

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Cassandra Micucci and David Backler

Subrecipient:

Action Item: Internal controls (Findings #01)

Description: Internal controls

Date: September 21, 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):

Cassandra Micucci
Name of person completing this form

9/21/21
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:

Updated Policies are being brought fourth to all school boards.
Each School board will have a first reading and then move
forward for approval. Once approved the SAU office will
begin updating online etc.

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.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

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Subrecipient contact: David Backler and Cassandra Micucci

Subrecipient:

Action Item: Procurement Policy (Findings #02)

Description: Procurement Policy

Date: September 21, 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):

Cassandra Micucci
Name of person completing this form

9/21/2021
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:

SAU #20 is developing a procurement policy that follows federal grant guidelines along with a procedure to ensure our checks and balances, and to include School board members as a wrap around.

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:

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(Use a separate form for each Corrective Action Item)

Subrecipient contact: David Backler

Subrecipient: Cassandra Micucci

Action Item: Time and Effort Documentation (Findings #03)

Description: Time and Effort

Date: September 21, 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):

Cassandra Micucci
Name of person completing this form

9/21/21
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:

GRS COOP IS WORKING ON UPDATING DOCUMENTATION AND TIMESHEETS
TO BE IN COMPLIANCE WITH ACCORDANCE OF OUR POLICIES AND
PROCEDURES.

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:

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