

1 **MEMORANDUM OF UNDERSTANDING (MOU)**

2
3 **THIS MEMORANDUM OF UNDERSTANDING** is made on the 8th day of
4 February 2016,

5
6 **BETWEEN**

7 The Northern Marianas Housing Corporation (NMHC) hereafter referred to as "NMHC"

8
9 **AND**

10 The Northern Marianas College (NMC) hereafter referred to as "NMC"
11 The CNMI Department of Labor Workforce Investment Employment Services Division
12 "DOL/WIA"

13 The Northern Marianas Trades Institute "NMTI"
14 The Department of Community and Cultural Affairs "DCCA"
15 The Office of Vocational Rehabilitation "OVR"
16 The Commonwealth Office of Transit Authority "COTA"
17 And The Northern Marianas Protection and Advocacy Systems Inc. "NMPASI"

18
19
20 The parties agree as follows:

21
22 **I. Mission of Partnership Under the Family Self-Sufficiency (FSS) Program**
23 **Coordinating Committee (PCC):**

- 24
25 a. Responsible for assisting with the development of the Action Plan and assisting in
26 implementing the program.
27
28 b. Work as an advisory role for the FSS program.
29
30 c. Enable the Public Housing Agency (PHA) to provide the necessary services without
31 being the provider of these services.
32
33 d. Obtain commitments from social service providers who will perform and/or extend
34 the necessary services needed by the PHA clients to become self-sufficient.

- e. Assist in coordinating agreements between the Public Housing Agency (PHA) and potential service providers.
- f. Monitor the agreements between the PHA and social service providers in order to assure the linkage of social services to program participants.
- g. Meet quarterly to accomplish its goals.

II. Goals of Partnership:

- a. Collaborate efforts and streamline the process for which FSS participants will obtain social services.
- b. Analyze and identify the needs of FSS participants that will enable them to become self-sustaining without the assistance of welfare.
- c. Network resources and engage communication with partners to ensure each FSS participant meets goals outlined in their Individual Service Strategy Plan.

III. Responsibilities of the Northern Marianas Housing Corporation (NMHC):

- a. Make referrals of Family Self Sufficiency (FSS) families/participants for services as set forth in their FSS contract of participation goals of the Individual Training and Services Plan; these services are to include, but not limited to, education, including adult education, child care, counseling, professional development training, including job development and training;
- b. Monitoring of attendance for FSS participants to include, but not limited to, visits of job site, classroom and/or training courses;
- c. Meet with service providers for assessment and progress reports of FSS participants attendance to these services and/or training;
- d. Assist participants to gain access to supportive services available within the community;

- 1 e. Identify public and private funding sources to assist FSS participants in covering
2 the costs of services being requested by these participants to meet their goals of
3 sustainability and self-sufficiency;
4
- 5 f. Identify families of the Section 8 Housing Choice Voucher Program to inform them
6 of the HUD's Family Self Sufficiency (FSS) program for participation so as to
7 expand their access to services in the community.
8

9 NMHC will **not** be responsible for funding any fees that a participant acquires while
10 participating in the program, **except** if the participant qualifies for the funding of any
11 fees/tuition under the program.
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14 **IV. Responsibilities of the Northern Marianas College (NMC)**
15

- 16 a. To provide quality service, professional and technical financial information that
17 will enable and empower **qualified** students/clients in addressing their educational
18 financial needs;
- 19 b. Assist/advise on student **financial** aid options;
- 20 c. Assist/advise on borrowing student loans, when applicable;
- 21 d. Assist/advise on completing the FAFSA (Free Application for Federal Student
22 Aid);
- 23 e. Assist on finding a part-time job on campus through the Federal Work Study
24 Program, **granted that the student** meets all eligibility requirements in order to
25 **avail of** the Federal Work Study Program;
- 26 f. Assist/advise on linking/**referring** students/client to other services that the
27 Northern Marianas College provides;
28

29 **Will assist in enrolling qualified students into the Adult Basic Education which**
30 **provides instructional services to U.S. eligible adults (16 years and older) who lack**
31 **the literacy skills needed for effective citizenship and productive employment.**
32 **Adults* (Non-U.S. adults may be charged a separate fee for courses, services,**
33 **testing, etc.) are defined as those who:**
34

- 35 a) Do not have a secondary education diploma and are not enrolled, or required to be
36 enrolled in a secondary school;
- 37 b) Lack sufficient mastery of basic educational skills to enable them to function
38 effectively in society;
- 39 c) Or lack of Basic English language speaking, reading, or writing skills.
40 Instructional services include:

- 1 1. Adult High School Diploma program for eligible persons, 16 years or older,
2 who have not earned a high school diploma;
- 3 2. Basic Skills program for adults whose skills are below the secondary (high
4 school) level in Math and English; and
- 5 3. English-as-a-Second Language (ESL) for students whose native and/or first
6 language is other than English.

7
8 Additionally, NMC is Saipan official test site for GED®.

9
10 NMC will **not** be responsible for funding the GED® fees and Career Technical
11 Education courses under the Adult High School Diploma Program.

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14 **V. Responsibilities of the Department of Labor Workforce Investment and**
15 **Employment Services Division (DOL/WIA):**

16
17 The Department of Labor Workforce Investment and Employment Services Division
18 shall provide the following services:

- 19
- 20 • Intake and orientation;
- 21 • Labor market information;
- 22 • Program informational brochures;
- 23 • Searches for jobs and training;
- 24 • Access to job banks or listings of available jobs;

25
26 Assisted Services/Staff Assisted:

- 27
- 28 • Work skills orientation;
- 29 • Resume' development;
- 30 • Interview Techniques;
- 31 • Initial assessment of skills and needs;
- 32 • Eligibility determination and referral to partner programs and services;
- 33 • Job search/referral/placement assistance;
- 34 • Customer follow-up;
- 35 • Assistance with Selective Service Registration;
- 36 • ADA accommodations;

37
38 Referral Services:
39

1 The method of referring individuals is through the inter-office referral or through e-
2 mail and includes basic customer information common to the partners;

3
4 DOL/WIA will also provide intensive services that include, but are not limited to:

- 5
- 6 • Referrals to partner programs and inter-agency services;
- 7 • Paid and unpaid work experiences;
- 8 • Occupational skills training;
- 9 • Leadership development opportunities; and
- 10 • Follow-up services for not less than twelve (12) months.

11
12 DOL/WIA will **not** be responsible for funding any fees that a participant acquires while
13 participating in the program, **except** if the participant qualifies for the funding of any
14 fees/tuition under the program.

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17 **VI. Responsibility of the Northern Marianas Trades Institute (NMTI):**

- 18
- 19 a. NMTI will assist FSS participants in obtaining a certificate in different trades of
20 their interest;;
- 21 b. Conduct Math and English language assessment to determine if the FSS
22 participants level is appropriate instruction in English and Math placement as
23 required for a career training program;
- 24 c. Make appropriate adjustment in English and Math instruction based on assessment
25 conducted;
- 26 d. Assist FSS participants in their application process for obtaining financial
27 assistance to attend trades or career training of their choice;
- 28 e. Assist FSS participants in their On-The Job Training placement in Government or
29 the private sector, after the completion of their classroom courses, to increase their
30 work skills based on actual work situations;
- 31 f. Assist FSS participants in their job search and job placement after completion of
32 their training;
- 33 g. Make appropriate referrals to other agencies based on FSS participants desired
34 career on trade;
- 35 h. Collaborate and make referrals to various service providers in order to eliminate,
36 prevent, or reduce potential barriers the participants may have towards employment
37 or training;
- 38 i. Provide transitional services for those eligible, such as Job Retention Services;
- 39 j. Communicate with FSS program on challenges and successes of participants who
40 may be dually enrolled with the FSS Program and Works Programs Section (WPS);

1 Conduct Peer to Peer case reviews and discussion amongst partners in order to
2 determine viable options for participant.

3
4 NMTI will **not** be responsible for funding any fees that a participant acquires while
5 participating in the program, **except** if the participant qualifies for the funding of any
6 fees/tuition under the program.
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9 **VII. Responsibilities of the Department of Community and Cultural Affairs**
10 **(DCCA):**

- 11
12 a. Review, process and determine eligibility for various public assistance programs;
13 b. Determine eligibility for Employment and Training Programs and support services
14 such as child care assistance and work related expenses;
15 c. Schedule new or returning participants receiving NAP Orientation on a monthly
16 basis;
17 d. Conduct assessments on client's career and educational goals as set forth in the
18 participant's Individual Responsibility Plan (IRP);
19 e. Make appropriate referrals based on assessments conducted;
20 f. Provide participants the opportunity to increase their work skills capacity by
21 engaging participants in work placements within the public and private sector;
22 g. Conduct monthly monitoring or participants program compliance;
23 h. Collaborate and make referrals to various service providers in order to eliminate,
24 prevent, or reduce potential barriers the participant may have towards employment
25 or training;
26 i. Provide transitional services for those eligible, such as Child Care Assistance, Job
27 Retention Services;
28 j. Communicate with the FSS Program on challenges and success of participants who
29 may be dually enrolled with the FSS Program and Works Programs Section (WPS);
30 k. Conduct Peer to Peer case reviews and discussion amongst partners in order to
31 determine viable options for participant;
32 l. Assist/advise on linking FSS participants to access other services that the DCCA
33 offers to the public to be self-sufficient.
34

35 DCCA will **not** be responsible for funding any fees that a participant acquires while
36 participating in the program, **except** if the participant qualifies for the funding of any
37 fees/tuition under the program.
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40 **VIII. Responsibilities of the Office of Vocational Rehabilitation (OVR):**

- 1
2 a. Accept application of any individual who is interested in vocational rehabilitation
3 services to achieve integrated and competitive employment.
4
5 b. Conduct an assessment to determine one's eligibility for vocational rehabilitation
6 services. Eligibility will be determined within sixty (60) days of date of application.
7 Unless, a waiver to extend the timeframe of eligibility determination is agreed to
8 by the applicant and the vocational rehabilitation counselor.
9
10 c. In consultation with the consumer, develop the Individualized Plan for
11 Employment, with services necessary to enable consumer to reach his/her
12 employment goal, within sixty (60) days of eligibility determination.
13
14 d. Provide quality and timely vocational rehabilitation services to eligible consumers
15 with disabilities consistent with their unique strengths, resources, priorities,
16 concerns, abilities, capabilities, interests and informed choice. Because of financial
17 needs test at OVR, consumers may be required to financially participate in the cost
18 of some services. Recipients of SSI or SSDI are exempt from financial
19 participation.
20
21 e. Refer consumers and their families to other community programs, services and
22 resources that promote and support self-sufficiency.
23
24 f. Monitor consumers' progress throughout the vocational rehabilitation process
25 leading up to successful closure. Minimum of ninety (90) days on the job is required
26 prior to closure.
27
28 g. Communicate, collaborate and coordinate with partner agencies, i.e. Family Self-
29 Sufficiency (FSS) Program and Works Programs Section (WPS) for the benefit of
30 consumers and their families. OVR will ensure to obtain signed release before any
31 communication takes place as well as protect confidentiality at all times.
32
33 h. Share program data with partner agencies, i.e. FSS and WPS staff, as appropriate.
34
35 i. Offer guidance and technical assistance on issues pertaining to disability and
36 employment to FSS and WPS staff, upon request.
37

38 OVR will **not** be responsible for funding any fees that a participant acquires while
39 participating in the program, **except** if the participant qualifies for the funding of any
40 fees/tuition under the program.

1 **IX. Responsibilities of the Commonwealth Office of Transit Authority (COTA):**
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- 3 a. Make available reliable, safe, comfortable public transportation service which is
4 cost effective, reduces energy consumption and contributes to the cultural and
5 economic betterment of the residents of the CNMI.
6
7 b. Conduct community outreach, training and information sessions to FSS participants
8 about public transportation in the CNMI.
9
10 c. Provide PCC, FSS partners, service providers and clients with updated fare
11 schedules, COTA hours of operations, and other pertinent information about public
12 transportation.
13
14 d. Collaborate with the FSS partners, service providers and the PCC to increase
15 understanding of client’s wants, needs and expectations.
16
17 e. Present successes so they may be duplicated and challenges so they may be
18 addressed expeditiously and effectively.
19
20 f. Present a summary report at the PCC meetings of public transportation services
21 provided to FSS clients.
22

23 COTA will **not** be responsible for funding any fees that a participant acquires while
24 participating in the program, **except** if the participant qualifies for the funding of any
25 fees/tuition under the program.
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28 **X. The Northern Marianas Protection and Advocacy Systems Inc. (NMPASI):**
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- 30 a. Assist and protect the human, civil, and legal rights of people with disabilities and
31 the elderly in the CNMI;
32
33 b. Assist eligible FSS families with Direct Client representation (with investigations,
34 negotiations, mediations and litigations services);
35
36 c. Provide technical assistance when requested on the American’s with Disabilities Act
37 Accessibility Guidelines (ADAAG) reviews;
38

- 1 d. Conduct training and education on disability rights, IDEA, ADA, or Section 504 of
2 the Rehabilitation Act (by request).
3

4 NMPASI will **not** be responsible for funding any fees that a participant acquires while
5 participating in the program, **except** if the participant qualifies for the funding of any
6 fees/tuition under the program.
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9 **XI. Resources and Service**
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- 11 a. **Community Resources:** NMHC’s FSS Program Coordinator will be responsible
12 for the case management and referrals of FSS participants to services as outlined in
13 the FSS family’s Service Plan. These services may include, but will not be limited
14 to direct provision or referral to: case management/counseling; child care; adult
15 education; parenting skill training; job development and training; mental and
16 physical health care; substance abuse testing and treatment; and family advocacy;
17
- 18 b. **Housing and Financial Assistance:** NMHC and the PCC will jointly prepare and
19 implement, where feasible, an emergency services plan for new FSS-eligible
20 families that may include but will not be limited to the following: education,
21 training, and employment;
22
- 23 c. **Coordination of FSS with other HUD funded Programs:** NMHC will coordinate
24 FSS service programs with other HUD programs to maximize the resources
25 available to FSS families;
26
- 27 d. **Reporting on FSS Families:** NMHC, as the lead agency, will be responsible for
28 submission of quarterly logic model reporting requirement to the HUD Honolulu
29 Field Office. NMHC will maintain update statistical reports on families in FSS.
30 This data will be made available to the Program Coordinating Committee and any
31 official HUD evaluation. The reports will include demographic data, family service
32 needs, and servicer utilization information;
33
- 34 e. **Employment Services:** NMHC, CNMI Department of Labor, and the other PCC
35 members will work together to ensure that the FSS families are informed of
36 employment training and programs and other resources as requested.
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1 Signed:

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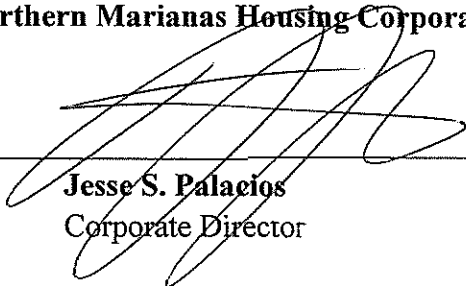
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4 **Northern Marianas Housing Corporation (NMHC)**

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Jesse S. Palacios
Corporate Director

2/3/16
Date

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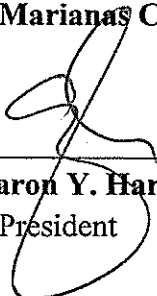
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13 **Northern Marianas College (NMC)**

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Sharon Y. Hart
President

2/2/16
Date

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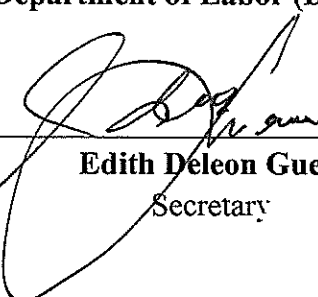
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22 **Department of Labor (DOL/WIA)**

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Edith Deleon Guerrero
Secretary

2/2/16
Date

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31 **Northern Marianas Trades Institute (NMTI)**

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Agnes McPheters
CEO, NMTI

1/20/16
Date

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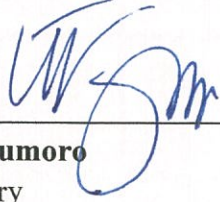
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1 **Department of Community and Cultural Affairs (DCCA)**

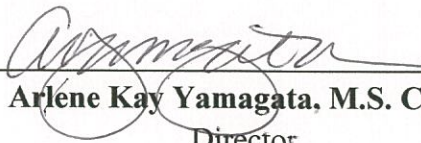
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5 **Laura Ogumoro**
6 Secretary

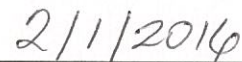
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10 **Date**

11 **Office of Vocational Rehabilitation (OVR)**

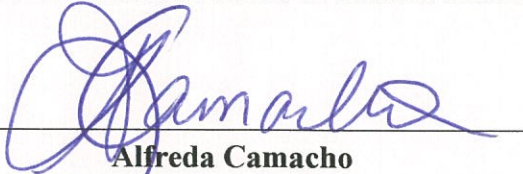
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14 **Arlene Kay Yamagata, M.S. CRC.**
15 Director

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18 **Date**

19 **Commonwealth Office of Transit Authority (COTA)**

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22 **Alfreda Camacho**
23 Special Assistant for Public Transportation

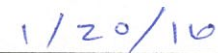
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26 **Date**

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28 **The Northern Marianas Protection and Advocacy Systems Inc. (NMPASI)**

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32 **James Rayphand**
33 Executive Director

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35 

36 **Date**

1 APPROVED AS TO FORM:
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4 Vicente T. Salas

5 **Vicente T. Salas**

6 NMHC Legal Counsel
7

2/8/2016

Date

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