**PRINT ON DEPARTMENT LETTERHEAD AND SUBMIT TO DBF.DOCS@HAWAII.GOV**

(Date)

TO: The Honorable Josh Green, M.D.

 Governor, State of Hawai‘i

THROUGH: Luis P. Salaveria

 Director of Finance, Department of Budget and Finance

FROM: (Name, Title)

(Department)

SUBJECT: Request to Expend Funds for FEMA Ineligible Expense Using the Major Disaster Fund (MDF)

The (Department) requests approval to expend funds for a FEMA ineligible expenditure using the Major Disaster Fund (MDF).

This request is for a:

[ ]  One-time expenditure(s) (e.g., equipment purchase, motor vehicle, or other one-time expenditure). Please complete Form FI-1 Attachment A.

[ ]  Program or project, (e.g., housing program, construction project, rent voucher program). Please complete Form FI-1 Attachment B.

1. WEB EOC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Has a determination been made by HIEMA that the expenditure(s) or program, or project is ineligible or likely to be ineligible for FEMA reimbursement:

[ ]  Yes [ ]  No

1. Explain why the expenditure has been deemed ineligible or likely to be ineligible for FEMA reimbursement:
2. Total amount of this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment: Form FI-1 Attachment A or Form FI-1 Attachment B