

DATE ISSUED: August 17, 2020

TO: Ramsey County CARES Contractors

FROM: Ramsey County Incident Management Team

SUBJECT: CARES Equipment Tracking and Reporting

PURPOSE: This guidance is to provide information to contractors about how to properly track and report equipment purchased utilizing CARES funding for monitoring, auditing and reimbursement purposes.

BACKGROUND: These CARES projects are supported with federal dollars and therefore are governed by federal rules. Equipment must be part of a county pre-approved workplan and budget. Equipment purchased is to be used to mitigate the impact of Covid-19, to be used in the delivery of services funded by CARES, or may be utilized to mitigate barriers or address needs created by Covid-19 for Ramsey County residents. Items that qualify as equipment include, but are not limited to: computers, tablets, monitors, furniture, electronic devices, refrigeration, office equipment, etc.

PROCEDURES:

Reimbursement: Contractors who are requesting reimbursement for equipment purchased during the contract time period need to follow these procedures:

1. Ensure equipment is part of the pre-approved plan and budget.
2. With monthly invoice:
 - a. Submit general ledger.
 - b. Submit CARES Equipment Report. This Report includes a listing of the type of use (staff/participant/general), tag #, description of equipment and value. The total amount of equipment must match the amount of reimbursement being requested for on the invoice for the same time period.

Record Keeping: Contractors who are purchasing equipment to deliver CARES activities need to track all purchases for monitoring and auditing purposes by following these procedures:

1. Maintain a master list of all equipment purchased utilizing CARES funding on the CARES Equipment Tracking Log
2. Complete and retain an Equipment Service Form for each item of equipment that was issued directly to a participant and was put into use to address Covid-19 needs.
3. Retain all copies of invoices, receipts, etc. of purchases
4. Retain records from #1, #2 and #3 above for 6 years after CARES project funding has ended

EFFECTIVE DATE: Upon Execution of Your CARES Contract

CONTACT PERSON: Your Assigned Planner