

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Compliance Officer/Evaluator, Laura Maudsley	Policy No.: PRO 007
		Effective Date: 09/01/2009
<i>Project Evaluation</i>	Approved by: RDP Statewide Director, Dan Regan	Revision No.: N/A
		Supersedes Policy: N/A

- I. **PURPOSE:** To assist in determining whether RDP is meeting its operating goals, such as planned service level and expenditure targets, and whether it is meeting its performance outcome goals, as well as to evaluate the grantee's system for managing performance.

Evaluation is an essential component in measuring the success of RDP projects, and for making continuous improvements in the effectiveness and delivery of mentoring services.

RDP is required to evaluate and monitor each project, program, subaward, function or activity supported by the grant award.

- II. **POLICY:** The RDP performs formal evaluation of projects and monitors internal procedures, in adherence with RDP Policies and Procedures and all applicable U.S. Department of Labor regulations and Federal circulars.

III. **STAFF RESPONSIBILITIES**

A. **Central Compliance Officer / Evaluator**

Ensures that:

- i. Grant and program goals are effective, in compliance and completed in a timely manner;
- ii. Program outcomes and participant tracking are complete and in compliance;
- iii. Projects are proceeding according to project goals and objectives, and makes a comparison of actual accomplishments with the goals and objectives established for the period, the proposed work schedule and the project expenditure of funds;
- iv. Final program reports are compiled into a final grant summary report to be submitted to the Department of Labor;

- v. Island Directors and the Associate Statewide Director are informed of project compliance issues and deficiencies, and that recommendations and corrective action plans are prepared;
- vi. Follow-up reviews are conducted to monitor compliance and ensure program goals and corrective actions are being implemented;
- vii. Detailed recommendations and corrective action plans are compiled and written from program evaluations and analysis;
- viii. The RDP complies with proper retention and management of records as proscribed by the Federal Sponsor.

B. Associate Statewide Director

Collects and summarizes quarterly reports from Island Directors and Project Coordinators.

C. Island Directors and Project Coordinators

- i. Reviews project activities for each quarter, and responsible for the timely preparation of quarterly reports for each project which identifies project performance outcomes, progress in achieving goals and objectives, adherence to the work schedule, and other items. A quarterly report template can be found on the RDP website.
- ii. Prepares the final project report at the end of the project period on a timely basis. A template of the RDP Final Project report can be found on the RDP website, along with a sample final report and a template with instructions.

IV. REFERENCES

29 CFR § 95.21, § 95.51, & §97.20
University of Hawaii Administrative Procedure A8.954.