

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Hilary Denoncourt

Subrecipient: Andover School District

Action Item: Finding #3

Description: Procurement Procedure Complainece

Date: 09/28/2021

Please check the box that most appropriately matches the District’s status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District’s assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):

Hilary Denoncourt
Name of person completing this form

10/01/2021
Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

The District will create a procurement procedure to ensure Policy DAF is being used by all business office staff and by all grant managers that will need to be acknowledged/signed by each person. Completion date is expected by December 31, 2021.

Corrective Action Plan Update or other explanation as necessary, (status date: / /)

If option (3) is selected, please explain how this was implemented in the space below:

Please return to the Bureau of Federal Compliance within 30 days of receipt.

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