

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Statewide Director, Daniel Regan	Policy No.: PRO 005
		Effective Date: 10/15/2009
<i>PROGRAM CLOSE-OUT</i>	Approved by: RDP Statewide Director, Daniel Regan	Revision No.: N/A
		Supersedes Policy: N/A

- I. **PURPOSE:** For the consistent close-out of RDP projects, project files and participant records to ensure accuracy in the reporting project activities and outcomes.
- II. **STAFF RESPONSIBILITES:** 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 CLOSE-OUT PROCEDURE:**
To ensure that outcomes are documented and that required reports are filed timely.
 - A. Ensure that the project has met all award terms, including adherence to approved and/or revised budgets and project end dates. Review deadlines for submitting closeout documents such as program, financial and equipment reports.
 - B. Initiate all procurement 60 days **before** the end of the program funding period, per DOL requirements. Avoid purchases of goods and/or services that will not be consumed within the period of the award and therefore would not provide a benefit to the award.
 - C. Enter participant outcomes and outcome notes into the Huinet, and ensure that each set of RDP intake forms for the program is completely entered under the program.
 - D. Compile a list of participant certificates and/or make a copy of the graduation ceremony announcement for the program file.
 - E. Obtain a copy of the class roster(s) with the final participant grades from the registrar’s office on your campus.
 - F. Prepare the Final Program Report using the RDP Final Report template found on the RDP website. The Final Report is due 30 days after the last day of the program funding period, and should be sent to the RDP Associate Statewide Director and the RDP Evaluator.

IV. REFERENCES

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