



TO: Delaware Health Care Relief Fund Award Recipients

FROM: Delaware Department of Health and Social Services

DATE: August 12, 2022

SUBJECT: Health Care Relief Fund Reporting and Closeout

You are receiving this communication as you are listed as a recipient of CARES Act funding from the Delaware Health Care Relief Fund. At this time, we are requesting final expenditure information for reporting and closeout purposes. Please read through the following communication, which includes this memo and an accompanying template.

1. **Grant Award:** Reporting is required for grants made by the Delaware Department of Health and Social Services (DHSS) using federal Coronavirus Relief Funds authorized by the CARES Act. For your reference, the grant application and award periods include:

Grant	Application Period	Award Period
Health Care Relief Fund – Round 1	October 2020 – November 2020	November 2020 – January 2021
Community Resiliency Fund	October 2020 – November 2020	November 2020 – January 2021
Health Care Relief Fund – Round 2	July 2021	September 2021 – November 2021

2. **Expenditure Reporting:** Using the accompanying template, please provide information about the expenditures made with your Health Care Relief Fund or Community Resiliency Fund grant funding.

Email the completed template to DHSS_CARESAct@delaware.gov by **August 31, 2022**.

3. **Certification:** Organizations must certify that the reported expenditures are accurate and that supporting documentation will be retained by the agency for seven years. The template includes a space for the signature of the individual guaranteeing this accuracy and that supporting documentation will be retained. This requirement is consistent with all certifications that grantees signed with their applications.
4. **Documentation:** As stated above, organizations **must** retain copies of contracts, invoices and payments for audit purposes for a period of 7 years. If an organization chooses, these can also be submitted with the completed template to DHSS as part of the expenditure information.

5. **Return of Funds:** Organizations that identify unspent award dollars should take the following actions:
 - a. Email DHSS_CARESAct@delaware.gov using the subject line:
CARES Act Return of Funds
 - b. Indicate the **amount** and **reason** for the return.
 - c. An administrator will respond with instructions on how to process the return.

If you have any questions, please contact DHSS_CaresQuestions@delaware.gov.