**NHDOE Federal Funds Monitoring Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

### Subrecipient contact: Sharon Mezzack, Accounting and Grants Manager

**Subrecipient: Claremont School District**

**Action Item: Finding #1**

**Description: Implement updated policies in accordance with Federal requirements**

**Date: 11.4.21**

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.

- X (1) Partially implemented

- (2) Revised CAP being implemented

- (3) Fully implemented

- (4) No further action required (provide detailed explanation below):

Richard Seaman, Ass’t Superintendent, Finance/Ops 11.4.21

Name of person completing this form 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 Drug Free Workplace and Prohibiting the Aiding and Abetting Sexual Abuse policies have been approved by the Board at the 11.3.21 Board meeting. The policies should be approved and adopted by the January 2022 Board meeting. Records Retention policy and Appendix was reviewed and approved by the Board on March 6, 2019. Copies of each are attached.

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.***

**NHDOE Federal Funds Monitoring Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

### Subrecipient contact: Sharon Mezzack, Accounting and Grants Manager

**Subrecipient: Claremont School District**

**Action Item: Finding #2**

**Description: Implement procurement procedure in accordance with Federal requirements**

**Date: 11.4.21**

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.

- X (1) Partially implemented

- (2) Revised CAP being implemented

- (3) Fully implemented

- (4) No further action required (provide detailed explanation below):

Richard Seaman, Ass’t Superintendent, Finance/Ops 11.4.21

Name of person completing this form 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 Business Office is developing a procedure to implement Policy DAF – Administration of Federal Grant Funds that ensures procurement documentation is created and maintained for all small purchase orders and specifically sole source procurements.

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:

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**NHDOE Federal Funds Monitoring Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

### Subrecipient contact: Sharon Mezzack, Accounting and Grants Manager

**Subrecipient: Claremont School District**

**Action Item: Finding #3**

**Description: Implement time and effort procedures**

**Date: 11.4.21**

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.

- X (1) Partially implemented

- (2) Revised CAP being implemented

- (3) Fully implemented

- (4) No further action required (provide detailed explanation below):

Richard Seaman, Ass’t Superintendent, Finance/Ops 11.4.21

Name of person completing this form 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 Business Office is developing a procedure to document and track time and effort for Federal grants. Implementation will include training and follow-up with all employees for which salary expenses are charged to Federal grants. The procedure will include both the capture of required information and preparation of a certifying statement executed by a second party.

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:

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**NHDOE Federal Funds Monitoring Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

### Subrecipient contact: Sharon Mezzack, Accounting and Grants Manager

**Subrecipient: Claremont School District**

**Action Item: Finding #4**

**Description: Implement a compliant policy and procedure for records retention**

**Date: 11.4.21**

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.

- X (1) Partially implemented

- (2) Revised CAP being implemented

- (3) Fully implemented

- (4) No further action required (provide detailed explanation below):

Richard Seaman, Ass’t Superintendent, Finance/Ops 11.4.21

Name of person completing this form 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 Business Office is reviewing the procedure to support Board Policy EHB Data/Records Retention and EHB-R. The procedure will ensure that all contracts and paperwork related to Federal grant expenditures are retained and accessible.

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.***