



# NH DEPARTMENT OF EDUCATION | Q3 BUREAU OF FEDERAL COMPLIANCE NEWSLETTER

DECEMBER 23, 2021

## INTRODUCTION

The Bureau of Federal Compliance 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.

With that being said, welcome to the Bureau of Federal Compliance’s first Newsletter! These Newsletters will be released on a quarterly basis to update you, our subrecipients, on all things Federal Compliance as it relates to the Department of Education. You can look forward to technical assistance, reminders/deadlines, helpful links, and what we have been up to lately.



The Bureau of Federal Compliance is made up of three employees; Lindsey Labonville, Administrator, Jessica Lesarbeau, Internal Auditor, and a vacant third position of Agency Audit Manager.

Please reach out to us with any questions pertaining to Federal Compliance by emailing us at [Federal.Compliance@doe.nh.gov](mailto:Federal.Compliance@doe.nh.gov).



### Deadlines

[FY 21 Single-Audit Documents](#) due 3/31/2022.

If FY 19 and FY 20 single-audit documents are still outstanding a reminder email has been sent out. Please return those documents as soon as possible.

Reminder these must be signed by the Superintendent.

Thank you!



# FY21 Monitoring Update and Summary of Findings

During FY21, the BFC monitored 45 School Districts. Of those 45 Districts, six (6) Districts had zero (0) findings, or 13%. Additionally, during our visits, staff reviewed ten (10) federally required policies and several reimbursed activities within the Grants Management System (GMS) for each District. To the right, you can see the breakdown of findings that were documented during our visits.

- Twenty-six policy findings (57%)
- Nineteen [procurement](#) findings (42%)
- Thirty-one [time and effort](#) findings (68%)
- Two [equipment](#) findings (4%)
- Six record retention findings (13%)
- One use of funds finding (2%)



- ▶ FY 22 Monitoring for the school year 20/21 will begin next month! If you received an email from Lindsey Labonville on August 31, 2021 then your District was selected to be monitored as a result of the annual [Risk Assessment](#). Please follow-up to schedule your monitoring visit if you have not done so already.



- ▶ On November 5, 2021, the BFC sent out two documents in order to assist Districts in reference to procurement. The first document is a checklist that will assist in determining the federal requirements per 2 CFR when choosing a certain procurement method and all of the requirements associated. The second document is to assist, as a foundation of understanding, when writing procurement procedures. Many Districts have already begun to write these in anticipation of the next monitoring season, therefore we wanted to supply you with a document that will help differentiate between policy and procedure.



- ▶ The Bureau of Federal Compliance is issuing an [RFP](#) (click RFP to be sent to the RFP site) seeking a vendor to execute a procedure writing training for all of NHDOE staff, select District/SAU staff, and select Charter School staff. Please feel free to send this RFP to any appropriate party you feel would be suitable for such training i.e. CPA firms.

## Helpful Links:

Annual Federal Fiscal Risk Assessment: [Annual Federal Fiscal Risk Assessment | Department of Education \(nh.gov\)](#)

Federal Fund Fact Sheets: [Federal Fund Fact Sheets | Department of Education \(nh.gov\)](#)

Federal Fund Information Sheets: [Federal Funds Information Sheets | Department of Education \(nh.gov\)](#)

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

*Please reach out to the Bureau of Federal Compliance for any questions or training needs. We are available to come out and provide technical assistance throughout the year.*