

<b>RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES</b>	<b>Issued by:</b> RDP Statewide Director  Daniel Regan	<b>Policy No.:</b> <b>CON 001</b>
		<b>Effective Date:</b> 2009
<i>Memorandum of Agreement</i>	<b>Approved by:</b> RDP Statewide Director  Dan Regan	<b>Revision No.: 2</b> 04/16/2010
		<b>Supersedes Policy:</b> N/A

## I. PURPOSE

To provide RDP staff and program offices with guidelines for drafting a Memorandum of Agreement (MOA).

## II. STAFF RESPONSIBILITIES

Island Project Directors and statewide staff assigned to specific projects are required to comply with this policy.

## III. TERMS DEFINED

**A. Memorandum of Agreement.** An MOA is an agreement between RDP and a campus or department within the UH System (also referred to as an internal program). The MOA Template follows as *Exhibit 1*.

**B. Internal Program:** Internal programs are those that involve UH Departments and instructional programs. Projects that are managed directly by the Rural Development Project are also considered internal programs but do not require an MOA.

**C. Exceptions:** MOA's are not required for the following:

a. Programs where the personnel are RCUH or UH employees directly under the supervision of the RDP Island Project Director or RDP Statewide Director and there are no third party commitments for performance. Staff is required to ensure that program objectives and outcomes conform to the grant criteria and comply with the grant work plan.

**Note:** Although exempt from the MOA requirements of this policy, RDP staff and RDP programs are subject to Policy PRO 001: Participant Tracking and RDP program reporting requirements for quarterly and final reports.

**D. External Program.** An external program is any program that is NOT a UH or community college program. External programs are subject to the contract requirements of RCUH.

E. MOAs and amendments *signed* by all parties must be in the program file.

#### IV. MOA TEMPLATE (Exhibit 1 to this policy)

The following forms must be included as part of the MOA process:

The Project Budget is attached as Exhibit A to the MOA [A sample is Exhibit 2]  
RDP Complaint Resolution Process/EEO Notice, [Exhibit 3].

Copy of project's Performance Measures and Outcomes from grant [Exhibit 4]

The following forms may be included a part of the MOA process depending upon the nature of the agreement:

The RDP Intake form [Exhibit 5].

Quarterly/final report format

#### V. GUIDELINES

**The MOA is put together with input from both the RDP and the program with which services are being contracted and must conform to the approved grant. The budgetary needs of the MOA should be established during this phase and will conform to the approved grant. The Business Office will be involved in the development process.**

**Consideration should be given to any additional reporting requirements this particular MOA may need and the method of payment for procurement of materials/supplies, equipment, travel, licenses and personnel.**

**A. Drafting the MOA: Important Elements.** Use the MOA Template attached to this policy as Exhibit 1. Make no deletions to this form unless directed to do so by the Statewide Director. Additions to this form are not discouraged, but are subject to approval by the Statewide Director.

**1. Background.** Use language found in the Grant proposal or a generic paragraph such as the one below:

“The overall purpose and priority criterion of the Rural Development Project is to create sustainable vocational and educational strategies, programs and infrastructure that will continue to have a positive impact on the workforce beyond the life of the federal grant. The Rural Development Project receives grants from the U.S. Department of Labor. These grants are for the University of Hawaii and are implemented by the Principal Investigator. The grants use the Community College system of the University of Hawaii to provide innovative workforce training statewide.”

**2. Purpose.** Look to the Grant for suitable language. This paragraph should describe why this agreement is being entered into and what the overall goal of the program is.

3. **Services to Be Performed.** Be specific. In general, RDP will do the following:
    - a. Provide appropriate Intake forms
    - b. Input the forms into the HUINET
    - c. Pay according to the attached Budget
  4. **Outcomes and Performance Measures.** Outcomes and performance measures are needed for federal sponsor reporting requirements. This paragraph must include both the outcomes and performance measures as specified in the Grant. Be specific about what will be accomplished by this agreement. Include a copy of the performance measures and outcomes from the grant as an Exhibit to the MOA.
  5. **Attachments or Exhibits.** If attachments or exhibits *other than* the Project Budget (Ex. A) and the RDP Complaint Resolution Process and EEO Notice are referred to in the MOA, make sure that the numbering/lettering is sequential and in the same order as the documents are referenced in the MOA.
  6. **Statement of Sustainability.** Indicate how this project is expected to continue once the funding from RDP has ended.
- B. The Budget.** The Project Budget [Exhibit 2 to this policy] is attached as Exhibit A to the MOA. Double check the calculations. The fiscal office will review the Budget before it gets attached as an Exhibit to the MOA.
- C. Approvals.**
1. **RDP.** The proposed MOA is submitted to the RDP Statewide Director for his signature. An UH MC (yellow) Routing Form is filled out and attached to the MOA. The document must be routed to the parties involved in the MOA (Section III of the Routing Form) before being sent on to those listed in Section IV.
  2. **Routing.** After the parties to the MOA have signed it, the document must continue to be routed for approval by others (not necessarily signatories) as per Section IV of the Form.
  3. **Return.** Once the Chancellor/PI has approved the MOA then it should be returned to the RDP. RDP will be responsible for distributing copies of the MOA to all department/contractors involved in the MOA.
- D. Amendments.** Any change to the MOA requires an amendment. See RDP Policy CON 002 or contact the Statewide office. An MOA Amendment has the same routing requirements as an MOA.

## VI. LIST OF EXHIBITS TO THIS POLICY

- |            |   |
|------------|---|
| Exhibit 1: | MOA Template                                    |
| Exhibit 2  | Sample MOA Project Budget                       |
| Exhibit 3  | RDP Complaint Resolution Process and EEO Notice |

- Exhibit 4      Sample Performance Measures and Outcomes
- Exhibit 5      Sample RDP Intake Form
- Exhibit 6      RDP Participant Training Satisfaction Survey

## Exhibit 1: MOA Template

RDP or the Program must complete the *italicized* paragraphs or fill-in the missing information. The following provisions must be included in each RDP Memorandum of Agreement (MOA):

**MEMORANDUM OF AGREEMENT BETWEEN  
UNIVERSITY OF HAWAII MAUI COLLEGE AND THE  
RURAL DEVELOPMENT PROJECT  
[NAME OF TRAINING PROJECT]  
EA-XXXXX-XX-XX  
Account #####**

1. **Background.** *Summary of the program—look to the language in the grant.*
2. **Purpose.** *Purpose of the agreement.*
3. **Services to Be Performed.** *What services will the Program provide? What services (if any) will RDP provide? Be detailed and specific.  
RDP will supply the Program with appropriate RDP Intake Forms.*
4. **Outcomes and Performance Measures.** *What are the outcomes specified in the grant? What will be accomplished, i.e., 40 students obtain training certification? Look to the grant for this information and consider attaching a copy of the performance measures and outcomes as an Exhibit.*
5. **Contact Person.** *The Program must identify someone who is responsible for communications with RDP and for the submission of quarterly reports, RDP Intake forms, and the Final Program Report. If applicable, the Program must identify the contact person for all equipment purchased under this agreement. Provide name, email, and telephone numbers for each Contact Person.*
6. **Time of Performance.** The \_\_\_\_\_ Program will commence on \_\_\_\_\_ and will end on \_\_\_\_\_.
7. **Budget and Financial Support.** RDP will provide funding in the amount \$\_\_\_\_\_ to support personnel, fringe benefits, equipment, program supplies and other costs as identified in the Budget which is attached hereto as Exhibit B and made a reference hereof to this Agreement. The Program shall contact and notify RDP of its supplies needs in writing. Purchase requests are subject to review and approval by RDP. All purchases must be directly related and in support of the program identified herein. RDP shall initiate the procurement of equipment and program supplies. The account number for this agreement is No. \_\_\_\_\_. (*Please include Subaccount number for the program, if applicable.*)
8. **RDP Intake Forms, Rosters and Grade Reports.** The Program will ensure that all participants complete the RDP Intake form and collect the corresponding verification of eligibility at the beginning of each funded course. At the end of each funded course, the Program shall submit to RDP grade reports for each participant. The Program is also

required to submit class rosters to RDP. [*Attach an Intake Form as an Exhibit to the MOA*]

**9. Reporting Requirements.**

- a. **Quarterly Report.** Program will be responsible for providing a status report to RDP each quarter ending March, June, September, and December. The report is due one week from the end of each quarter. The quarterly reports will commence from \_\_\_\_\_ to \_\_\_\_\_. The following information is required in each quarterly report (or attach a sample as an Exhibit):
  - i. Work and activities performed,
  - ii. Quarterly objectives and goals met,
  - iii. Program income (if any),
  - iv. Names of participants in the program,
  - v. Names of participants that have completed the program, and
  - vi. Goals for the next quarter
- b. **Final Report.** A Final Report must be submitted within 30 days of the completion of the program. The Final Report shall include a summary of work and activities performed; program accomplishments and challenges; the names of participants served by the program (in a table format); program outcomes; and the status of the sustainability plan.
- c. **Program Documents.** The Program is also required to submit with each quarterly report the following program documents: Class rosters, class schedules, participant sign in sheets, and any other related program documents.

**10. Sustainment.** *Indicate what actions and planned steps will be taken to assure continuation of the Project after RDP support concludes. These steps can include adding the training to the OCET catalogue for non-credit training or the establishment of a baccalaureate degree that will be offered by the college in the immediate future.*

**11. Access to Records.** The Program agrees that RDP, the U.S. Comptroller General, University of Hawaii, RCUH or any of their duly authorized representatives shall have access to, and the right to inspect or audit any directly pertinent books, documents, papers and records of the Program involving transactions related to this Agreement.

**12. Evaluation.** The U.S. Department of Labor requires an evaluation for all funded projects. The purpose of the evaluation is to assess the effectiveness of the program and identify areas that could be improved, modified or replicated for the benefit of other U.S. Department of Labor funded projects. The RDO Statewide office is responsible for the evaluation process and a dedicated evaluator is on staff and will have access to all records and staff involved in the delivery of his training project.

**13. Termination.** RDP shall have the privilege, with or without cause, to cancel or annul this Agreement at any time upon written notice given thirty (30) days in advance of such termination.

- 14. Program Income.** The Program shall immediately notify RDP if program income will be generated by the Program's activities under this agreement. Program Income is gross income earned by the Program that is directly generated by an RDP supported activity or earned as a result of RDP funding. A separate account for program income will be established and Program will be required to properly monitor revenue and expenditures in compliance with RDP policies and federal rules and regulations. To ensure that program income is used to advance program goals, the Program is required to obtain RDP approval **prior** to expending program income. Program income must be expended **before** RDP funds from the main account are used. The Program must include program income information in its quarterly reports and final report to RDP.
- 15. Modifications of Agreement.** Any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Agreement shall be made only by written agreement, signed by both the Program and RDP.
- 16. Relationship of Parties. Independent Contractor Status and Responsibilities:**
- a. In the performance of services, or delivery of goods, or both, required under this Agreement, the Program shall be an "independent contractor," with the authority and responsibility to control and direct the performance and details of the work and services required under this Agreement; however, RDP shall have the general right to inspect work in progress to determine, whether, in RDP's opinion, the services are being performed or the goods are being provided, or both, by the Program.
  - b. The Program and Program's employees and agents are not by reason of this Agreement, agents or employees of RDP for any purpose, and the Program and the Program's employees and agents shall not be entitled to claim or received from RDP any vacation, sick leave, retirement, worker's compensation, unemployment insurance, or other benefits provided to RDP employees.
  - c. The Program shall be responsible for the accuracy, completeness, and adequacy of its performance under this Agreement. Furthermore, the Program intentionally, voluntarily, and knowingly assumes the sole and entire liability to the Program's employees and agents, and to any individual not a party to this Agreement, for all loss, damage, or injury caused by the Program, or the Program's employees or agents in the course of their employment.
  - d. The Program shall be responsible for payment of all applicable, federal, state, and county taxes and fees which may become due and owing by the Program by reason of this Agreement, including but not limited to (i) income taxes, (ii) employment related fees, assessments, and taxes, and (iii) general excise taxes. The Program is responsible for obtaining all licenses, permits, certificates that may be required in order to perform the Agreement.
  - e. The Program is responsible for securing all employee-related insurance coverage for the Program and the Program's employees and agents that is or may be required by law, and for payment of all premiums, costs, and other liabilities associated with securing the insurance coverage.

**17. Acknowledgements and Required Notifications.**

- A. Acknowledgement of Funding Support.** RDP and Department of Labor funding must be acknowledged in any public or promotional material relating to the program with the percentage of U.S. Department of Labor support and the dollar amount of funds allocated for each project clearly presented. This includes materials such as newsletters, web sites, printed reports, promotional signs at program sites, press releases, etc. For printed reports and documents, the following acknowledgement of funding support shall be used:

*“This program is \_\_\_% funded by the U.S. Department of Labor through the Rural Development Project in the amount of \$\_\_\_\_\_.”*

- B. Disability Provision.** Participate flyers, publications, and advertisement must include the following required wording:

*“Auxiliary aids are available to individuals with disabilities upon request.”*

- C. EEO Notice.** Participate flyers, publications, and advertisement must include the following required wording:

*“An Equal Opportunity Employer and Program”*

- 18. RDP Complaint Resolution Process & EEO Notice.** The RDP Complaint Resolution Process & EEO Notice is attached as an Exhibit.

- 19. Applicable Policies, Regulations and Requirements.** The Program agrees to comply with all U.S. Department of Labor regulatory requirements found at 29 CFR, Parts 0 to 99; OMB Circular A-21, Cost Principles for Colleges and Universities; and OMB Circular A-110, Uniform Administrative Requirement for Grants and Agreements with Institutions of Higher Education. The Program agrees to abide by all elements of the grant proposal submitted and approved by the U.S. Department of Labor. Deviation from the work plan, budget, or other key components of the proposal is not allowed unless authorized in writing by the appropriate authority. Program agrees to comply with the RDP Equipment Management Policy, MAN 003.

In witness whereof, RDP and the Program have executed this Agreement effective on (*insert date*) \_\_\_\_\_.

**Rural Development Project**

\_\_\_\_\_  
Dan Regan  
Maui Project Director

\_\_\_\_\_  
Clyde Sakamoto  
RDP Principal Investigator

**Program:**

\_\_\_\_\_  
Ms. X  
Title  
Community College

\_\_\_\_\_  
Ms. J  
Title  
Community College

**Exhibit A to MOA**

Name of Project Grant # Acct. #	
<b>1. Personnel</b>	
<b>2. Fringe Benefits</b>	
<b>3. Travel</b>	
<b>4. Equipment</b> No direct costs	
<b>5. Supplies</b>	
<b>6. Contractual</b> IDC on 1 <sup>st</sup> \$25,000 of any contract	
<b>7. Other</b>	
<b>8. Total Direct Costs</b> Add lines 1 - 7	
<b>9. Indirect Costs</b> Negotiated Rate = 27.3%*	
<b>10. Training Costs / Stipends</b>	
<b>Total Funds Requested</b> Lines 8 - 10	

**Note:**

\*Fringe Benefit Rate see ORS website for current rate

\*\*Indirect Cost (IDC) see ORS website for current rate

## Exhibit 3: RDP Complaint Resolution Process and EEO Notice

### COMPLAINT RESOLUTION PROCESS AND EQUAL OPPORTUNITY NOTICE FORM

#### I. RDP GRIEVANCE RESOLUTION PROCEDURES

The Rural Development Project hereby establishes this Complaint Resolution Procedure pursuant to WIA Sections 188 and 18 (c), 20 CFR, Sections 667.600-667.630 and 29 CFR Part 37. The principles and procedures set forth in this Complaint Resolution Procedure shall be used by all Programs, individuals and organizational entities seeking funding from the Rural Development Project and all individuals participating in or receiving services from RDP funded programs to resolve complaints which arise in connection with proposals for funding and Department of Labor grant-funded programs. No person, organization or agency may discharge, or in any manner discriminate or retaliate against any person, or deny any person a benefit to which that person is entitled under the Department of Labor regulations because such person has filed any complaint, instituted or caused to be instituted, any such proceeding or investigation, or has provided information or assisted in an investigation. The identity of any person who has furnished information relating to, or assisting in, the investigation shall be confidential to the extent possible, consistent with a fair determination of the issues. All time frames specified in these procedures refer to consecutive calendar days including weekends and holidays. **FILING OF A RDP COMPLAINT: Every complaint must be in writing before the official complaint resolution process will commence. The complaint must be signed, dated and must contain the following information: The full name, mailing address and telephone number of the complainant; The full name, telephone number and address of the respondent; The laws, federal or state regulations, contract or other agreements believed to have been violated; The remedy to the complaint that would satisfy the Complainant. Any complaint that does not contain the foregoing information shall be considered incomplete.** RDP shall notify the complainant **in writing** that the complaint is incomplete and that the complaint will not be processed without the required information. If the Complainant fails to cooperate or is unavailable, the complaint may be dismissed upon reasonable notice to the last known address of the Complainant. Complaints may be amended to correct technical amendments. Complaints may be withdrawn at any time prior to the issuance of the hearing officer's decision. Complaints may not be amended to add new issues. The one-year time period in which a complaint may be filed is not extended for complaints that are refiled with statement of the facts and dates describing the alleged violation(s).

**1. LEVEL ONE- INFORMAL RESOLUTION:** The complaint must be by mailed or faxed to: Rural Development Project, Maui Community College, 310 Ka'ahumanu Avenue, Kahului, HI 96732 Attn: RDP Statewide Coordinator. Telephone Number: 808-984-3661 FAX Number: 808-249-2591. It is the complainant's responsibility to ensure that RDP receives the complaint. The Rural Development Project has **ten (10 days)** from the receipt of the written complaint to schedule and conduct an informal complaint resolution meeting at the Rural Development Project level. After the complaint is accepted, the Complainant will be notified by the Rural Development Project, in writing, of the date, time and place of the informal resolution meeting. At that meeting an attempt to resolve the complaint informally will take place. Respondents must make good faith efforts to resolve all grievance complaints prior to the scheduled hearing. Failure on the part of any party in the grievance complaint to exert good faith efforts shall constitute a basis for dismissing a grievance complaint and shall this be considered to be a part of the facts to judge in the resolution process. Every grievance complaint not resolved informally will be given a formal hearing, if requested, regardless of the grievance complaint's apparent merit or lack of merit. In the event of an informal resolution of the RDP complaint at the Rural Development Project level, **the Rural Development Project will provide a written settlement agreement to the Complainant** which describes the issues, provides the date of the informal resolution meeting, the attendees, and the terms of the resolution which has been reached by the parties as full and complete settlement of the complaint. The written settlement agreement will be signed by the Complainant's executive management or their authorized representative and the Complainant. A copy of the signed statement will be maintained in the Complainant's file for audit purposes and sent by certified mail to the complainant. In the event that an informal resolution cannot be reached, **the Rural Development Project will provide a written statement to the Complainant** which describes the issues, provides the date of the informal resolution meeting, the attendees, and the issues that could not be resolved by the parties. A copy of the statement will be maintained in the Complainant's file for audit purposes and sent by certified mail to the complainant.

**2. LEVEL TWO – ADMINISTRATIVE HEARING**

**a. Request for administrative hearing before an impartial Hearing Officer.** If an informal resolution cannot be reached at RDP level, the Complainant may request that an administrative hearing be scheduled before an impartial hearing officer. Request for an administrative hearing should be made within five (5) days of the Complainant's receipt of the written statement by RDP that an impasse has been reached in settling the complaint matter. The request must be sent by mail or fax to: RCUH EEO Officer, Research Corporation of the University of Hawai'i, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 Attn: Financial Services Manager, Telephone Number: 808-956-7702, FAX Number: 808-956-3822. The administrative hearing will be scheduled within **30 days** of the official filing date of the complaint. Prior to the hearing, the Complainant may amend his/her complaint to correct technical deficiencies but not to add issues. The amendment must be submitted in writing to the impartial hearings

officer at the above address. The recommendation(s) of the hearing officer will be considered the Final Determination of the complaint.

**b. Conduct of Hearings.** The RCUH Financial Services Manager or his/her designee will serve as the hearings officer for the administrative hearing. Written notice of the date, time and place of the hearing, the manner in which it will be conducted, the issues to be decided and the rights of the parties will be sent to the Complainant and Respondent(s) by Certified Mail/Return Receipt Requested. Any request to withdraw complaint must be in writing and received prior to the scheduled hearing. Requests to reschedule a hearing must also be made in writing and for good cause. The RCUH Financial Services Manager will make the final decision on such requests subject to acceptance of all parties of an extension of the 30-day requirement on scheduling a hearing and the 60-day requirement to have a final decision. Requests must be made at least 72 hours prior to the scheduled hearing.

Both parties have the right to present written and/or oral testimony and arguments and the right to present records and documents relevant to the issues.

**c. Decision.** Not later than **60 calendar days** after the filing of the grievance complaint, the RCUH Hearings Officer will notify the Complainant and Respondent in writing of the recommendation(s) and Final Determination of the hearing officer. The written decision will contain the following information: The names of the parties involved; A statement of the alleged violation(s) and the issues related to the alleged violations; A statement of the facts; The hearing officer's recommended decision and the reasons for the decision; A statement of corrective action or remedies, if any, to be taken.

**The recommendation(s) of the hearings officer will be considered the Final Determination of the complaint. A copy of the decision will be sent to the complainant by certified mail.**

### **3. COMPLAINTS ALLEGING CRIMINAL FRAUD, WASTE OR ABUSE**

Information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately to:

DOL Office of the Inspector General, Office of Investigations, Room s5506  
200 Constitution Avenue NW.  
Washington, DC 20210

### **4. OTHER REMEDIES**

These procedures do not preclude the complainant from pursuing a remedy authorized under another Federal, State or local law.

## **II. EQUAL OPPORTUNITY NOTICE**

**We Believe in Equal Opportunity Equal Opportunity is the Law:** It is against the law for the Rural Development Project (the recipient) to discriminate on the following basis: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under the Title 1 of the Workforce Investment Act of 1998 (WIA), on the basis of beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program activity.

**What to do if you Believe You Have Experienced Discrimination:** If you think you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: The recipient's Equal Opportunity (EO) Officer; or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner) before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

**For more information contact the RCUH Equal Opportunity Employment Officer:** Nelson Sakamoto, Director of Human Resources; Research Corporation University of Hawaii; Sakamaki Hall, D-100; 2530 Dole Street; Honolulu, HI 96822; 808-956-6979 or [nsakamoto@rcuh.com](mailto:nsakamoto@rcuh.com); fax: 808-956-5022.

An equal opportunity employer/program.  
Auxiliary aids/services available upon request for individuals with disabilities

Exhibit 4: Sample Performance Measures and Outcomes (*from grant*)

NAME OF PERFORMANCE MEASURE	MEASURE DEFINITION OR FORMULA	PLANNED LEVEL OF OUTCOMES
<p><b>Measure 1:</b>  <b>Curriculum Development Rate—Sustainable Sciences</b></p>	<p>The number of training components developed and approved to address Sustainable Sciences by the last day of the grant period (numerator) divided by the total number of planned training components (denominator)</p> <ul style="list-style-type: none"> <li>• Training components must be developed and approved for implementation by the last day of one year from the project start date to be counted in the numerator.</li> <li>• The primary data sources are training curricula components.</li> </ul>	<p><b>100%</b>  <b>Curriculum Development Rate</b>                      7 out of 7 Sustainable Sciences training components will be developed and approved within one year of the project start date.</p>
<p><b>Measure 2:</b>  <b>Enrollment Number—Sustainable Sciences Cohort</b></p>	<p>The total number of participants enrolled into the Sustainable Sciences Cohort.</p> <ul style="list-style-type: none"> <li>• The primary data sources will be intake forms and the class roster.</li> </ul>	<p><b>12</b>  <b>Enrollment Number</b>                      12 participants will enroll in the Cohort.</p>
<p><b>Measure 3:</b>  <b>Training Completion Rate—Sustainable Sciences Cohort</b></p>	<p>Of those participants enrolled in the Sustainable Sciences Cohort, the number of those who continue in the Cohort (numerator), divided by the total number of participants originally enrolled in the Cohort (denominator).</p> <ul style="list-style-type: none"> <li>• Only those participants enrolled in the Sustainable Sciences Cohort are included in the denominator.</li> <li>• Participants must complete all Sustainable Sciences Cohort training components by the last day of the Cohort term to be considered a positive completion.</li> </ul>	<p><b>83%</b>  <b>Training Continuation Rate</b>                      10 of the 12 participants will continue in the training by the last day of the Sustainable Sciences program.</p>

**RURAL DEVELOPMENT PROJECT INTAKE FORM**

Grant Project Name & Grant ID #

COURSE/PROGRAM TITLE: \_\_\_\_\_ (Please print clearly)

**CONTACT INFORMATION:**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

ISLAND \_\_\_\_\_ STATE \_\_\_\_\_ E-MAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**Department of Labor/Equal Opportunity Optional Data:**

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER  Female  Male MARITAL STATUS Married?  yes  no

FAMILY SIZE (including self) \_\_\_\_\_ NO. OF DEPENDENTS UNDER AGE 18 \_\_\_\_\_

VETERAN  yes  no SPOUSE OF A VETERAN (\*\*see criteria below):  yes  no

**ETHNICITY** CHECK ALL THAT APPLY:  Hawaiian Native or Other Pacific Islander  Asian  
 American Indian/Alaska Native  Hispanic or Latino  White  
 Black or African American  Other: \_\_\_\_\_

**PROGRAM ELIGIBILITY:** *\*program specific—take from participant eligibility section of proposal\**

Are you a Resident of the island of Maui? *Please provide copy of ID.*  yes  no

Are you a University of Hawaii System or Community College Student?  yes  no

Are you currently employed?  yes  no

Name of Employer: \_\_\_\_\_

Are you participating in this program to obtain a certificate?  yes  no

\_\_\_\_\_  yes  no

**Participant Certification and Release of Information**

I authorize the Rural Development Project to enter my information into a shared database, the Huinet. I understand that the information provided on this form will remain confidential and used only for U.S. Department of Labor evaluation purposes. The Rural Development Project can contact me to follow up on my participation on the above-referenced program. I authorize the release of education records to the Rural Development Project pertaining to my enrollment and completion of the program. I also permit the Rural Development Project to use my image for purposes related to this project. This release is valid for eight (8) years from the date I have signed this form.

I certify that the information I have provided is true and that I have received a copy of the Equal Opportunity Law and the RDP Grievance Resolution Procedures.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

***This project is funded by Department of Labor and administered by the Rural Development Project.  
Thank you for participating in and providing information for this RDP program.***

**\*\*Spouse of a Veteran:** Any veteran who died of a service-connected disability; any member of the Armed Forces who is currently and has been more than 90 days listed as-missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government of power; any veteran who has a total disability resulting from a service connected disability; any veteran who died while a disability so evaluated was in existence.

==== STOP ===== BELOW LINE FOR PROGRAM STAFF ONLY ===== STOP =====

Meets participant eligibility criteria **Verified by RDP staff (initial and date):** \_\_\_\_\_

Does NOT meet eligibility criteria **Print Staff Name and Title:** \_\_\_\_\_

**Date entered into Huinet database:** \_\_\_\_/\_\_\_\_/\_\_\_\_, by \_\_\_\_\_

**Exhibit 6: RDP Training Satisfaction Survey**

**RURAL DEVELOPMENT PROJECT (RDP)**

**Training Satisfaction Survey**

Course Name:		Instructor Name:	
Course Date(s):		Course Location:	

*In order to help us continue to improve the quality of our courses, we would appreciate your feedback.*

***Please give us your honest evaluation about the training you have just completed.***

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1)	All the objectives were achieved for this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	The instructor was well-organized and knowledgeable on the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	You had the necessary previous knowledge and skills required for this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	The workshop was structured in a way that you could easily understand the material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	The instructor communicated concepts and processes clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	The audio and visual training aids were accurate, clear and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	You will be able to apply this new knowledge and skills to your job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	The training facilities were appropriate for the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	The instructor encouraged class participation and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Overall, you are very satisfied with this training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)	What did you like best about this training?						
12)	What did you like least about this training?						
13)	Do you have any suggestions about how this training could be improved?						

***Thank you for taking the time to answer these questions!***

*An Equal Opportunity Employer and Program.*

*Auxiliary aids and services available upon request for individuals with disabilities.*