

Subrecipient Monitoring FAQs

Why does the county have to monitor CARES vendors?

The County makes subgrant or subawards to other local entities (subrecipients) to carry out the program on the county's behalf. The County is required to conduct both financial and programmatic monitoring of its subrecipients to ensure that funds are expended for the intended purpose and programmatic objectives are met in compliance with the program terms and conditions.

When will these take place?

The County will begin monitoring organizations beginning in early-October. You will receive email notice as to when this will happen and provided additional directions and request for information at that time.

What can I expect?

What is the format of the monitoring? We will request documentation from your organization via email. We will set up a virtual meeting to ask you question and additional information may be requested at that time. Monitoring will take place virtually but we may request an on-site visit if needed.

Who should participate in the monitoring?

You will want your finance staff to participate in gathering documentation and be a part of the monitoring visit. Also, included should be whoever has program oversight responsibilities as well.

Who will conduct the monitoring?

There is a county finance team conducting the monitoring. In addition, program planners will be doing a programmatic review.

What happens after the monitoring?

The county will provide you feedback from the monitoring in the form of the letter. If necessary, you will be provided a suggested corrective action plan. If you have further questions or need assistance, feel free to work with your planner to achieve the appropriate remedy.

Do I need to submit more than one guide if I have multiple contracts funded by Ramsey County CARES?

Yes, please complete 1 guide per contract. If your information is the same across multiple contracts, you only need to answer the question on 1 guide.

Do I have to complete this guide for other grant funds, state or federal?

No, complete this guide only for the CARES grant funds you receive from Ramsey County.

What if it is too early to report my Program Updates?

Make a note on the guide why you are unable to provide the program update and the Ramsey County monitoring staff will follow up at a later date to get the information from you.

What if I still have questions or want to know more? Please attend an information session scheduled for Thursday, October 22nd from 1:00 pm – 2:00 pm or Tuesday, October 27th from 1:00 pm – 2:00 pm. RSVP to your planner and you'll be provided a Zoom link. The session will also be recorded.