATIVE ASSISTANT

Natalyn M. William

ACCOUNTS SPECIALIST

Asuncion S. Quitugua

SENIOR FINANCIAL ANALYST

Jazmin L. Camacho

FINANCIAL ANALYST

Nadia B. Pua

BUDGET ANALYST IV

Benita F. Sablan

TECHNICAL FINANCIAL ANALYST

Cherese T. Palacios
Angelina L. Phillips



Photo taken - In observance of Breast Cancer Awareness Month

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WHAT WE DO

ANALYSTS STAFF ASSIGNMENT

JAZMIN L. CAMACHO | SENIOR FINANCIAL ANALYST

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| <p>LOCAL ACCOUNTS</p> <ol style="list-style-type: none"> 1. Legislature 2. Office of the Governor 3. Office of the Lieutenant Governor 4. Department of Corrections 5. Department of Public Safety 6. Other Programs (PSS, NMC) | <p>FEDERAL PROGRAMS</p> <ol style="list-style-type: none"> 1. Corrections 2. Department of Public Safety 3. Medicaid 4. Compact Impact <p>OTHER</p> <ol style="list-style-type: none"> 1. Reporting requirements to the Legislature 2. Compilation of Formulated Budgets from Analysts 3. Citizen Centric Report (CCR) |
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NADIA BENJAMIN PUA | FINANCIAL ANALYST

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| <p>LOCAL ACCOUNTS</p> <ol style="list-style-type: none"> 1. Department of Community & Cultural Affairs 2. Department of Fire & EMS 3. Department of Finance 4. Department of Labor 5. Department of Public Works <p>OTHER</p> <ol style="list-style-type: none"> 1. Project Manager Questica System 2. IT Operations & Maintenance | <p>FEDERAL PROGRAMS</p> <ol style="list-style-type: none"> 1. Department of Community & Cultural Affairs 2. Department of Fire & EMS 3. Department of Finance 4. Department of Labor 5. Department of Public Works |
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CHERESE T. PALACIOS | TECH. FINANCIAL ANALYST

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| <p>LOCAL ACCOUNTS</p> <ol style="list-style-type: none"> 1. Judiciary 2. Other Offices of the Governor & Lt. Governor 3. Second Senatorial District, Tinian 4. Third Senatorial District, Saipan | <p>FEDERAL PROGRAMS</p> <ol style="list-style-type: none"> 1. Judiciary 2. Other Offices of the Governor & Lt. Governor 3. Second Senatorial District, Tinian 4. Third Senatorial District, Saipan <p>OTHER</p> <ol style="list-style-type: none"> 1. Time and Attendance |
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ANGELINA L. PHILLIPS | TECH. FINANCIAL ANALYST

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| <p>LOCAL ACCOUNTS</p> <ol style="list-style-type: none"> 1. Department of Commerce 2. Department of Lands & Natural Resources 3. First Senatorial District, Rota 4. Independent Programs | <p>FEDERAL PROGRAMS</p> <ol style="list-style-type: none"> 1. Department of Commerce 2. Department of Lands & Natural Resources <p>OTHER</p> <ol style="list-style-type: none"> 1. Training Coordinator |
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BENITA F. SABLAN | BUDGET ANALYST IV

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| <p>LOCAL ACCOUNTS</p> <ol style="list-style-type: none"> 1. All Boards & Commission 2. Medicaid 3. Department of Public Lands | <p>FEDERAL PROGRAMS</p> <ol style="list-style-type: none"> 1. All Boards & Commissions <p>OTHER</p> <ol style="list-style-type: none"> 1. Semi-MO. Equipment Inventory |
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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 2021

\$315,519

GENERAL FUND

\$139,524

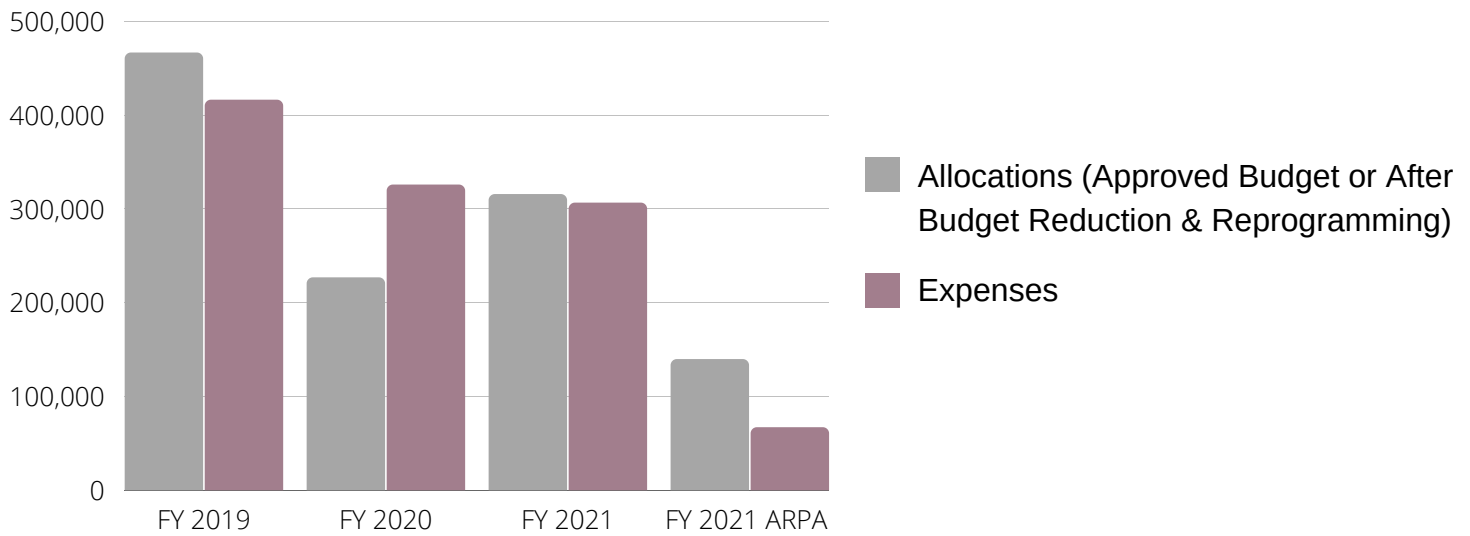
AMERICAN RESCUE PLAN ACT (ARPA)

FY 21 NUMBER OF POSITIONS APPROVED

10 APPROVED
8 FILLED



OMB - 3 Year Comparison



CNMI Government - FISCAL YEAR 2021

GENERAL FUND

PUBLIC LAW 21-35

\$54,301,930

PERSONNEL

\$45,203,712

ALL-OTHERS

\$1,526,575

UTILITIES

\$101,032,217

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
	TOTAL	\$512,076,165	\$467,102,567	\$2,043,269	\$8,649,865	\$22,878,551	\$11,402,113

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
	Total	75,000,000	175,000,000	250,000,000	4,219

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FUTURE OUTLOOK

Challenges and Accomplishments

Challenges

- FY 2022 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, Munis.
- Ensuring that personnel allocations remain within the baselines of General Fund and ARPA.
- FY 2023 Budget preparation will be a challenge with the two systems (JDE & Munis) not fully integrated and 100% live.

Accomplishments

- Completed Fiscal Years 2019, 2020, 2021, & 2022 Governor's Proposed Budget using OMB's acquired budget software, Questica.
 - The 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).
- In the last two fiscal years, the OMB processed multiple allotments and reprogramming actions, including requests for personnel actions for both federal and local programs. To track our performance measures, we created a daily log for all incoming requests and the volume of requests as illustrated in the table below. 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.

Incoming Data

