



NHED ESSER Programmatic Monitoring
Corrective Action Plan

(Use a separate form for each Corrective Action Item)

LEA Name:

Grant G. Geisler
Name of person completing this form

3/13/24
Date

Finding Number: 1

Description of Finding: LEA must submit documentation to demonstrate compliance with federal procurement requirements for each contract listed.

Please check the box that most appropriately matches the LEA's status in implementing the Corrective Action Plan ("CAP"). Please also provide any documentation that supports the LEA's assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Fully implemented
- (3) No further action required (provide detailed explanation below)

If option (1) is selected, please explain the implementation status as well as the anticipated completion date in the space below:

Anticipated Completion Date:

If option (2) or (3) is selected, please explain how the plan was implemented or why no further action is required in the space below:

See continuation page

Please return to Ellen.C.Podgorski@doe.nh.gov at the Division of Learner Support

FY23 ESSER Monitoring Finding #1

Continuation Page

Finding #1: In several instances, the LEA did not submit formal contracts that include all required elements for federally funded work. The following contracts do not include required federal terms:

1. 6/14/22 signed agreement between LEA and Terrain Planning & Design LLC for \$305,404 (ESSER 3 Activity 123160)
2. 3/10/22 proposal by Granite State Plumbing & Heating for \$468,178 (ESSER 3 Activity 121556)
3. 3/10/22 proposal by Granite State Plumbing & Heating for \$69,050 (ESSER 2 Activity 123162 and ESSER 3 Activity 121557)
4. 3/29/22 signed bid documents between LEA and B.R. Jones Roofing Company for \$130,570 and \$207,580 (ESSER 2 Activity 123418 and ESSER 2 Activity 121589) [NOTE: the activities listed in the 2/14/24 DOE summary letter were incorrect]
5. 12/17/21 signed agreement between LEA and Precision Temperature Control for \$23,350 (ESSER 1 Activity 105448 and ESSER 2 Activity 117081)

Evidence of Correction Needed: The LEA must submit documentation to demonstrate that the LEA complied with federal procurement requirements for each contract listed in Finding #1, including evidence to demonstrate that the LEA followed the applicable allowable method of procurement for each contract in accordance with the LEA's procurement procedure.

- A. Hillsboro-Deering has had turnover in the Superintendent, Business Manager, and Facilities Director positions between now and the time these contracts were awarded / executed. We assume federal procurement requirements were met (with the exception of filling out a Federal Procurement Form), but finding documentation on the contracts has been a challenge. In addition, we have already been issued findings related to a DOE monitoring visit on October 20, 2022 which also happened between now and the time these contracts were awarded. Based on that visit, we revised our Purchasing Policy and Procedure and our Federal Purchasing Procedures (to include a Federal Procurement Form). See attached DJB, DJB-R and DAF-R.
- B. Moving forward, the LEA will:
 - (1) Follow the revised policies and procedures (to include filling out the Federal Procurement form for federally funded expenses);
 - (2) Ensure contracts have language related to 2 CFR Part 200, Appendix II;
 - (3) Ensure all relevant purchasing documents (RFPs, Bids, and Contracts) are maintained by the Business Office

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LEA Name:

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3/13/24
Date

Finding Number: 2

Description of Finding: LEA did not submit a payment bond for the Outdoor Learning Project (ARP ESSER Activity 12316D)

Please check the box that most appropriately matches the LEA's status in implementing the Corrective Action Plan ("CAP"). Please also provide any documentation that supports the LEA's assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Fully implemented
- (3) No further action required (provide detailed explanation below)

If option (1) is selected, please explain the implementation status as well as the anticipated completion date in the space below:

Anticipated Completion Date:

If option (2) or (3) is selected, please explain how the plan was implemented or why no further action is required in the space below:

The Business Manager will retain copies of performance & payment bonds moving forward

The vendor has provided a copy of the payment bond (attached)

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LEA Name:

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Finding Number: 3

Description of Finding: It is unclear whether contractors paid prevailing wages to some employees.

Please check the box that most appropriately matches the LEA's status in implementing the Corrective Action Plan ("CAP"). Please also provide any documentation that supports the LEA's assertion that the CAP has been fully implemented.

- (1) Partially implemented for Fournier Landscaping
- (2) Fully implemented
- (3) No further action required (provide detailed explanation below)

If option (1) is selected, please explain the implementation status as well as the anticipated completion date in the space below:

In the future, all timesheets will be provided to the Business Manager to ensure compliance.
• Fournier Landscaping (several dates): The contractor is arranging to pay restitution for the 2 employees paid below prevailing wages. We will provide documentation from this contractor as soon as possible.

Anticipated Completion Date: _____

If option (2) or (3) is selected, please explain how the plan was implemented or why no further action is required in the space below:

In the future, all timesheets will be provided to the Business Manager to ensure compliance.
• Granite State Plumbing & Heating (8/28/22): Employee categories were added to the timesheet & rates were above prevailing rates
• Eastern Vent Systems (8/27/22): The rate of pay for S. Perrino wasn't updated on the timesheet, but he didn't work during the pay period and was not underpaid.

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