

DE Relief Grants Expense Reporting - How-to Manual for Businesses

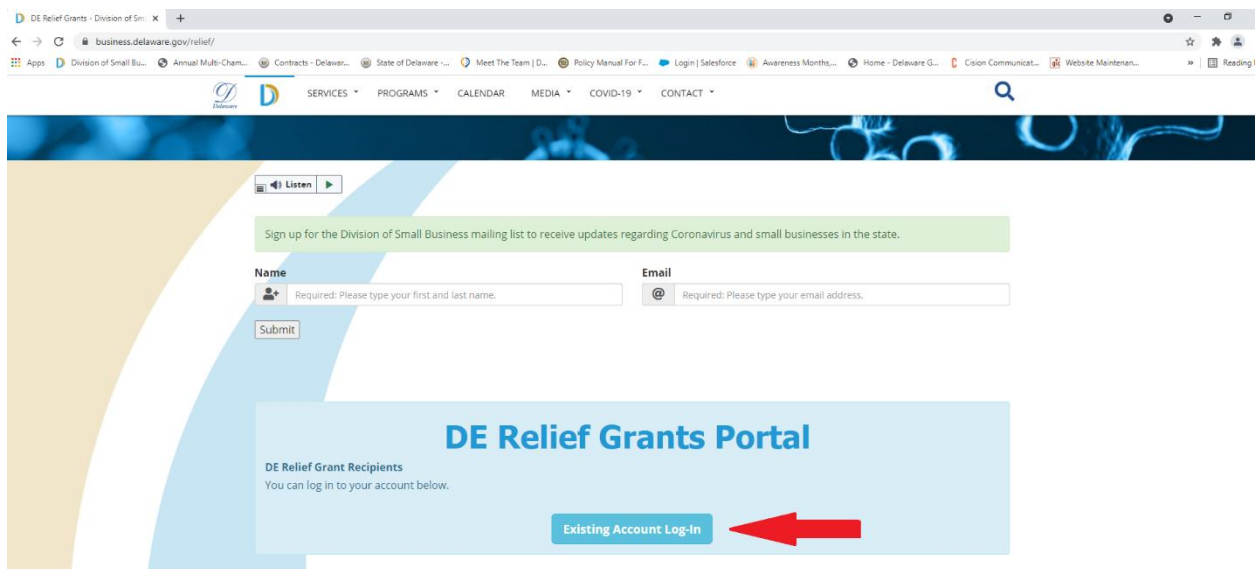
Please note: the 2020 Federal Tax Return for your business is required to report expenses. You should only start your application to report expenses when you have your tax return document ready to upload. If you have not received all of your grant funds yet or you have not spent them all yet, you do not need to report expenses until you have received and spent the funds.

For best results, we recommend using Google Chrome as your browser when reporting expenses.

For answers to common questions related to the DE Relief Grants expense reporting, please refer to our Frequently Asked Questions at business.delaware.gov/relief/FAQs.

Step 1

To begin the expense reporting process, visit the Division of Small Business DE Relief Grants website at business.delaware.gov/relief. Scroll down to the "DE Relief Grants Portal" section and click on "Existing Account Log-In" to log in to the portal. If you have forgotten your password or other login credentials, you can click on "Forgot your password" on the portal login screen to be sent a password reset email.



The screenshot shows the DE Relief Grants Portal login page. At the top, there is a navigation bar with links for SERVICES, PROGRAMS, CALENDAR, MEDIA, COVID-19, and CONTACT. Below the navigation bar, there is a section for signing up for the Division of Small Business mailing list. This section includes a "Name" field, an "Email" field, and a "Submit" button. Below the mailing list sign-up section, there is a section titled "DE Relief Grants Portal" with the text "DE Relief Grant Recipients" and "You can log in to your account below." In this section, there is a button labeled "Existing Account Log-In" which is highlighted with a red arrow.

Step 2

Once logged in, you should see your DE Relief Grants dashboard which lists any relief grants you were awarded.

DE Relief Grants

Dashboard

No more DE Relief Grant program applications will be accepted.

The table below provides information on the status of each application submitted for this account. A button will appear in the Action column of those applications for which additional steps can be performed.

Please note that the 2020 Federal Tax Return for your business is required to report expenses. Start your application to report expenses when you have your tax return document to upload. For best results, we recommend using Google Chrome as your browser.

Submission History

Date Submitted	Application ID	Status	Notes	Action
8/21/2020, 12:41:23 PM EST	INT# 2020-08-21-1412	Inactive		
--	INT# 2020-08-28-1450	Inactive		
--	INT# 2020-09-01-1463	Inactive		
8/28/2020, 11:10:43 AM EST	INT# 2020-08-28-1449	Inactive		
8/25/2020, 11:33:04 PM EST	INT# 2020-08-26-1431	Grant Rejected		
8/26/2020, 6:27:02 PM EST	INT# 2020-08-26-1432	Approved	Invalid Purchase Type	Accept or Reject
9/18/2020, 1:00:39 PM EST	INT# 2020-09-18-1487	Reporting In Progress	Invalid Business Information	Continue Expense Reporting
9/18/2020, 2:01:25 PM EST	INT# 2020-09-18-1488	Grant Accepted		Submit Your Expenses
9/22/2020, 9:39:38 AM EST	INT# 2020-09-21-1489	Reporting In Progress		Continue Expense Reporting
9/22/2020, 10:30:46 AM EST	INT# 2020-09-22-1491	Grant Accepted	Bonus Available	Review Bonus Submit Your Expenses
9/22/2020, 9:59:31 AM EST	INT# 2020-09-22-1492	Reporting In Progress		Continue Expense Reporting
--	INT# 2020-09-22-1494	In Progress		

Step 3

To begin the expense reporting process, click on "Submit Your Expenses" next to your DE Relief Grant entry. Most businessowners will only see one grant entry. If you are completing the expense reports on behalf of a business, please select the correct entry using the Application ID number associated with the grant.

Please note that the 2020 Federal Tax Return for your business is required to report expenses. Start your application to report expenses when you have your tax return document to upload. For best results, we recommend using Google Chrome as your browser.

Submission History

Date Submitted	Application ID	Status	Notes	Action
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--	INT# 2020-08-28-1450	Inactive		
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8/28/2020, 11:10:43 AM EST	INT# 2020-08-28-1449	Inactive		
8/25/2020, 11:33:04 PM EST	INT# 2020-08-26-1431	Grant Rejected		
8/26/2020, 6:27:02 PM EST	INT# 2020-08-26-1432	Approved	Invalid Purchase Type	Accept or Reject
9/18/2020, 1:00:39 PM EST	INT# 2020-09-18-1487	Reporting In Progress	Invalid Business Information	Continue Expense Reporting
9/18/2020, 2:01:25 PM EST	INT# 2020-09-18-1488	Grant Accepted		Submit Your Expenses

Step 4

Next, you will complete your business details. The Business Information and Business Address sections should auto-populate with the information you previously provided during the application process. Complete the Employees section by entering the number of full-time (F/T) and part-time (P/T) employees your business employed on December 31, 2020.

Business Information

Business Type
Non-Profit 501(c)3

DBA

Tax ID No
099999990

Business Name

Business License Number
9999999999999999

Date of Business Established
9/30/2000

Business Address

Street

City

State
DE

Zip
999999990

County
New Castle

Headquarters Address

Street

City

State
Massachusetts

Zip
999999990

Employees

	2019	2020	Net Change
Number of F/T Employees	100	101	1
Number of P/T Employees	100	102	2

Step 5

Complete the Revenue section by entering the Gross Revenue for your business in 2020. Click Save & Continue.

Employees

	2019	2020	Net Change
Number of F/T Employees	100	101	1
Number of P/T Employees	100	102	2

Revenue

	2019	2020	Net Change
Gross Revenue	\$100,000.00	\$99,000.00	-\$1,000.00

Save & Continue →

Step 6

Next, you will be asked a series of questions related to your business. Answer each question and, once complete, click Save & Continue. **Please note, if you select "No" for question #6, you will be locked out of the expense reporting portal and will need Division staff to reset your account in order for you to continue the expense reporting process.**

DE Relief Grants

Business Details
Disclosures
Expenses
Documents
Submit

Disclosures

--None--	1. Did your business receive a loan through the federal Paycheck Protection Program?
--None--	2. Did your business receive a loan through the federal Economic Injury Disaster Loan program?
--None--	3. Is your business still in operation?
--None--	4. Did your business show the required revenue decline from 2019 to 2020?
--None--	5. Did your business change methodology in recognizing revenue from 2019 to 2020?
--None--	6. Do you want to continue reporting the expenses?

Step 7

You will now begin the process of reporting your expenses by listing all approved expenses in the space provided. **All businesses who received a DE Relief Grant should refer to their grant agreement for a full listing of expenses they were approved for under the grant. Exhibit A of the grant agreement outlines approved expenses for each business.**

Please note, once complete you will be asked to upload all documents related to the approved expenses. Please use expense IDs indicated in the below screenshot in the "ID" column for the filenames of the matching document/receipt such as *ID-001-Rent.pdf*. If you are uploading all receipts in one document, please use "global" in your file name.

In order for the Division to process expense documentation, all businesses must use the corresponding expense IDs for the filenames of the matching documentation. We suggest that grantees write down their Expense IDs during this step before moving on to the Document Upload section of reporting. For example, the document filename for Expense ID-002 below for "Advertising Expenses" should be titled as *ID-002-Advertising-Expenses*. **For your required**

2020 Federal Tax Return document for your reporting, you MUST use "tax-return-2020" (including dashes) in your filename, and the document must be saved as a PDF. If you need instructions for how to rename a file, they can be found on our website at [this link](#).

You must provide a receipt/invoice/documentation for each dollar spent.
Acceptable file formats for receipts/invoices are: PDF, JPG, PNG, DOC, DOCX, or CSV.

For a list of eligible expenses, refer to our in-depth FAQ at [this link](#).

To begin the expense reporting process, click on "Add a New Expense," select the category for each expense, and enter the amount of the expense. Once complete, click Save & Continue.

Expenses

Expenses Claimed

Please confirm/list all approved expenses in the space provided below. Once complete you will be asked to upload all documents related with the approved expenses. Please use expense IDs indicated below in the "ID" column for the filenames of the matching document/receipt such as *ID-001-January.pdf*. If you are uploading all receipts in one document, please use "global" in your filename.

You must provide a receipt/invoice/documentation for each dollar spent. Acceptable file formats are: PDF, JPG, PNG, DOC, DOCX, or CSV.

ID	Category/Description	Grant Amount \$	Actual Amount \$	
		Total Grant Amount \$0.00	Total Actual Amount \$25,000.00	
ID-001	Other		\$10,000.00	
ID-001-001	Rent		<input type="text" value="\$10,000.00"/>	<div>Delete Item</div> <div>Add a New Item</div>
ID-002	Advertising Expenses		\$5,000.00	
ID-002-001	Social Media Marketing		<input type="text" value="\$5,000.00"/>	<div>Delete Item</div> <div>Add a New Item</div>
ID-003	Equipment Purchase		\$10,000.00	
ID-003-001	Bakery Equipment		<input type="text" value="\$10,000.00"/>	<div>Delete Item</div> <div>Add a New Item</div>

[Add a New Expense](#)

[← Back](#)
[Save & Continue →](#)

Step 8

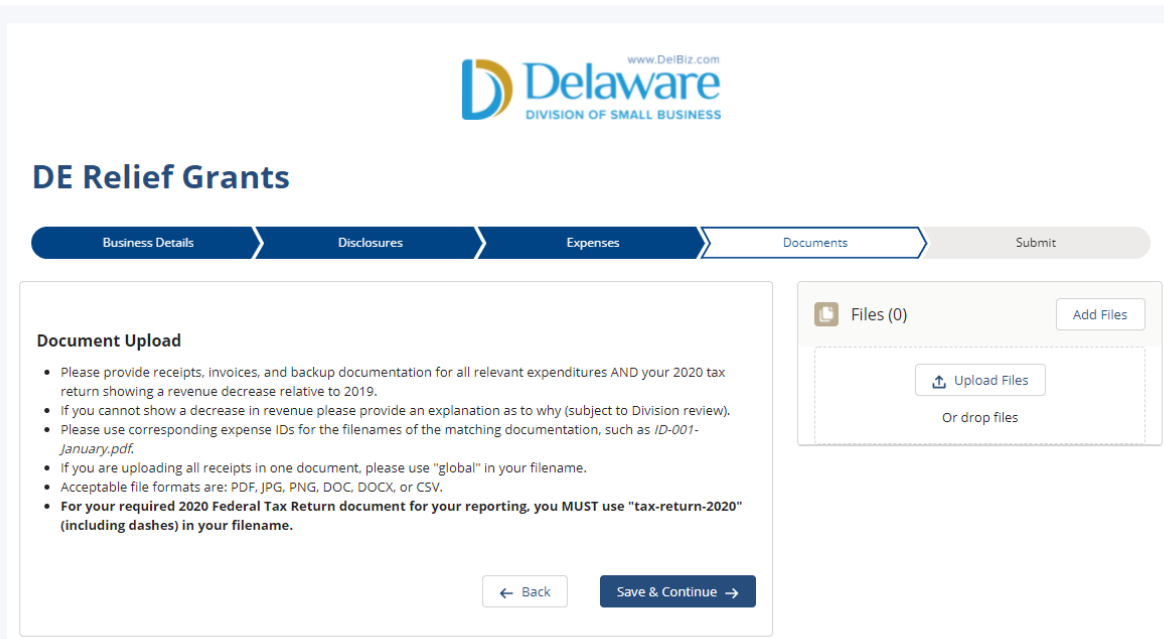
Once you have entered all of your eligible expenses and clicked on Save & Continue, you will be taken to the Document Upload section of the portal. In this section, you will need to upload:

- Receipts, invoices, and backup documentation for all relevant expenditures AND
- Your complete 2020 tax return showing a revenue decrease relative to 2019.

- If you cannot show a decrease in revenue, you will need to provide an explanation as to why. *(This will be subject to the Division's review and approval.)*

Please note: the receipts and other documentation that you upload must equal the original grant amount your business was approved for as well as any bonus amount you received. (For example, if your company was approved for \$100 for the original grant and you were approved for a \$10 bonus, your receipts must total \$110.)

Click on "Upload Files" to begin uploading each of the above required documents. If you would like to upload more than one file at a time, click on "Add Files". If you are using your cell phone to scan and upload receipts, you can download the Adobe Scan app for free from the iTunes or Google Play Store.

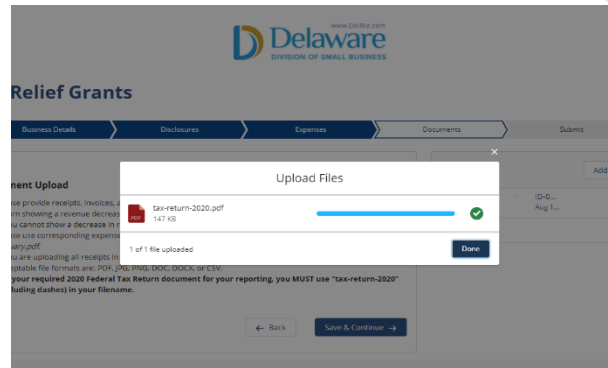
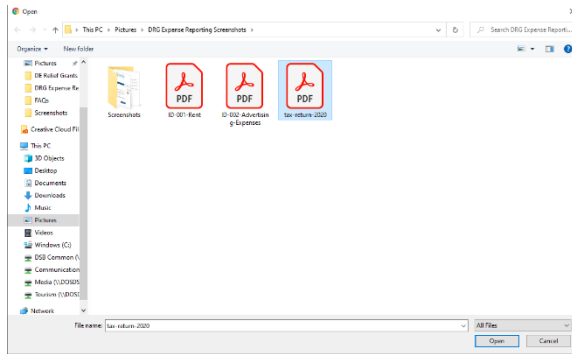


The screenshot shows the "DE Relief Grants" portal interface. At the top is the Delaware Division of Small Business logo and the URL www.DelBiz.com. Below the logo is a progress bar with five steps: Business Details, Disclosures, Expenses, Documents (which is the active step), and Submit. The main content area is titled "Document Upload" and contains a list of instructions: "Please provide receipts, invoices, and backup documentation for all relevant expenditures AND your 2020 tax return showing a revenue decrease relative to 2019.", "If you cannot show a decrease in revenue please provide an explanation as to why (subject to Division review).", "Please use corresponding expense IDs for the filenames of the matching documentation, such as ID-001-January.pdf.", "If you are uploading all receipts in one document, please use 'global' in your filename.", "Acceptable file formats are: PDF, JPG, PNG, DOC, DOCX, or CSV.", and "For your required 2020 Federal Tax Return document for your reporting, you MUST use 'tax-return-2020' (including dashes) in your filename." Below the instructions are "Back" and "Save & Continue" buttons. On the right side of the interface, there is a "Files (0)" section with an "Add Files" button, an "Upload Files" button, and a dashed box with the text "Or drop files".

Step 9

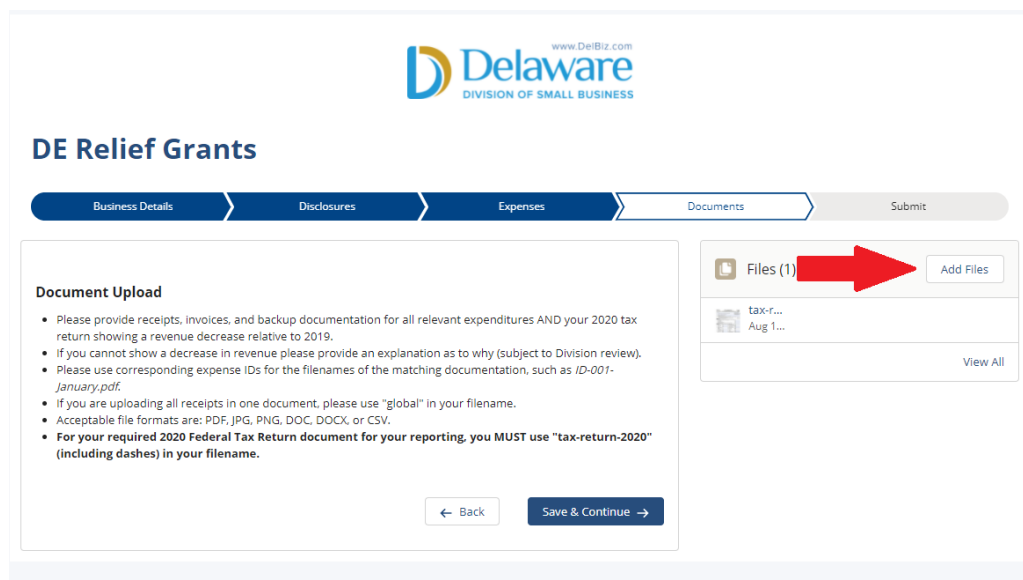
Once you click on "Upload File" or "Add Files", the portal will open the My Documents window on your computer. From there, find the file(s) you need to upload. Remember to check the file name to make sure it matches the expense ID and check that your tax return document is titled "tax-return-2020". Tax returns can only be uploaded in PDF format.

Uploading 2020 Tax Return:



After you've added your first document, you will need to click on "Add Files" to upload additional documents.

Uploading Additional Documents/Expense Receipts:



DE Relief Grants

Business Details | Disclosures | Expenses | **Documents** | Submit

Document Upload

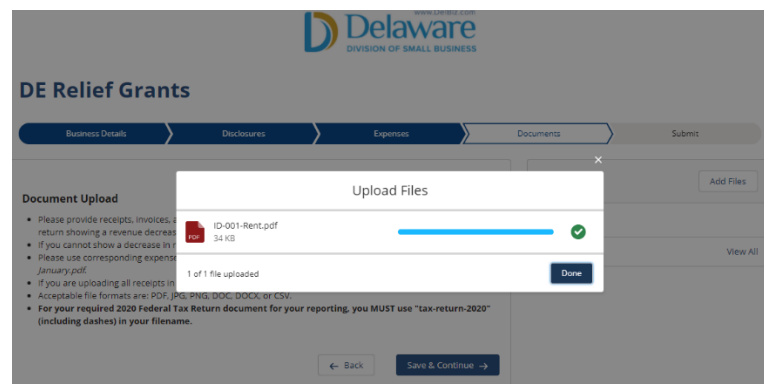
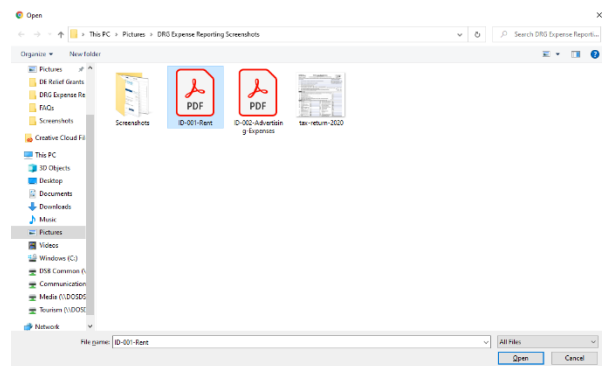
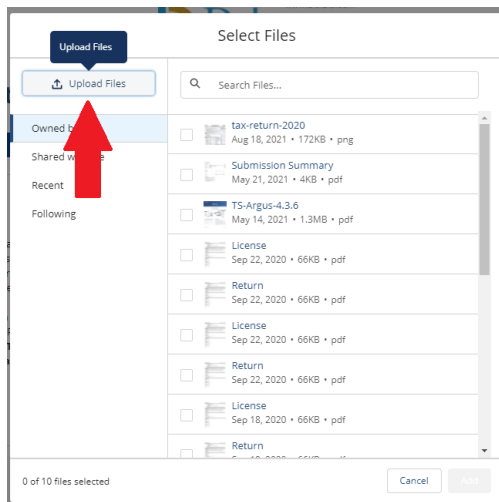
- Please provide receipts, invoices, and backup documentation for all relevant expenditures AND your 2020 tax return showing a revenue decrease relative to 2019.
- If you cannot show a decrease in revenue please provide an explanation as to why (subject to Division review).
- Please use corresponding expense IDs for the filenames of the matching documentation, such as *ID-001-January.pdf*.
- If you are uploading all receipts in one document, please use "global" in your filename.
- Acceptable file formats are: PDF, JPG, PNG, DOC, DOCX, or CSV.
- For your required 2020 Federal Tax Return document for your reporting, you MUST use "tax-return-2020" (including dashes) in your filename.**

Files (1) **Add Files**

tax-r...
Aug 1...

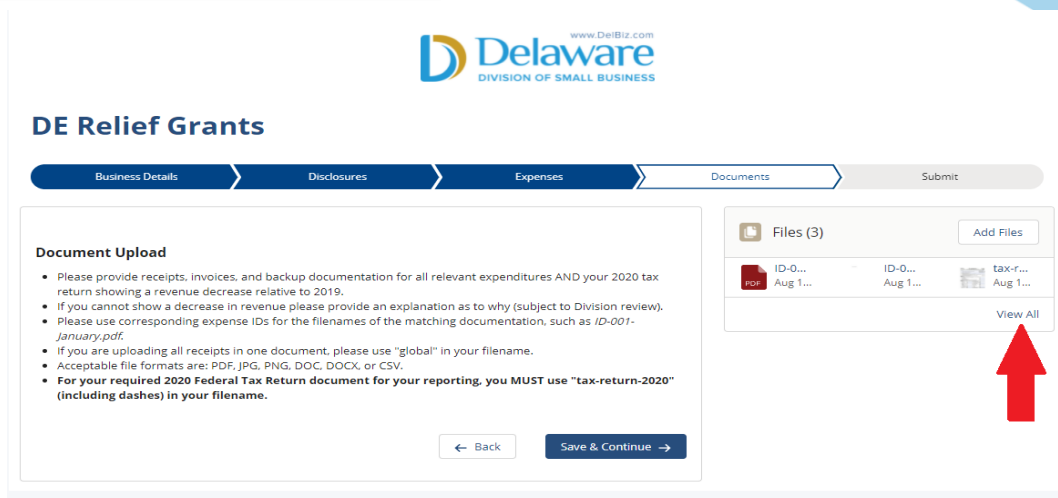
View All

Back | **Save & Continue**



Step 10

Once you have uploaded all of your documentation, you can view the files by clicking "View All".



DE Relief Grants

Business Details | Disclosures | Expenses | **Documents** | Submit

Document Upload

- Please provide receipts, invoices, and backup documentation for all relevant expenditures AND your 2020 tax return showing a revenue decrease relative to 2019.
- If you cannot show a decrease in revenue please provide an explanation as to why (subject to Division review).
- Please use corresponding expense IDs for the filenames of the matching documentation, such as *ID-001-January.pdf*.
- If you are uploading all receipts in one document, please use "global" in your filename.
- Acceptable file formats are: PDF, JPG, PNG, DOC, DOCX, or CSV.
- For your required 2020 Federal Tax Return document for your reporting, you MUST use "tax-return-2020" (including dashes) in your filename.**

← Back | **Save & Continue →**

Files (3) | Add Files

File Icon	Filename	Size
PDF	ID-0-... Aug 1...	
PDF	ID-0-... Aug 1...	
PDF	tax-r-... Aug 1...	

View All

If you need to add more documentation, click on "Add Files" in the top right corner.

RGP Expense Reporting Records > EXP-00024

Files

3 items • Sorted by Last Modified • Updated a minute ago

	Title	Owner	Last Modified	Size	
1	 tax-return-2020	Danny McGonigle	8/18/2021 11:13 AM	147KB	⌵
2	 ID-002-Advertising-Expenses	Danny McGonigle	8/18/2021 10:40 AM	35KB	⌵
3	 ID-001-Rent	Danny McGonigle	8/18/2021 10:36 AM	34KB	⌵

Add Files

⚙️ ↻

To return to the Document Upload page, click your browser's back button.

Step 11

If you have uploaded documentation for all of your expenses and your tax return, you can click "Save & Continue" to go to the submission section. From there, click on "Submit & Sign Agreement" to submit your expenses. If you are not ready to submit, click the "Back" button.

DE Relief Grants

Business Details Disclosures Expenses Documents Submit

Submit Expenses

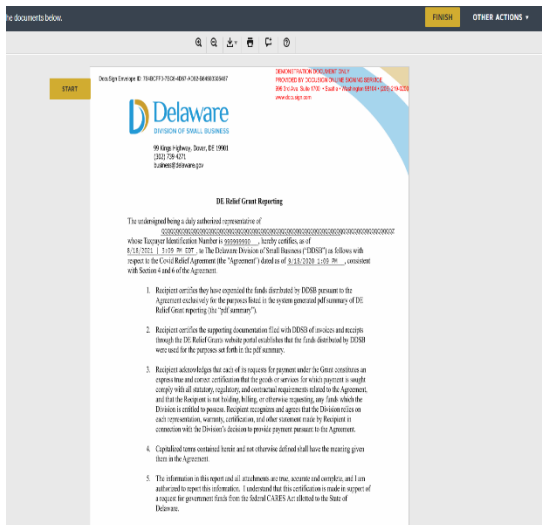
The information in this report and all attachments are true, accurate and complete, and I am authorized to report this information. I understand that this certification is made in support of a request for government funds from the federal CARES Act allotted to the State of Delaware.

← Back

Submit & Sign Agreement →

Step 12

After you click “Submit & Sign Agreement”, the DE Relief Grant Reporting agreement will appear on your screen through DocuSign. Read through the agreement. Once you have read the agreement, sign it electronically by clicking the “Sign” icon and type your name next to By. Click finish when you are done signing. If you need assistance signing electronically, click on “Other Actions” in the top right.



Division is entitled to possess. Recipient recognizes and agrees that the Division relies on each representation, warranty, certification, and other statement made by Recipient in connection with the Division's decision to provide payment pursuant to the Agreement.

4. Capitalized terms contained herein and not otherwise defined shall have the meaning given them in the Agreement.
5. The information in this report and all attachments are true, accurate and complete, and I am authorized to report this information. I understand that this certification is made in support of a request for government funds from the federal CARES Act allotted to the State of Delaware.

Signed: 

By:

www.DelBiz.com @delbiz @DelawareSmallBusiness

Relief Grant Reporting.pdf

FINISH

Step 13

After clicking Finish, you will receive a confirmation page letting you know the agreement was signed. You are now finished reporting your expenses for the DE Relief Grants. You can return to the main page of the portal by clicking Home in the top left corner. ***Please note that reporting your expenses and signing the agreement does not guarantee that your DE Relief Grant will be forgiven. Once your expense report is reviewed by Division of Small Business staff, you will receive official documentation if your grant is forgiven.***

The status of your application in the portal should change to "Expenses Reported" and you can click "View Expense Summary" to see the expenses you submitted.

Dashboard

No more DE Relief Grant program applications will be accepted.

The table below provides information on the status of each application submitted for this account. A button will appear in the Action column of those applications for which additional steps can be performed.

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--	INT# 2020-09-22-1494	In Progress		
--	INT# 2020-10-14-1502	In Progress		

For answers to common questions related to the DE Relief Grants expense reporting, please refer to our Frequently Asked Questions at [this link](#).

If you have additional questions, please [visit our website](#) to connect with one of our regional business managers.