

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

**Subrecipient contact:** Darlene Mann

**Subrecipient:** Salem School District

**Action Item:** Procedure Update

**Description:** Implement a compliant procurement policy and create a procedure to reflect proper controls

**Date:** 10/20/2021

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):

Darlene Mann  
Name of person completing this form

10/20/2021  
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:

Policy DAF was adopted on 5/25/2021 which includes language regarding procurement. A procedure will be created by March, 2022.

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.***

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**NHDOE Federal Funds Monitoring  
Corrective Action Plan**

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**Subrecipient contact:** Darlene Mann

**Subrecipient:** Salem School District

**Action Item:** Policy Updates

**Description:** Policy Updates are required for Drug-Free Workplace, Gun Free School Act, Prohibiting the Aiding and Abetting of Sexual Abuse

**Date:** 10/20/2021

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):

Darlene Mann  
Name of person completing this form

10/20/2021  
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:

Policy GADA was adopted on 9/28/2021. The remaining policies regarding drug and gun free schools will be implemented by March, 2022.

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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**NHDOE Federal Funds Monitoring  
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**Subrecipient contact:** Darlene Mann

**Subrecipient:** Salem School District

**Action Item:** Time and Effort Documentation

**Description:** Requirement to have appropriate documentation in accordance with policy and procedure

**Date:** 10/20/2021

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):

Darlene Mann  
Name of person completing this form

10/20/2021  
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:

Procedures regarding time and effort reporting will be updated to ensure compliance to policy by the next semiannual reporting period at the end of December 2021. Documentation will be reviewed to ensure management signature and appropriate dates.

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

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