RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Statewide Director, Daniel Regan	Policy No.: **PRO 003** / Effective Date: October 15, 2009
PROGRAM SET-UP	Approved by: RDP Statewide Director, Daniel Regan	Revision No.: / Supersedes Policy: **N/A**

I. **PURPOSE:** For the consistent set-up of RDP projects, project files and participant tracking to ensure accuracy in reporting project activities and outcomes.

II. **STAFF RESPONSIBILITIES:** Each Island Director is responsible for ensuring compliance with this policy for their respective island projects. Statewide staff is responsible for ensuring compliance with the provision of this policy for assigned projects.

III. **PROGRAM SET-UP PROCEDURE**

Refer to the MOA Planning Process and Implementation Process flow charts for clarification.

A. Obtain the program number from the Statewide Program Support Associate at the Statewide office.

B. Review the project proposal in the grant application and make a list of the required activities and program components. Make a copy of the project-specific pages for the program folder.

C. Meet with the appropriate parties to develop the Memorandum of Agreement (MOA) or Contract for Services. See the MOA/Contract through the approval and signature process. Once all required signatures have been obtained, make a copy of the MOA/Contract for each signatory and file the original in the program folder.

D. If program involves personnel, consult with the appropriate HR department (e.g. campus, RCUH or RDP).

E. If the program involves procurement for equipment, materials and supplies, get any needed approval from the Department of Labor (DOL) and consult with the RDP Procurement staff. All equipment must have DOL Grant Officer approval before it can be purchased. All purchases must support the program's goals and objectives and costs must be reasonable and allocable.

F. If the program involves participants, set up the program in the Huinet.

G. Create RDP Intake forms for the program, incorporating the eligibility criteria from the program proposal. If you need assistance, contact the Statewide Program Support Associate at the Statewide office. Intake forms must be completed by participants on the first day of class.

H. Set up the Program File using the checklist in PROGRAM FILING AND DOCUMENTATION WORKSHEET. If you are creating participant files, use the Participant File Checklist. Administrative staff will use this same worksheet to create the Account Folder.

VI. REFERENCES

UH Administrative Procedure Manual, A8.954; 29 CFR 95.71