



FEMA

MEMORANDUM FOR: Deputy Administrator for Protection and National Preparedness
Associate Administrators
U.S. Fire Administrator
Chief of Staff
Assistant Administrators
Chief Counsel
Regional Administrators
Office Directors

FROM: Mary Comans *Mary Comans*
Chief Financial Officer (Acting)

SUBJECT: Disaster Funding – Immediate Needs Funding (INF) Restrictions

In order to conserve Disaster Relief Fund (DRF) resources to fund the ongoing lifesaving, life sustaining response efforts related to Hurricane Harvey, FEMA is imposing immediate needs funding restrictions, effective today, August 28, 2017. The immediate needs funding restrictions shall remain in effect until further notice.

In summary, the definition of immediate needs includes Individual Assistance, Public Assistance Categories A and B (debris removal and emergency protective measures), mission assignments, and joint field office (JFO) operations. Note that funding is not being eliminated for projects in the restricted categories, but merely delayed until additional funding is available. Please note that the Agency's current efforts in support of Hurricane Harvey are recognized as immediate needs and therefore are not restricted under this guidance. The attached funding guidance provides additional detail on the nature of these temporary restrictions.

It is critical that we adhere to these guidelines to ensure that we are able to continue our ongoing and future response and recovery efforts. I appreciate your assistance in helping work through this issue. Please let me know if you need additional information.

Cc: Administrator
Deputy Administrator
Chief Financial Officer, DHS

Attachment

Disaster Relief Fund Immediate Needs Funding Guidance

Effective August 28, 2017, and until further notice pending action on supplemental funding for the Disaster Relief Fund to enable FEMA to carry out its responsibilities under the Stafford Act, we must constrain spending for all open disasters, emergency declarations, Fire Management Assistance Grants, and the Disaster Readiness and Support (DRS) Account.

The following guidance applies to processing of DRF funding allocations immediately:

1. The FEMA Office of the Chief Financial Officer (OCFO) will only process allocation requests (RAAs) for immediate needs, which is defined as the following:
 - a. Individual Assistance programs
 - b. Mission Assignments related to response activities
 - c. Reimbursements for debris removal and emergency protective measures (Public Assistance categories A & B);
 - d. Technical Assistance Contract support for Public Assistance category A & B activities and Individual Assistance manufactured housing support;
 - e. Currently needed State management costs; and
 - f. JFO operations (staff, travel, and JFO operations).
2. Funding allocations (RAAs) should be submitted on a “just-in-time basis”, i.e., obligations must occur immediately but no later than two (2) business days from the allocation approval. OCFO will monitor the un-obligated allocation balances in IFMIS to ensure that you are obligating the allocations requested. The OCFO will process RAAs that are currently being held in the NEMIS queue for open disasters after certifying that the allocations are for immediate needs activities.
3. DRS allocations will be processed on a case-by-case basis, and should be consistent with the immediate needs criteria above (essential open disaster support activities only) and/or to comply with contractual obligations.
4. No additional funds should be obligated, whether funds have been allocated or committed, if they do not meet the immediate needs definition. Please review any un-obligated allocations and submit de-allocations for any un-needed funds and/or projects that do not meet the immediate needs criteria.
5. Due to the potential Congressional interest in projects delayed as a result of the funding constraints. OCFO will coordinate with the regions to compile a list of PA (Category C-H) and HMGP projects that are being delayed. Regions should designate a POC to coordinate their project lists with Greg James, OCFO Field-Based Financial Operations Director, at (228) 229-9864 or greg.james@fema.dhs.gov.

This policy will remain in effect until further notice.

If you have any questions regarding this guidance, please call Greg James at the contact number provided.