

RDP PROGRAM FILES

Elements of a Program Folder with six (6) sections

—Create Subsections under each section if needed. File newest documents on top.—

SECTION 1: *Program Planning Activities*

- **Log of program planning, development and provision activities, including Procurement Planning.** A chronological log helps to document the planning, development and program provision activities of the project. The log details program successes, challenges, timeline changes and other project matters.
- **Program meeting minutes or documented link to minutes on RDP server.** Copies of the program planning meeting and program provision meeting minutes can be kept in the program file folder or in a paperless format on the RDP server.

SECTION 2: *Program Description and Agreement*

- **Program Proposal—including the Scope of Work, Goals and Objectives, Services to be Provided, Work Plan, Target Group Criteria, Outcomes, Budget and Sustainability plans.** A program proposal is a description of the work you will complete on a project. The details included in a proposal depend on the project's specific goals, activities and proposed outcomes.
- **Memorandum of Agreement (MOA).** An MOA is a document written between parties to cooperatively work together on an agreed-upon project or meet an agreed-upon objective. The purpose of an MOA is to have a written understanding of the agreement between parties, and of the work to be performed in the program. The MOA template can be found at the RDP website on the [Policies and Procedures](#) page.
- **Contract for Services.** A Contract through which a provider obtains the performance of an act or acts and/or service(s). A Contract for Services is an agreement made between RCUH and a Subcontractor or entity *outside* the University of Hawaii system. The Contract for Services is generated by RCUH based on the requisition for the contract.
- **Amendment(s) to MOA or Contract for Services.** An amendment makes an addition, deletion or change in an MOA or Contract for Services. MOAs or Contracts must be amended when changes are made to the project Scope of Work, Terms and Conditions, Budget, Work Plan and Outcomes or the Contract term. The Amendment must reference the section of the MOA or Contract being amended, and describe how the initial agreement is being changed. The Amendment template can be found at the RDP website on the [Policies and Procedures](#) page. *Note: Before preparing the amendment, please contact the Statewide Associate Director at the RDP Statewide office to determine whether a grant modification must be prepared and approved before the changes can take place in the program.*
- **Program Award Letter and Closure Notice Letter, if issued by RDP Director.** The Project Award Letter is the notice of project funding from the RDP Director to the Contractor. The letter outlines the requirements for program outcomes and goals, the need for a program contract person and reporting requirements and the responsibilities of the program. The Closure Notice Letter outlines the components of the project and alerts the Contractor of the required closeout procedures.

SECTION 3: *Correspondence*

- **E-mail and written correspondence letters regarding program planning, development and provision activities.** Documentation of e-mail and written correspondence will assist in tracking the progress and provision of the project.

- **Campus routing slip for MOAs and Amendments.** The campus routing slip which accompanied the MOAs/Contracts/Amendments through the signing process can be kept in the correspondence section as documentation of authorized signatures.
- **Written equipment justification request with DOL Federal Project Officer (FPO) approval letter.** In order to purchase equipment with a value >\$5000, a DOL equipment purchase justification request must be prepared and sent to the DOL, which details the intended use for the equipment and the costs involved. The request is prepared and sent by the RDP Statewide Office. The DOL Federal Project Officer equipment purchase approval letter must be received before the purchase can be authorized and the procurement process begins.

SECTION 4: *Budget Monitoring*

- **Expenditure Control Worksheets.** These worksheets keep track of the cumulative expenditures of a project. The worksheet contains each of the Federal line items, and the Budget, Expended amounts and Available funds for each of these line items. The Expenditure Control Worksheet is created and maintained for each program account by the local RDP office.
- **Budget Status Report (BSR).** The BSR is a report of the expenditures and encumbrances for an account through the UH Financial Management System (FMIS). The system maintains the financial information for the entire UH system. The BSR displays balances for an account summarized by budget category. The reports can include the budget, inception-to-date expenditures, fiscal year-to-date expenditures, current month expenditures, outstanding encumbrances and available balance totals.
- **Inventory report by Program Account from RDP inventory system.** This is a report or list from the RDP Equipment Management System of all equipment (theft sensitive items) purchased for a program and need to be inventoried and managed.
- **Transfer and/or disposal forms for program equipment.** Any time equipment (theft sensitive, value >\$1000) has a location changes within the UH system, an *Equipment Transfer Form* is needed. Any time equipment (theft sensitive, value >\$1000) has a location change to an entity outside of the UH system and/or equipment is no longer usable due to damage, wear, is obsolete, theft, is stolen or missing, an *Equipment Disposal Form* is needed.
- **Copy of Agreement/Contract requisition.** This is a copy of the initial requisition for the program, based on the program cost and the program details as outlined in the MOA or Contract for Services.
- **Copies of invoices from Contractors/OCET.** The monthly, quarterly or final invoices for the costs of services provided for the program.
- **A List of Participant Stipend payment records.** This list will include participant names, stipend amount(s) and date(s) paid, as taken from the UH Stipend Forms.

SECTION 5: *Program Evaluation*

- **Copies of Quarterly Reports.** These reports are prepared by the contractor, outlining the project activities in the quarter, detailing the progress in the project goals and objectives, classroom activities and project outcomes.
- **Final Project report.** These reports are imperative for program evaluation and the documentation of outcomes. Final Reports must be received before final payment can be approved. The updated template for the Final Project Report can be found on the RDP website.

- **Program Management Status Tracking (PMST).** This Excel spreadsheet, maintained by RDP Project Management staff, tracks budget and project expenditures on a quarterly basis.
- **Special Reports.** Occasionally, the RDP will be asked by the DOL, the Senator's office or by the Principal Investigator to prepare a report on project outcomes and activities.

SECTION 6: *Participant-related Documents*

- **Project Participant Eligibility Criteria.** Program Eligibility Criteria is specific and unique to each project, and must be verified to ensure that all project participants are eligible to receive the program training, as outlined in the project proposal. Documentation of eligibility must be attached to each participant's Huinet form.
- **Project Announcement/Class Flyer/Advertisement(s).** Outreach materials that market the project course or training to the target population.
- **Training Schedule and Syllabus.** This outlines the course or training activities for each project.
- **News Articles.** Many projects and courses are covered by local newspapers. Copies may be included in this section.
- **Class Sign-in Sheets.** Instructors may verify participant attendance in class by using sign-in sheets.
- **Initial Class Rosters/Final Class Roster including Grades.** Rosters can be obtained from the campus Registrar's Office, and are documentation of the participants and that the course took place. The Final Roster includes the course grades and documents which participants completed the course successfully.
- **List of Participant Certificates/Graduation Announcement.** The list of participants is compiled by the contractor or the RDP office as an alternative to including a copy of each certificate in the program file. A copy of the Graduation Announcement can also be included to document those who successfully completed the training.
- **Copy of class listing from College Class Schedule or from the [UH Master Course List](#).** The listing will document that the course or project was offered through the community college system.
- **Printout of class participants from Huinet.** After the courses in the project have been created in the Huinet and the course participants have been entered into each course, a printout of the course participant names will document that the participants have been entered into the Huinet.
- **Training Satisfaction Surveys.** The surveys provide a measurement of participant satisfaction with the training and are to be included in this section of the Program Folder.