

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 #03

Description: Moving forward the Concord School District will need to upload any contracts or agreements with an outside vendor in the Grants Management System (GMS) under the appropriate Program, and titled for which activity the contract or agreement is for. There will be no reimbursements issued for that activity until the documentation is uploaded in GMS to ensure compliance surrounding procurement and proper record retention.

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 hired a full-time dedicated Grant Manager. She now uploads all contracts and/or agreements with new/revised grants to GMS. We are still working on the document procedures. We expect to have everything full completed by the deadline.

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.