



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

February 12, 2024

EXECUTIVE MEMORANDUM

MEMO NO. 24-01

TO: All Department Heads

SUBJECT: Management of FEMA Ineligible Costs for the Hawai'i Wildfires Disaster (DR-4724-HI) Using the Major Disaster Fund (MDF)

This memorandum establishes policies and procedures regarding the application, review, and disbursement of funds from the Major Disaster Fund (MDF) for cost incurred by State entities to provide immediate relief to those impacted by Hawai'i Wildfires Disaster (DR-4724-HI) AND have been deemed likely to be ineligible for reimbursement from the Federal Emergency Management Agency (FEMA).

Request for Use of MDF

State departments must request use of MDF funds for FEMA ineligible costs using Form FI-1 and attest that the requested use of funds is or was necessary for immediate relief from the impact of the 2023 Hawai'i Wildfires disaster. The department should explain why the expenditure has been deemed ineligible for FEMA reimbursement.

Form FI-1 shall be emailed to the Department of Budget and Finance (B&F) via dbf.docs@hawaii.gov. B&F will review the request to determine whether: 1) the request is reasonable and appropriate; 2) is related to the immediate relief of individuals impacted by the Hawai'i Wildfires disaster; and 3) has been entered into the DOD/HIEMA WEBEOC system and deemed unlikely to be eligible for FEMA reimbursement.

Procedure

1. Request for use of MDF funds shall be submitted to the DOD/HIEMA WEBEOC system first.
2. Hawai'i DOD/HIEMA will review the request and determine whether the expense is likely to be eligible for FEMA reimbursement.
3. DOD/HIEMA will notify the requesting State entity their determination of the request and concurrently notify B&F by email to: dbf.docs@hawaii.gov
4. If the request is determined to be ineligible for FEMA reimbursement, the requesting state entity will submit Form FI-1 to B&F.

5. After approval/disapproval of the Form FI-1 request by the Governor, B&F will notify the requesting department and DOD/HIEMA.
6. DOD/HIEMA will produce a monthly report for the FEMA ineligible expense that have been authorized for funding from the MDF.

Disbursement of MDF Funds

1. The approved Form FI-1 shall authorize DOD/HIEMA to disburse MDF funds to the respective department.
2. For individual expenditure(s), the DOD/HIEMA will make payments directly from the MDF account to the appropriation account identified by the requesting department.
3. For programs or projects, a unique account must be established by the requesting department. The requesting department must submit a memo to the Comptroller to request the new account and attach the approved Form FI-1 and Attachment B and copy DOD/HIEMA. Upon Comptroller's approval and establishment of the account, DOD/HIEMA will transfer the entire amount of funds to the account.
4. DOD/HIEMA will assign a Project Number (FEMAxX) to the FEMA ineligible expense so that it can be differentiated in DataMart from a FEMA eligible expense.

Mahalo,



Josh Green, M.D.
Governor, State of Hawai'i

Attachments: Form FI-1, Attachment A & B

- c: Luis P. Salaveria, Director of Finance, Department of Budget and Finance
Major General Kenneth Hara, Adjutant General, Department of Defense
Keith A. Regan, Comptroller, Department of Accounting and General Services
Rusty Spray, ASO, Department of Defense

PRINT ON DEPARTMENT LETTERHEAD AND SUBMIT TO DBF.DOC@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

3. Explain why the expenditure has been deemed ineligible or likely to be ineligible for FEMA reimbursement:

4. Total amount of this request: _____

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

Department :

ATTACHMENT A (Request for One-Time, Non-Project Expense)

	Description of Expenditure	Reason for the Expenditure	Amount	Vendor or Payee	Date that Payment Was Made for the Expenditure	Appropriation Account Expenditure Was Made From
1						
2						
3						
4						
5						
6						
7						
8						
9						

I certify that these expenditure(s) were necessary to provide immediate relief for the 2023 Hawai'i Wildfire disaster.

Signature of Department Head

Date

RECOMMENDATION:

☐ APPROVAL

☐ DISAPPROVAL

Luis P. Salaveria, Director of Finance
Department of Budget and Finance

Date

☐ APPROVED

☐ DISAPPROVED

Josh Green, M.D.
Governor, State of Hawai'i

Date

Request to Expend Funds for FEMA Ineligible Expense Using the MDF
(Department)
(Date)

ATTACHMENT B (REQUEST FOR PROGRAM OR PROJECT EXPENSE)

This request is for:

1. Project name:

2. Project description (50 to 250 words):

3. Describe and indicate purpose:

4. Describe the intended outcome:

5. What key performance indicators will be used to measure the intended outcome?

6. Total amount of the expenditure:

7. Provide a cost breakdown for the request.

8. Does this request require special project authorization and approval to establish and fill exempt temporary special project positions?

☐ Yes ☐ No

Request to Expend Funds for FEMA Ineligible Expense Using the MDF
(Department)
(Date)

ATTACHMENT B (REQUEST FOR PROGRAM OR PROJECT EXPENSE)

I certify that this/these expenditure(s) were necessary to provide immediate relief for the 2023 Hawai'i Wildfire disaster.

Signature of Department Head

Date

RECOMMENDATION:

☐ APPROVAL

☐ DISAPPROVAL

Luis P. Salaveria, Director of Finance
Department of Budget and Finance

Date

☐ APPROVED

☐ DISAPPROVED

Josh Green, M.D.
Governor, State of Hawaii

Date