

**NHDOE Federal Funds Monitoring
Corrective Action Plan**
(Use a separate form for each Corrective Action Item)

Subrecipient contact: Nathan Lunney, Business Administrator

Subrecipient: Portsmouth School District (SAU 52)

Action Item: Finding #02 - Implement Time and Effort procedure and comply for CARES-ESSER

Description: Develop and implement a compliant Time and Effort documentation procedure and apply that procedure retroactively to CARES-ESSER Activity 92688 for teacher summer 2020 learning wages.

Date: November 12, 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):

Nathan Lunney, Business Administrator
Name of person completing this form

12 Nov 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:

The District is comparing model time and effort procedures from other New Hampshire school districts to identify best practices, especially in terms of the logistics of documentation. The District intends to engage the NH Department of Education for review and training of District staff working with federal grants to include appropriate time and effort steps. Completion of training, implementation of new procedures, and retroactive documentation anticipated by March 31, 2022.

Corrective Action Plan Update or other explanation as necessary, (status date: 03/31/22)

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.

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