

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

April 2, 2026

EXECUTIVE MEMORANDUM

MEMO NO. 26-01

TO: All Department Heads

SUBJECT: Management of Federal Emergency Management Agency Ineligible Costs for the Kona Low 1 and Kona Low 2 Disasters Using the Major Disaster Fund

This memorandum establishes policies and procedures regarding the application, review, and disbursement of funds from the Major Disaster Fund (MDF) for costs incurred or to be incurred by State entities to provide immediate relief to those impacted by the Kona Low 1 and Kona Low 2 disasters that have been deemed likely to be ineligible for any federal reimbursement including reimbursement from the Federal Emergency Management Agency (FEMA).

Request for Use of the MDF

State departments may request use of MDF funds for federal (non-FEMA) or FEMA ineligible costs using Form FI-1 and attest that the requested use of funds was or is necessary for immediate relief from the impact of the Kona Low 1 and/or Kona Low 2 disasters. The department should explain why the expenditure has been deemed ineligible for federal or 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 from the impact of the Kona Low 1 and/or Kona Low 2 disasters; and 3) if applicable, has been entered into the Department of Defense (DOD)/HIEMA WEBEOC system and deemed unlikely to be eligible for federal or FEMA reimbursement.

Procedure

1. Department shall determine if the request would likely be ineligible for federal reimbursement.
2. Request for use of MDF funds shall be submitted to the DOD/HIEMA WEBEOC system.
3. Hawai'i DOD/HIEMA will review the request and determine whether the expense is likely to be eligible for FEMA reimbursement.
4. 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.
5. If the request is determined to be ineligible for federal or FEMA reimbursement, the requesting state entity will submit Form FI-1 to B&F.
6. After approval/disapproval of the Form FI-1 request by the Governor, B&F will notify the requesting department and DOD/HIEMA.
7. DOD/HIEMA will produce a monthly report for the federal or FEMA ineligible expenses 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, if possible, depending upon the means of financing (MOF).
3. For programs or projects, a unique account must be established by the requesting department. The requesting department should check with DOD/HIEMA regarding the appropriate MOF for the account and must submit a memo to the Comptroller to request the new account with the approved Form FI-1 and Attachment B attached 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 (FEMAx) to the FEMA ineligible expense so that it can be differentiated in DataMart from a FEMA eligible expense.

Mahalo,

/s/

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

Attachments: Form FI-1, Attachment A & B