

<b>RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES</b>	<b>Issued by:</b> RDP Statewide Program Officer- Judy Moon	<b>Policy No.:</b> <b>PRO 002</b>
		<b>Effective Date:</b> 08/15/2006
Subject: <b>Reporting (Quarterly &amp; Final)</b>	<b>Approved by:</b> RDP Statewide Program Coordinator-John Dunicliffe	<b>Revision No.:</b> N/A
		<b>Supersedes Policy:</b> N/A

**I. PURPOSE:** To guide RDP staff in preparing Quarterly and Final Reports to ensure compliance with U.S. DOL federal rules and regulations. This is a significant U.S. DOL requirement that jeopardizes the continuation of financial support of our programs, as such, RDP has established financial sanctions for those projects that do not comply with this policy. The sanctions are not a punishment; rather, the sanctions are established to limit the impact of potential delays in federal support resulting from non-compliance in reporting.

**II. STAFF RESPONSIBILITIES.** Each Island Project Director and State-wide Project Manager is responsible for gathering the information needed to complete the quarterly and final reports on the progress of their assigned projects funded under U.S. Department of Labor assistance awards. This information will be forwarded to the Assistant Statewide Coordinator by the 5<sup>th</sup> working day of the month after the close of the quarterly period.

**III. REPORTING**

Reports must be completed on a quarterly basis detailing the progress achieved in the implementation of the program. As appropriate this will include the numbers of new participants, the status of existing participants, the outputs achieved in the quarter and the anticipated goals for the next quarter. Challenges faced and noteworthy accomplishments should be appended to the report. Additionally, once the project is completed a final report must be submitted that summarizes the results of the project and addresses such issues as property disposition, record retention and program income as appropriate.

**A. Quarterly Reports.** An acceptable format is included as Attachment A to this policy. Island Directors may choose to report using a different format; and, that is acceptable as long as the major items listed in the preceding paragraph are addressed. It is recommended that all agreements with third party entities include specific due dates for submittal of pertinent quarterly data.

**B. Final Reports.** The Final Report is the summarization of the projects accomplishments. It includes the goals established in the grant, the objectives of the project and a summary of the results. The report details implementation methods, activities, challenges and the contribution of partners in the project. The report will conform to the final report template included as Attachment B to this policy.

- C. Closeout Letter.** After the final report has been reviewed and the found acceptable a closeout letter will be prepared by the appropriate Island Director or Statewide Project Manager and sent to the entity responsible for the project. This letter will detail record retention and property disposition requirements as appropriate for the project. A sample closeout letter is included as Attachment C.
- D. Sanctions.** In the event that quarterly reports are delayed beyond the 10<sup>th</sup> working day of the month in which due, the RDP Statewide Coordinator will notify the Island Manager or Statewide Project Manager responsible for the report that they are subject to sanctions being placed on their project. If the reports are not submitted by the 15<sup>th</sup> working day of month in which due, the RDP Statewide Coordinator will notify the Island Project Director or Statewide Project Manager and the appropriate Fiscal Officer that a restriction on the expenditure of funds has been put in place.