

**TITLE 1: GOVERNMENT**  
**DIVISION 2: EXECUTIVE BRANCH**

**§ 2311. The Citizen-Centric Report.**

(a) The Office of the Public Auditor shall be responsible for coordinating overseeing\* the Citizen-Centric Report program established by this section.

(b) Timeline for Submission. No later than 30 calendar days after each fiscal year, every secretary, director, administrator, president, or head of a Commonwealth government agency, including line departments and agencies, autonomous and semi-autonomous agencies, public corporations, the Mayor's Offices, Municipal Councils, and boards and commissions shall submit to the Public Auditor and the presiding officers of the Legislature, in electronic format an annual Citizen-Centric Report. The Citizen-Centric Report shall be posted on the entity's website and the websites of the Office of the Governor, the CNMI Legislature, and Office of the Public Auditor.

(c) Content Guidelines.

(1) Page one of the Citizen-Centric Report should include a brief table of contents, and shall contain information about the entity, including, but not limited to, the entity's vision statement, strategic goals, operational structure, and demographics.

(2) Page two of the Citizen-Centric Report should reflect a performance report based on a summary of the entity's key missions and/or services and possible outcome measures.

(3) Page three of the Citizen-Centric Report should provide a clear snapshot of financial data as it relates to the performance report presented in page two. This portion of the report should address the entity's cost for services provided and by what means those costs were covered.

(4) Page four of the Citizen-Centric Report should present the entity's forecast of future challenges and economic outlook.

(5) Miscellaneous information, including, but not limited to, information sources, entity contact information, and feedback options, may be included in sections throughout the report.

(d) Design Guidelines. The design of a Citizen-Centric Report is just as important as the content. A report will only be effective if it is read and referenced; thus, it should be visually appealing. The Office of the Public Auditor shall provide assistance and guidelines for the design of Citizen-Centric Reports, including suggestions for design considerations of visual appeal and readability, physical layout, colors, images and graphics, and type and fonts. The Office of the Public Auditor shall also provide suggestions for publishing software and report distribution.

(e) Penalties. Violations of this section shall be punishable as follows:

(1) First Offense: Official verbal warning with an opportunity to cure in 30 days. Failure to cure a first violation after 30 days shall be punished by a fine of \$50 per day payable to the Office of Public Auditor until the violation is cured.

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(2) Second Offense: Official written warning with an opportunity to cure in 30 days. Failure to cure a second or subsequent violation after 30 days shall be punished by a fine of \$100 per day payable to the Office of Public Auditor until the violation is cured.

(f)(1) Notwithstanding any laws or provisions to the contrary, in cases involving non-autonomous agencies, the CNMI Department of Finance shall be authorized to collect any fines and penalties that are due pursuant to this section by withholding any amounts due from the violating entity's annual budget appropriation in the current or next annual appropriation. Payments shall be made to the Office of Public Auditor and shall be available without fiscal year limitation.

(2) Notwithstanding any laws or provisions to the contrary, in cases involving autonomous agencies, the violating entity shall pay any fines and penalties that are due pursuant to this section from the violating entity's annual budget appropriation in the current or next annual appropriation. Payments shall be made to the Office of Public Auditor and shall be available without fiscal year limitation.

\* So in original.

**Source:** PL 20-83 § 2 (Nov. 19, 2018).

**Commission Comment:** The Commission placed and renumbered this section pursuant to 1 CMC § 3806(a) and (b). The Commission changed "thirty (30)" to "30" in (a); inserted a comma after "president", "Council", and after "Offices" in (b); struck ".00" after "\$50" in (e)(1) and after "\$100" (e)(2); and changed "Act" to "section" in (e), (f)(1), and (f)(2) pursuant to 1 CMC § 3806(g).