NHDOE Federal Funds Monitoring Corrective Action Plan

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Cornish Elementary School SAU100

Subrecipient:

Action Item: Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal wards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirement upon non-Federal entities (2 CFR 200.334).

Description: : Upon review of all programs, required documentation to show compliance within the various activities was either missing or not kept.

Questioned Costs: \$2,780.73.

Context: There was minimal documentation regarding Activity #90086 September 2020 for Title I Part A. Theactivity is for reimbursement of tuition for Title I students that attended "Summer Skills Camp", however there is no documentation for which students were supported, an application process, any accounting for the tuition spent on these students, etc. In speaking with the District about this activity, it was noted that in the future these items would be established and kept.

Date: 10/15/21

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 CAPhas been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):
Name of person completing this form 10-39-31 Date
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:
After a review of the criteria for selection of students for Title I inclusion in the extended year program, it was established that the District did not use a rank order system for student selection for the extended year program for Title I. A procedure will be established moving forward addressing this. Further, in order to request payment be made, a procedure detailing the following will be established:
1. Grant Identification
2. Grant Narrative
3. Date
4. Student Name
5. Student Grade
6. Program Attending – Date Identified7. Cost per student
8. Reimbursement Request
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: Cornish Elementary School SAU100

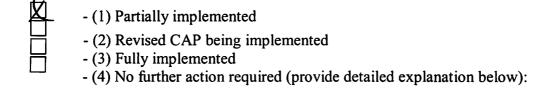
Subrecipient:

Action Item: The acquisition of property or services which is higher than the micro-purchase threshold (\$10,000 at the time of the grant in question), but does not exceed the simplified acquisition threshold (\$250,000 established in the FAR) must follow small purchase procedures. Small purchase procedures include price or rate quotations obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

Description: Activity #98358 for August 2020 was conducted which included the procurement of HEPA filtration systems. The invoice was for \$ 10,999, however no supporting documentation for price or rate quotations were, obtained. The District stated that the Board approved the procurement of these units as part of their reopening plan; however, this specific procurement was not approved explicitly.

Date: 10/15/21

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.



Name of person completing this form	Date
If options (1) or (2) are selected, please explain th CAP was revised as well as the anticipated complete.	
A procedure will be developed which includes particular a minimum of three vendor contacts for procure \$10,000 threshold. This procedure will include meeting minutes that support said purchase.	ement of goods and/or services over the
Corrective Action Plan Update or other explanation	on as necessary,
(status date: //).	
If option (3) is selected, please explain how this w	vas implemented in
the space below:	

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