

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: Laura Maudsley, RDP Compliance Officer	Policy No.: PRO 002
		Effective Date: 8/15/2006
<i>Reporting: Quarterly and Final</i>	Approved by: Dan Regan, RDP Statewide Director	Revised: 10/15/2009
		Supersedes Policy: N/A

I. **PURPOSE:** To guide RDP staff in the preparation Quarterly and Final Reports to ensure compliance with U.S. DOL Federal rules and regulations. Regular reporting is a significant DOL requirement that, if left incomplete, could jeopardize the continuation of financial support for RDP projects.

II. **STAFF RESPONSIBILITIES:** Each Island Project Director and Statewide Project Manager is responsible for gathering the information needed to complete the quarterly and final reports on the progress of their assigned projects funded through the RDP. Reports are to be sent to the Statewide Associate Director by the 15th of the month following the quarterly period.

III. **REPORTING**

A. **Quarterly Reports.** *It is recommended that all agreements with third party entities include specific due dates for submittal of pertinent quarterly data.*

Quarterly reports are due to the Statewide Associate Director on the 15th of the month following the end of the quarter, as follows:

QUARTER	REPORT DUE
January – March	April 15 th
April – June	July 15 th
July – September	October 15 th
October – December	January 15 th

A Department of Labor required format is included as Attachment A to this policy. Once the components in Sections I, II and III are filled out, they can be saved and used in the report for the following quarter. Sections IV and V allow for narrative reporting.

B. **Final Reports**

The Final Report is the summarization of the project's accomplishments. It includes the goals established in the grant, the objectives of the project and a summary of the results. The report also details implementation methods, activities, lessons learned, challenges and the contribution of partners to the project. The Final Report template is included as Attachment B to this policy.

IV. COMPLIANCE

As stated above, the Quarterly Reports are required by the U.S. Department of Labor and failure to provide the reports on time is a violation of the terms of the grant. All reports are due by the 15th day following the quarter. In the event quarterly reports are delayed beyond that time, the Statewide Associate Director will contact the person responsible for the reports to find the cause of the non-submittal. If there is not a satisfactory reason for the delay and the reports are still not submitted, the RDP Director will be notified and further consequences for the delinquent project will be considered, i.e. restriction of funds by the Fiscal Officer, reduction of future funding, etc. In addition, the Chancellor of the campus with the delinquent project will be notified.

QUARTERLY EARMARK PROGRAM NARRATIVE REPORT

According to the terms and conditions of the grant, each grant recipient is required to submit a quarterly progress report. This suggested format will assist you in providing the report information described in the Uniform Administrative Requirements at 29 CFR 95.51 or 29 CFR 97.40.

Section I: Grantee and Program Identifying Information

Reporting Quarter Ending Date:

1a. Grantee Name:	1c. Grant Number:
1b. Project Name:	
1d. Name and Phone Number of Person Submitting Report:	
1e. Grant Period of Performance:	

Section II: Work Schedule Status and Accomplishments

This section of the report should provide an update on the status of each identified component/task from your grant proposal Work Schedule.

PROJECT COMPONENT	TASK	YEAR 1				YEAR 2				STATUS
		1	2	3	4	1	2	3	4	

Section III: Performance Measures Update

In order to reflect a comparison of goals to accomplishments, grantees can use the pertinent columns of Section 3 Performance Measures in their approved grant proposal. Grantees should include information on enrollments in this section of the quarterly report.

Performance Measure <i>Performance Measure name only, do not include measurement parameters</i>	Expected Level of Performance <i>What is in your grant proposal?</i>		Current Report Quarter <i>What did you do this quarter?</i>	Cumulative Total <i>What are your project totals to date?</i>	
	<i>A</i> <i>Numeric Target</i>	<i>B</i> <i>Target Percentage</i>	<i>C</i> <i>Actual Numeric Level</i>	<i>D</i> <i>Actual Numeric Level</i>	<i>E</i> <i>Percent of Expected Level (D/A)</i>

RURAL DEVELOPMENT PROJECT (RDP)
FINAL PROJECT REPORT/EVALUATION

COMPLETE A SEPARATE REPORT FOR EACH PROJECT IN THE GRANT

PROJECT INFORMATION

Program Grant #:

Project Number and Title:

Project Account Number: Funding Amount:

Project Implementation Date:

Project End Date:

Date of Final Report:

Section A PROJECT ABSTRACT

1. GOALS

State the overall program goal(s) *as written in the initial proposal.*

2. OBJECTIVES

List the Objectives identified as steps to achieve the program goal(s) *as written in the initial proposal.*

3. STATEMENT OF NEED

Describe the need for the program's services as characterized in the project proposal (economic, cultural, regional circumstances that precipitated the project), *as written in the initial proposal.*

4. TARGET GROUP

Identify the Target Group served by this project, *as written in the initial proposal.* Detail the group size, subgroups (if any), and enrollment expectations.

Section B **PROPOSED STRATEGY VS. IMPLEMENTATION**

5. DID THE GOALS AND OBJECTIVES OF THE COMPLETED PROJECT *DIFFER* FROM THE INITIAL PROPOSAL DUE TO CHANGES MADE THROUGH A GRANT MODIFICATION? YES NO

IF “YES,” PLEASE OUTLINE THE MODIFIED GOALS AND OBJECTIVES BELOW. IF “NO,” MOVE ON TO #6 BELOW.

Outline the program goals *as written in the grant modification*.

List the Objectives identified as steps to achieve the program goal(s) *as written in the grant modification*.

6. SERVICES

Describe each service provided by the program, including services provided by project partners, noting when and where the services were provided.

7. SERVICE DELIVERY METHODS

Describe the delivery of training and/or infrastructure-building activities. If the training is carried out through a college, list the class number and note if the course was offered for credit.

8. PARTNER ROLES

What roles did your partner organization(s) play in the project (e.g., delivery systems, resources, outreach activities)? Did the partners change? Did they do what was expected? State if there were no partners.

9. WORKFORCE INVESTMENT BOARD CONNECTIONS

Describe the project's connection with the local Workforce Investment Board (WIB).

10. STAFFING

Describe the staffing for the project, including job titles and duties, and the actual time spent on the project.

11. PROJECT TIMELINE (WORK PLAN) NARRATIVE

Provide an overview of the work plan detailing the various components of the project (OBJECTIVES AND TASKS) completed throughout the duration of the program. It may be useful to expand on the Work Plan included in the initial grant proposal by ensuring that dates and activities reflect what actually happened in the program.

12. PROGRAM BUDGET TABLE

Insert a table of the final project budget, showing all funds as expended and any remaining balance.

13. BUDGET NARRATIVE

Explain the reason(s) for any program budget changes or modifications.

14. IMPLEMENTATION EFFECTIVENESS

Explain how the project’s planned implementation activities and outcomes were actually achieved or how they were changed to reflect the needs of the employers or the target group.

Section C	OUTCOMES AND EVALUATION
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15. PROJECT OUTCOMES AND MEASURES OF SUCCESS

A project’s proposed outcomes can be found in the initial grant proposal in the “Program Outcomes” section for each project. Enter the objective, measurement indicator, proposed results and actual outcome numbers into the table below. Add additional rows using the “Table” tool if needed.

PROGRAM MEASURES OF SUCCESS			
OBJECTIVE	INDICATOR (Performance Measures or Outcomes)	PROPOSED	ACTUAL

16. PROJECT BENEFITS TO INDIVIDUALS AND THE COMMUNITY

Explain all project benefits to the employers, the training participants and the local community.

17. SUSTAINABILITY / PHASE OUT PLAN

Describe the sustainability of the project beyond the grant funding and performance period, or, if the project was not to be sustained, describe the project phase-out plan.

Section D BEST PRACTICES AND LESSONS LEARNED

18. BEST PRACTICES AND SUCCESSES

Explain the project’s best practices and successes, planned or unplanned.

19. LESSONS LEARNED

What were the lessons learned through the Project?

20. USE OF EVALUATION RESULTS

Explain how the outcomes of the project were incorporated into employer or community training offerings, the community college system, or into future RDP training goals.

21. FUTURE IMPACT

Describe any findings, products or program-related issues that could be of use to future workforce training in similar topics.

22. ADVICE, TIPS AND TOOLS OF INTEREST

Explain tips, advice and tools of interest related to program provision.

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23. MEDIA COVERAGE, PUBLICATIONS, AND/OR AWARDS

Attach any press releases/articles, promotional materials, participant recruitment ads, or any other awards or recognition. Please remember to acknowledge the U.S. DOL and Senator Inouye in their support for your programs.

Section E	REPORT IDENTIFICATION INFORMATION
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Date	Program Title
Name/Title of Person completing form (Print)	
Signature	

ATTACHMENT: PARTICIPANT LIST

Cut and paste participant lists from each course from the Huinet on to the following pages.