

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Statewide Director, Daniel Regan	Policy No.: PRO 004
		Effective Date: 10/15/2009
<i>PROGRAM IMPLEMENTATION</i>	Approved by: RDP Statewide Director, Daniel Regan	Revision No.: N/A
		Supersedes Policy: N/A

- I. **PURPOSE:** For the consistent implementation of RDP projects, project files and participant tracking to ensure accuracy in reporting project activities and outcomes.
- II. **STAFF RESPONSIBILITIES:** Each RDP 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 IMPLEMENTATION PROCEDURE:**
 - A. Meet with the parties involved in the MOA or Contract for Services to plan the program. Document the results of each meeting in the Program Activity Log, and document the results of each meeting. Place all subsequent correspondence into the program file.
 - B. Meet with the program coordinator and/or instructor(s) to identify needed steps and logistics for the project, and obtain the course schedule and syllabus. Document the results of each meeting in the program file log, and place all subsequent correspondence into the program file.
 - C. If procurement is needed, obtain a list of the required materials (including detailed specifications and quantities) from the program coordinator and/or instructor(s) and work in cooperation with RDP procurement staff to order the materials, supplies and equipment as soon as possible. Note that the procurement of equipment valued over \$5000 requires written approval from the DOL Grant Officer (see MAN 001, Inventory Management).
 - D. Obtain the class scheduling information from the program coordinator and/or instructor(s). Place this information in the program folder.
 - E. When the program coordinator and/or instructor(s) create an announcement or flyer to advertise the program or course to the target population, advise them that all flyers and announcements must include the DOL-required wording found in RDP Policy number CON 001, number 16 (b & c). Copies of the announcements and flyers can be placed in the program folder.

- F. Once the training session or venue is identified, ensure that the required EEO compliance and grievance procedures are on display.
- G. Before the program classes begin, check with the program coordinator and/or instructor(s) to ensure that they have the RDP intake forms and the sign-in sheets ready. Review with them the need to verify participant eligibility and copy the documents. Also, stress the importance of keeping the intake forms and the verification documents confidential and in a secure location.
- H. After the first class session, obtain the intake forms and eligibility verifications from the program coordinator and/or instructor(s).
 - 1. Input the participants into the Huinet under the program.
 - 2. When in each participant's record in the Huinet, scan in the copy of the eligibility verification, and it will attach to their Huinet record.
 - 3. When all the participants for a course or program have been entered into the Huinet, print out the list of participants and place in the program file.
 - 4. If participants join the course late, add them into the Huinet course once the RDP intake form is received, and print out a new participant list.
- I. Shortly before the program is completed, work in cooperation with the program coordinator and/or the instructor(s) to develop the certificates of completion or competency, and determine whether a participant graduation ceremony is appropriate or required by the MOA. Obtain copies of the certificates from the program coordinator and/or instructor(s) and/or a copy of the graduation announcement.

IV. REFERENCES

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