

(Date)

TO: The Honorable David Y. Ige  
Governor, State of Hawai'i

FROM: (Name, Title)  
(Department OR State Agency)

SUBJECT: Request for Use of Coronavirus Relief Funds

Consistent with the requirements of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), (DEPARTMENT OR AGENCY NAME) requests a \$(AMOUNT) sub-award from the Coronavirus Relief Fund (CRF).

This request qualifies as an allowable use of the CRF because the funds will be used for allowable Coronavirus Disease 2019 (COVID-19) related expenditures, as indicated on the attached "Attestation of Qualifying Coronavirus Relief Fund Expenditures" (Form CRF-2). The (DEPARTMENT OR AGENCY NAME) understands that these funds must be expended by December 30, 2020, and that any funds that are not expected to be expended by that date shall be returned by December 11, 2020.

This request is for:

(Provide request details. Indicate purpose, intended outcome, and cost breakdown of the request. If applicable, indicate if special project authorization and approval to establish and fill exempt temporary special project positions is requested.)

We will comply with the CARES Act reporting requirements as issued by the federal government.

RECOMMENDATION:

APPROVAL

DISAPPROVAL

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

Request for Coronavirus Relief Funds  
(Department OR State Agency)  
(Date)  
Page 2

APPROVED

DISAPPROVED

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DAVID Y. IGE  
Governor, State of Hawai'i

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DATE

Attachment (Form CRF-2)

c: Craig K. Hirai, Director  
Curt T. Otaguro, Comptroller