

August 7, 2020

Lori Elam, CEO  
Eastern Iowa MHDS Region  
600 W 4th Street  
Davenport, IA 52801

Re: Coronavirus Relief Fund under the CARES Act

Dear Regional CEO:

Eastern Iowa MHDS Region recently received \$2,859,080 funding from the Coronavirus Relief Fund (CRF) under the CARES Act. These funds were sent electronically or by warrant to your region's designated fiscal agent and should be recorded as revenues using Revenue Code 2347 CARES Act. By accepting these funds the Mental Health and Disability Services Region (MHDS Region) and all counties within the MHDS Region agree to comply with the requirements of the CARES Act CRF and other applicable state and federal law, including but not limited to:

- The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:
  1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  2. Are not accounted for in the regional budgets (FY2020 & 2021) most recently approved as of March 27, 2020 which is the date of enactment of the CARES Act;
  3. Are incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;
  4. Expenses that have not been reimbursed from another source.
- The MHDS region, in cooperation with all member counties and/or contracted entities, shall retain records that support or document all costs claimed and shall make those records available to the Department of Human Services (DHS), Auditor Office of the State, Department of Management and the Office of the Governor and/or federal authorities upon request. These funds are subject to the single audit requirements of 2 CFR § 200.501 and 45 CFR 75. Records must be kept in accordance with 45 CFR 75.302-75.365, and must be maintained for five years.
- In the event that any funds are deferred and/or disallowed as a result of any audits or expended in violation of the laws applicable to the expenditure of such funds,

MHDS region shall be liable to the Department for the full amount of any claim disallowed and for all related penalties incurred. The requirements of this paragraph shall apply to the MHDS region and all counties within the region as well as any vendors, providers and/or subcontractors.

If the MHDS Region does not expend all of the funds for the intended purposes, remaining funds will be returned to DHS by January 3, 2021.

This letter has been sent to the MHDS Regional CEO acting on behalf of the MHDS Region and its member counties via US mail and email. Please reply to confirm that you have received this letter and are in agreement with the terms by emailing me at [meyanso@dhs.state.ia.us](mailto:meyanso@dhs.state.ia.us) with copies to [tarmstr1@dhs.state.ia.us](mailto:tarmstr1@dhs.state.ia.us), [jheikes@dhs.state.ia.us](mailto:jheikes@dhs.state.ia.us), and [jjetter@dhs.state.ia.us](mailto:jjetter@dhs.state.ia.us). If the MHDS Region does not accept the terms, funds shall be returned to the Department within 30 calendar days of issue date.

Important federal guidance about the Coronavirus Relief Fund can be accessed at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments#>

Sincerely,



Marissa Eyanson, Administrator  
Division of Mental Health and Disability Services - Community

ME/jh