



**Delaware Health  
and Social Services**

**Office of the Secretary**

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**TO:** Delaware Health Care Relief Fund Award Recipients  
**FROM:** Delaware Department of Health and Social Services  
**DATE:** October 14, 2021  
**SUBJECT:** Health Care Relief Fund Update

We are pleased to inform you that the deadline for both Round 1 and Round 2 recipients of the Health Care Relief Fund (HCRF) grants administered by the Delaware Department of Health and Social Services using Delaware's Coronavirus Relief Funds from the CARES Act has been **extended to December 31, 2021**. If you are interested in extending the deadline for your grant, please complete the attached form and return a signed version to [DHSS\\_CaresAct@delaware.gov](mailto:DHSS_CaresAct@delaware.gov) by **no later than October 31, 2021**.

Be advised that all spending must be incurred by December 31, 2021, and there can be no extensions beyond this date due to the funding source for these awards. Per [federal guidelines](#), "for a cost to be considered to have been incurred, performance or delivery must occur during the covered period, but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred)."

Additionally, "in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 31, 2021, the failure of a vendor to complete delivery or services by December 31, 2021, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient's control."

If grant recipients are unable to spend the entirety of their grant, whether due to supply shortages or shifting priorities, they are permitted to shift funds from one approved line-item to another approved line-item in their previously approved line-item budget. For example, if an entity applied for funds to purchase PPE, laptops, and plexiglass barriers but were unable to spend the amount allotted on PPE, they would be permitted to use those funds to purchase additional laptops or plexiglass barriers. They would not be able to purchase items or services not previously approved in their line-item budget. Applicants must notify DHSS at [DHSS\\_CaresAct@delaware.gov](mailto:DHSS_CaresAct@delaware.gov) and receive approval to spending plan changes.

A final expenditure report will be due to DHSS in January 2022. More details on required program close-out submissions will follow, but grant recipients should be prepared to submit their final expenditure report and corresponding receipts. Unspent funds are required to be reverted to the federal Department of the Treasury.

Please email [DHSS\\_CaresAct@delaware.gov](mailto:DHSS_CaresAct@delaware.gov) with signed extension submissions. Questions should be directed to [DHSS\\_CaresQuestions@delaware.gov](mailto:DHSS_CaresQuestions@delaware.gov).