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| <b>RURAL DEVELOPMENT PROJECT<br/>POLICIES AND PROCEDURES</b> | <b>Issued by:</b><br>RDP Statewide Program Officer-<br>Maile Lu'uwai        | <b>Policy No.:</b><br><b>OPR 004</b> |
|  |   | <b>Effective Date:</b><br>03/15/2006 |
| Subject:<br><br><i>Statewide Program<br/>Communication</i>   | <b>Approved by:</b><br>RDP Statewide Program<br>Coordinator-John Dunncliffe | <b>Revision No.:</b><br>N/A          |
|  |   | <b>Supersedes Policy:</b><br>N/A     |

- I. **PURPOSE:** To guide RDP statewide staff to ensure that communications are clear, direct, and timely and to ensure that Island Project Directors and RDP staff have pertinent information.
- II. **COMMUNICATIONS**
- A. Statewide staff will ensure that timely and consistent information will be provided to Island Project Directors on the development and planning of RDP statewide programs on each Project Director's island **prior** to program implementation on that island. Project Directors will be included in discussions, meetings, updates and program progress.
- B. Statewide staff will provide **reasonable notice** to Island Project Directors and staff when requesting information when the request requires staff to expend time and resources to sufficiently respond to the request. For example, allowing for one to two weeks or more for staff to respond *instead* of one or two days. Example of information requests:
- a. Budget requests
  - b. Budget modifications
  - c. Program modifications
  - d. Information/data needed for audits
  - e. Program reports
- C. Statewide staff will ensure that Island Project Directors and staff be provided:
- a. New policies and procedures
  - b. Notification of the date a final expenditure report for a grant is submitted to the Department of Labor and the date the records for that grant can be destroyed. *Final authorization by the RDP Program Coordinator is still required prior to destroying the records.*