



Commonwealth of the Northern Mariana Islands
Department of Labor
 Office of the Secretary
 1356 Medinilla Avenue | Capitol Hill
 P.O. Box 10007 | Saipan, MP 96950
 Phone: (670) 664-3196 | Fax: (670) 664-3197
 Web: www.labor.cnmi.gov



Commonwealth Worker Fund Application
Annual Plan and Budget

Applicant (Name of Entity or Organization):	
Type of Entity or Organization: <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Private (Corp., Partnership, or Sole Prop.)	Type of Application: New <input type="checkbox"/> Continuing <input type="checkbox"/> Project Service Area(s) : (check mark all that apply) <input type="checkbox"/> Saipan <input type="checkbox"/> Tinian <input type="checkbox"/> Rota
Funding Period: <i>February 2026 - March 2027</i> FY26	Amount Requested: \$
Head/Expenditure Authority: Title:	Telephone Number: () - _____ Email:
<p>I, the undersigned, do hereby certify that I am authorized by the above-mentioned entity to submit this application for funding. To the best of my knowledge, all of the information contained in this application is true and correct. I understand that the submission of this application does not obligate the CNMI Department of Labor or the CNMI Government to award, disburse, or release funds. I understand that the application must be reviewed and approved by the CNMI Department of Labor CW Fund Plan review panel. If the entity I represent is awarded funding, the project for which the funds were awarded will be carried out as stated in this application, unless specific written permission is received from the Secretary of the CNMI Department of Labor, or designee. Further, I understand that any awarded funding is subject to audit, monitoring, and evaluation. I will cooperate with said audits, monitoring, and evaluation and will maintain relevant records for at least three (3) years from the project closing. I will comply with all federal and local laws, rules, regulations, and requirements regarding this funding, particularly those relating to reporting of finances and progress, and any other special condition attached to the award of funding.</p>	
Signature of Expenditure Authority:	Date:

CNMI Commonwealth Worker Fund (CWF) BACKGROUND AND OVERVIEW

The CNMI's immigration transition program began in 2009 with the passage of U.S. Public Law 110-229, the Consolidated Natural Resources Act of 2008 (CNRA) and was most recently amended with significant changes with the enactment of U.S. Public Law 115-218, or the Northern Mariana Islands U.S. Workforce Act of 2018.

These laws were intended to:

- (1) increase the percentage of U.S. workers in the total workforce of the CNMI, while maintaining the minimum number of workers who are not U.S. workers to meet the changing demands of the Northern Marianas Islands' economy,
- (2) encourage the hiring of U.S. workers into such workforce, and
- (3) to ensure that no U.S. worker is at a competitive disadvantage for employment compared to a non-U.S. worker or is displaced by a worker who is not a U.S. worker.

The Workforce Act also included transitional provisions charging the CNMI Government with monitoring the use of fees collected pursuant to the CNRA and N.M.I U.S. Workforce Act of 2018. These fees fund the Commonwealth Worker Fund (CWF) Program and are for the sole and exclusive purpose of funding vocational education, apprenticeships and other training programs for United States workers. At this juncture, the number of available CWF permits is expected to reduce by 1000 annually, until the program sunsets in 2029.

Every June, the USDOL Employment and Training Administration (ETA) requires that the CNMI submit a report that focuses on the following elements of the N.M.I. U.S. Workforce Act:

- (i), "a Plan for expenditures" of the CWF in the upcoming Fiscal Year;
- (ii), "a projection of the effectiveness of the planned expenditures in the placement of United States workers into jobs held by non-United States workers,"
- (iii), "a report on the changes in employment of U.S. workers attributable to" the previous years CWF expenditures.

If your application is approved, it will be submitted as part of the expenditure plan to fulfill these requirements and address the elements as required by the N.M.I U.S. Workforce act of 2018.

Instructions: Submit a plan following the outline topics listed in this application. Submissions may be sent to mcoates@dol.gov.mp or delivered to Building #1356 in Capitol Hill by close of business on **APRIL 18, 2025**.

Use **Times New Roman, 12pt. font** for the body of the text and **double spacing** between lines of text. There is no page limit, but it is suggested that each topic be one page.

FY2026 CWF Timeline

Action	Date
Notice of Funding Opportunity	February 28, 2025
Applications Due	April 18, 2025
Application review	April 21-May 2, 2025
CW Plan Compilation	May 5 - May 16, 2025
CW Plan submitted to Governor's office for review	May 16 - 31, 2025
FY26 CW Plan DUE to USDOL	June 3, 2025
Anticipated CW Plan Approval	October 2025
Notice of Approval/Award	November 2025

OUTLINE TOPICS required to be covered in the plan:

- A. **Introduction:** Briefly describe your program, curriculum, vocation, and target audience or population to be served by the requested funding. This section should demonstrate the entity’s capacity and capability to provide necessary training, certification, or curriculum subject to funding. (If available, you may attach a program brochure, catalog, or flier.)
- B. **Problem Statement:** Briefly describe the problem, need, or gap in the CNMI workforce that your program will address with the requested funding. Cite your data sources. Supporting data can be found at labor.cnmi.gov under the Employment Services Division page
- C. **Purpose/Goal(s):** Specify how the requested funding will address said problem, need, or gap in light of current CNMI workforce data. This section should demonstrate how funding this program or project will impact the CNMI workforce. The inclusion of identifiable and measurable goals (i.e., certifications awarded, # of people trained in a specific industry, or job placements) is required. **Attention should be given to how the entity will provide participants in Tinian and Rota with access to participating.**
- D. **Activities and Timeline:** Identify and list specific steps or activities that will be taken during the implementation of the project timeline in order to accomplish the purpose and goals of this project. **Attention should be given to how the entity will provide participants in Tinian and Rota with access to participation.**
- E. **Evaluation:** Identify what information you need to collect to evaluate the success of your program. Describe how you will obtain the information necessary to measure your progress towards the achievement of purpose and goals listed above. What methods will be used in

maintaining and updating the necessary data for reporting purposes. Be sure to consider how you will measure the effectiveness of expenditures in the placement of US workers into jobs held by non-US workers as a result of a participant's completion of your program.

Goal/Objective/Activities/Timeline/Evaluation chart SAMPLE

Goal: Place 10 graduates with businesses in the field of XXXXX by June 2025.			
	Activities	Timeline	Evaluation
Objective 1 : Launch the course in XXX	1.1 register 25 students for XXX 1.2	February - May	Student registrations Course evaluations
Objective 2: establish an (pre)apprenticeship pipeline with XXX business.	1.1 work with WIA to register XXX business to accept apprentices 1.2	April-September	Finalized MOAs with WIA and XXX business Student transitions to XXX.

F. **Budget Summary & Narrative:** Attach an itemized budget (i.e., line item category and amount) on how the requested funds will be spent for the upcoming fiscal year. Keep in mind the 60/40 Admin cost/Program cost requirements. Explain how the funds will be utilized, how the funds in each category are necessary to accomplish above-stated objectives, and how the figures were computed. Additionally, applicants should demonstrate how the expenditures are reasonable and justified.

CWF Program Year Reporting Schedule

PROGRAM YEAR (PY)	Report type	Reporting Required
February 01 - April 30	First quarter	May 15
May 01 - July 31	Second Quarter	August 15
August 01- October 31	Third Quarter	November 15
November 01 - January 31	Fourth Quarter	February 15
February 2026 - January 2027	Close out Report	March 16

Close out report is due 45 days after the PROGRAM year ends.

AWARD Distribution Schedule

USCIS Collection Period	Funding Distribution plan*	PY Funding Quarter
October 01 - December 31	January 31	First Quarter Feb-April
January 01 - March 30	April 30	Second Quarter May-July
April 01 - June 30	July 31	Third Quarter August-October
July 01 - September 30	October 31	Fourth Quarter Nov-January