**PRINT ON DEPARTMENT LETTERHEAD AND SUBMIT TO** [**dbf.docs@hawaii.gov**](mailto:dbf.docs@hawaii.gov) **AND** [**gov.submittal@hawaii.gov**](mailto:gov.submittal@hawaii.gov)

(Date)

TO: The Honorable Josh Green, M.D.  
Governor, State of Hawaiʻi

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: (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:

(Insert explanation here.)

1. Total amount of this request: $0.00

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