

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Ellen Desmond, Grant Manager and Jack Dunn, Business Administrator

Subrecipient: Concord School District

Action Item: Finding #01

Description: Provide the NHDOE with a copy of the procurement procedure

Date: 10/20/21

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.

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

Jack Dunn
Name of person completing this form

10/20/21
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 has begun the process of documenting a procedure and creating a manual. We have also created our own contract that vendors will sign. We will be submitting sample contract and language as part of our corrective action plan

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.