



New Hampshire

Department of Education

Bureau of Federal Compliance

February 3, 2023

Welcome to the February 2023 Newsletter!

We have a few updates and upcoming deadline reminders. The Bureau of Federal Compliance (BFC) oversees activities of federal grant programs to determine whether organizations are in compliance with federal fund related fiscal requirements. Additionally, we provide technical assistance, guidance documents, and other educational opportunities to assist subrecipients in understanding how to manage federal grants.

Who We Are

The BFC consists of three employees: Lindsey Labonville, Administrator; Katelyn Komisarek, Agency Audit Manager; and a third vacant position, Internal Auditor. We are currently holding interviews.



If your District or Charter would like to request one-on-one technical assistance, please email the BFC at **FederalCompliance@doe.nh.gov**.

Helpful Links:

[Federal Fund Fact Sheets](#)

[Federal Fund Information Sheets](#)

[Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations](#)

[Uniform Guidance and Training FAQ](#)



Website: **[Bureau of Federal Compliance](#)**



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Based on the [FY23 Annual Federal Risk Assessment](#), the BFC will monitor 26 Districts and 6 Charter Schools.

We are half way through the subrecipient monitoring, which will wrap up May 2023. Thank you to all the Districts and Charters for your continued cooperation!

Compliance Tip of the Month:

Let's talk time and effort requirements!

Per 2 CFR 200.430, all time and effort documentation should include at a minimum: grant information (grant name or project number), time spent on the grant (percentage/hours), period of performance (bi-weekly, semi-annual, stipend), name of employee, employee title, signature of employee and supervisor, dates of both signatures must be obtained after the period of performance, and a certifying statement (example).

Certification: I hereby certify that to the best of my knowledge the information contained in this time and effort report accurately reflects the time and effort distribution for the named employee for the pay period reported.



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