

**CHECK-IN REPORT TO COUNTY MANAGER**

**December 2020**

**1. Key accomplishments and progress since last report**

The following is an overview of the Compliance & Oversight team’s accomplishments and progress between November 2020 and December 2020:

The Compliance and Oversight Team continues to meet weekly to discuss ad-hoc spending needs, questions, concerns and provide guidance to county departments using CARES funding.

- The focus of our weekly meetings this month is spending and projections and supporting departments to get funding out before end of month.
- We are not reviewing new projects due to fast approaching deadline.
- Continue to monitor and keep a running record and log of the guidance that comes through state and federal channels. This guidance will ensure that our records capture and reflect state and federal guidance at any given time since this is moving and changing over time.

The Compliance and Oversight Team continues to maintain oversight of the following groups and activities to ensure and provide consistent guidance on a weekly basis:

Disaster Recovery Team

- Continued to have bi-weekly meetings to discuss outstanding issues or concerns.
- Continued to have weekly meetings with Tidal Basin.

CARES Evaluation

- An evaluation team dedicated to CARES evaluation has been stood up.
- Evaluation workplans and scope have been created for specific areas of CARES funding.

CARES Contract Management Team

- The CARES Contract Management Team continues to work with Procurement, Finance, Compliance and Oversight, departments and vendors with regards to CARES-related contracts.
- Subrecipient monitoring guides were sent to approximately 100 vendors with contracts over \$50K in the WFS, CED, and FAS programs. The CARES Contract Management Team is currently reviewing the fiscal and programmatic aspects for each vendor. Internal monitoring will occur for vendors with contracts under \$50K.
  - The team shared the monitoring process with the RECERT team and that team will do the monitoring for those contracts.
  - The team will be collaborating with the Housing and Homeless Program to complete the required monitoring activities.
  - The subrecipient monitoring activities will continue into early 2021.

Spending

- One-page regular compliance spending report by the Chief Financial Officer is posted on the [Compliance and Oversight webpage](#).

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**2. Identified Challenges and/or Areas of Needed Support**

The Compliance & Oversight Team continue to compile a list of proposals that we will consider if additional funds are made available in 2021.

**3. Focus areas for upcoming month**

The Compliance & Oversight Team will continue to work in partnership with other departments to:

- Provide guidance and review of solicitations and contract documents of CARES Act COVID-19 projects as approved by the Board on May 26, 2020.
- Support subrecipient monitoring processes for contractors receiving more than \$100,000.00 in CARES Act funds through Workforce Solutions or Food Support CARES program contracts. Begin planning processes for all other subrecipients. Total contractors considered subrecipients under the County Subrecipient Monitoring plan total approximately 150.
- Continue partnership with Communications to post financial reports on [webpage](#).
- Monitor for any new Coronavirus Relief Fund Guidance and Frequently Asked Questions from the US Treasury Department.
- Review focus areas to determine whether system changes made to respond to the COVID-19 emergency should be permanently adopted.

**4. Other Key Team Updates**

- The Compliance & Oversight team members continue to maintain oversight of CARES funding while maintaining their regular job responsibilities.

**County Manager Comments**