

GRANTS FUNDED!

Create an MOA or a Contract for Services, entering project-specific information into the following sections:
1. Background
2. Purpose
3. Services to be Performed
4. Enter due dates of reports
5. Enter specific project start and end dates
Signatures: enter names and titles of required signatories **
RDP Program staff, Island Directors, Statewide Director

**For more info on the MOA or Contract, see the MOA flow chart.

Will there be project participants?

YES

Create an RDP Intake Form specific for the project, including the specific eligibility

Create program in Huinet (see PRO004).
RDP Program staff

Create a hard-copy Huinet folder, to contain program eligibility requirements and RDP intake forms.
RDP Program staff

Will equipment be purchased?

YES

If the cost of the equipment exceeds \$5000, the *Contractor and RDP staff* must complete an equipment purchase request to be sent to DOL **ASAP**. RDP must receive **written authorization** from the DOL Grant Officer before **any** equipment purchase.

The *Contractor* must review a copy of the RDP Equipment Management and Procurement Policies and Procedures, and sign the statement of agreement.

The *Contractor* must also assign a contact person for the equipment.

NO

RDP Statewide staff do the following:

Create an "Account" folder (attach copy of budget from grant), containing all procurement documents (purchasing, payments, and all other pertinent documents). Also include a copy of the Budget Status Report (BSR) from FMIS, and verify that the budget matches program agreement and modification budgets.

Create "Program" folder, containing MOAs, Amendments, BSRs, etc.

Create a "Huinet" folder for each program that will contain all intake forms for participants and the eligibility requirements for each program.

File a hard copy of the grant proposal, including the approval letter, in the grant file cabinet at the RDP Statewide office
RDP Statewide Office staff

Assign an RDP program number (e.g. 654M-3) to assist in program tracking, and notify staff of assigned number.
RDP Statewide Office staff