



NH DEPARTMENT OF EDUCATION | Q4 BUREAU OF FEDERAL COMPLIANCE NEWSLETTER

MARCH 21, 2022

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.

Welcome to the Quarter 4 Newsletter! We have a lot of projects in the works and would like to utilize this opportunity to fill you in on where we are with some of them and, as always, offer the most technical assistance we can in order to serve our subrecipients.



The Bureau of Federal Compliance consists of three employees: Lindsey Labonville, Administrator; Jessica Lesarbeau, Agency Audit Manager; and a third vacant position, Internal Auditor. We are currently reviewing applications for this position.

Please reach out to us with any questions pertaining to Federal Compliance by emailing us at FederalCompliance@doe.nh.gov.



Deadlines

- [FY 21 Single-Audit Documents](#) due 3/31/2022. Reminder that these must be signed by the Superintendent.
- DUNS to UEI (SAM) Transition Survey in ESS was due March 14, 2022. Please report your UEI information ASAP! UEI utilization goes live April 4, 2022.



2022 Technical Assistance Training Series

The BFC has created seven different technical assistance PowerPoints to help aid in federal funds usage and compliance. These trainings were announced via email January 31, 2022, with a subsequent training calendar emailed on February 22, 2022. Links to the Teams meeting presentations were provided in both documents. Each presentation is being offered twice (some have already started), will be recorded, and will be posted on the BFC-NHDOE website. We hope you can join us!

- Single-Audit Certificate Training: 3/23 10:00AM, 4/21 1:00PM
- Subrecipient Monitoring Training: 3/23 1:00PM, 5/12 9:00AM
- Procurement (Methods) Training: 3/25 12:00PM, 4/15 10:00AM
- Contract Provisions Training: 3/25 2:00PM, 4/21 9:00AM
- Time and Effort Training: 3/31 10:00AM, 5/12 1:00PM
- Equipment Vs. Supplies Training: 3/31 1:00PM
- Procurement (Overview) Training: 4/5 2:00PM



FYI

- ▶ If your District or Charter School would like to request one-on-one technical assistance for this summer, please email the BFC at FederalCompliance@doe.nh.gov so we may arrange assistance for you.

An updated federal policy and procedure requirement checklist is available (attached).

- ▶ These policies and procedures are Uniform Guidance requirements, and are part of our annual federal fiscal monitoring procedure. Please ensure your District has all applicable policies and procedures implemented.

The Bureau of Federal Compliance is currently reviewing RFP responses to the Procedure

- ▶ Writing Training RFP issued in December 2021. We hope to have training available to all Districts, Charter Schools, and NHDOE employees in the fall 2022.

Helpful Links:

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](#)

NEW! Uniform Guidance Training and FAQ: [Uniform Guidance Training and FAQ | Department of Education \(nh.gov\)](#)

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.