

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient Contact: spetralia@sau50.org

Subrecipient: Salvatore Petralia on Behalf of the Greenland School District

Action Item: Finding #02

Description: Time and Effort Compliance, Document and Procedure Implementation

Date: 12/1/2021

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):**

Rebecca Hamlin

12/1/2021

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:

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:

The Greenland School District will retroactively come into compliance for the individuals paid through the activities in question. Additionally, the District will create and implement Federally compliant Time and Effort documents. Lastly, the District will establish and implement a time and effort procedure that will outline in detail all aspects, processes, and rules regarding time and effort.

Please return to the Bureau of Federal Compliance with 30 days of receipt.

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