



STATE OF DELAWARE  
**STATE FIRE PREVENTION COMMISSION**  
DELAWARE FIRE SERVICE CENTER

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DOVER, DELAWARE 19904

## MEMORANDUM

**TO:** President, Fire Chief and Treasurer

**FROM:** Sherry Lambertson, Executive Assistant

**DATE:** December 1, 2020

**SUBJECT:** CARES ACT 2020 OPPORTUNITY Kent and Sussex County

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As you may be aware, your company may be entitled to reimbursement from the Coronavirus Relief Fund (the “CRF”), as created in the Cares Act 2020. The request for payments from the CRF can only be used to cover costs that are:

- a. Necessary expenditures incurred due to the public health emergency with respect to COVID-19;
- b. Were not accounted for in the budget most recently approved as of March 27, 2020 for the State or government; and
- c. Will be incurred during the period beginning on March 1, 2020 and ending on December 30, 2020.

Though not limited to these categories, typical expenses relating to the fire and EMS service will fall into the following four categories:

1. personal protective equipment;
2. overtime;
3. isolation costs (e.g., hotel stays); and
4. other supplies necessitated by the pandemic.

The Fire Commission is working in conjunction with the Attorney General's office in reviewing requests for reimbursement from the CRF. If you believe you have expenses that meet the criteria in the Cares Act, you may submit an application to the Commission by no later than December 18, 2020.

Please note that requests for reimbursement should not be made if reimbursement for the same expense was already requested by your local government.

You are encouraged to consult your legal counsel or financial adviser to the extent you have any questions about whether an expense is reimbursable from the Cares Act. The DVFA may also be a resource for assistance. Additional information is available at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>, and related Delaware Department of Justice guidance is available at [https://attorneygeneral.delaware.gov/wp-content/uploads/sites/50/2020/11/DDOJ-CFR-guidance.11.13.20.rev1 .pdf](https://attorneygeneral.delaware.gov/wp-content/uploads/sites/50/2020/11/DDOJ-CFR-guidance.11.13.20.rev1.pdf).

If you wish to submit an application for reimbursement, please complete the attached spreadsheet and CRF Certification for Fire and Ambulance Companies. Receipts and other supporting documentation must also be submitted to support any expense in your reimbursement request. These documents may be emailed to the Commission at [fire.commission@delaware.gov](mailto:fire.commission@delaware.gov). Again, the documents must be submitted no later than December 18, 2020.