

RDP PROGRAM FILING AND DOCUMENTATION WORKSHEET

Program Folder Checklist

- Create the Program File using a six-section, two-hole file folder.
- If needed, create subsections under each section.
- File newest documents on top in *chronological order*

Section 1: Pre-MOA Program Planning Activities

- Log of program planning, development and provision activities, including Procurement Planning
- Program meeting and/or Community Advisory Committee (CAC) meeting minutes or documented link to minutes on 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. This can be found in the grant application on the website.
- Memorandum of Agreement (MOA) or Contract for Services
- Amendment(s) to MOA or Contract for Services
- Program Award Letter and Closure Notice Letter, if issued by RDP Director

Section 3: Correspondence—*in chronological order with the newest on top.*

- E-mail and written correspondence letters and documented phone conversations regarding program planning, development and provision activities
- Signed Campus routing slip for MOA/Contract for Services and Amendments
- Approval letter from DOL for equipment purchase and DOL equipment purchase request letter and documentation

Section 4: Budget Monitoring

- Expenditure Control Worksheets
- Budget Status Reports (BSRs)
- Inventory report by Program Account from RDP inventory system
- Transfer and/or disposal forms for program equipment
- Copies of invoices from Contractors and/or OCET
- Stipend Payment Forms/List of Participant stipends paid

Section 5: Program Evaluation

- Copies of all Quarterly Reports
- Final Program Report
- Project Management Status Tracking (PMST) Report
- Special Reports

Section 6: Class-related Documents

- Program Participant Eligibility Criteria from the program proposal
- Program Announcement/Class Flyer/Advertisement(s)
- Training Schedule and Syllabus
- News Articles
- Class Sign-In Sheets
- Initial Class Rosters/Final Class Rosters including grades
- List of Participant Certificates/Graduation Announcement
- Copy of class listing from College Class Schedule or [UH Master Course List](#)
- Printout of class participants from Huinet
- Training Satisfaction Surveys

Procurement and Purchasing Folder Checklist—Create a file for each account. An account folder may include more than one program.

- Program Budget Sheet
- Expenditure documentation
- Copy of initial MOA/Contract requisition
- Program-specific Purchase Orders, completed and closed-out
- Justification and Sole-Source Documentation
- Determination of Cost and/or Price Reasonableness Form
- Telecommunications Report Log
- Program-related equipment contracts and/or Service Agreements
- Equipment justification request accompanied by Federal Project Officer (FPO) approval letter
- Written Receipt of Property
- P-Card logs
- Inventory Receipt documentation
- Copies of stipends issued
- JV documentation
- Travel request and justification documentation

Additional Requirements

- Daily Personnel Activity Reports—on [RDP website](#) under *Timesheet Entry*. Match the hours worked to the grants that were worked on. Hours listed must match timesheets.
- Programs and administrative files and records from expired grants must be retained a minimum of three years, from the end of the grant. Additional guidelines can be found in [RDP Policies and Procedures](#) on the website under *MAN002, Records Retention and Management*.
- All Federal and State-required employment posters must be displayed in a highly-visible area of the office and at all program sites.
- As recipients of Federal funds, all RDP offices and project sites must be ADA compliant.

Program Resources

- RDP and RCUH Policies and Procedures on the [RDP](#) and [RCUH](#) websites under the corresponding tabs.
- The Workforce Investment Act (WIA) and other resources on the [Department of Labor, Employment and Training Administration website](#).