

**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 #2

Description: Time and Effort Documentation

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 adjust the current Google Form being used for support staff time cards to allow for grant time and effort documentation and electronic signatures. Professional staff will be required to complete the Google Form as well. This will allow for a detailed record that can be easily accessed. The District is also working on a written procedure that all employees paid from a grant will acknowledge and adhere to as well as completing retroactive time and effort documentation. Expected completion date is March 31, 2022.

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.