



#16 Finance & Administration

State Emergency Support Function Annex

Hawai'i Emergency Management Agency

January 2022

STATE OF HAWAI'I
EMERGENCY
OPERATIONS PLAN



SESF #16 TASKED AGENCIES

State ESF Coordinating & Primary Agency:

Hawaii Emergency Management Agency (HI-EMA)

State Support Agencies:

Hawai`i State Department of Accounting & General Services (DAGS)

Hawai`i State Department of Budget and Finance (B&F)

Hawai`i State Department of Taxation (DOTAX)

Federal ESF Adjunct Agency:

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA)

County ESF Primary Agency:

(Note: Not every county uses an ESF structure to organize their Emergency Operations Centers. For counties that do not use the ESF structure, the agency listed serves in a role that is equivalent to an ESF Primary Agency.)

Hawai`i County: Hawaii County Civil Defense

Maui County: Maui Emergency Management Agency

City and County of Honolulu: Department of Emergency Management

Kauai County: Kauai Emergency Management Agency



RECORD OF CHANGES

The SESF #16 is responsible for the #16 Finance & Administration State Emergency Support Function Annex and is authorized to make changes in coordination with the HI-EMA Operations Branch. All updates to the #16 Finance & Administration State Emergency Support Function Annex will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented. This annex will be reviewed on a biennial basis.

Change Number	Date of Change	Section Changed	Summary of Change
1	1/14/2022	Record of Changes	Updated annex review frequency to biennial basis
2			
3			
4			
5			
6			
7			

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1. INTRODUCTION

1.1 PURPOSE

1. *State Emergency Support Function (SESF) #16 – Finance & Administration* to the State of Hawai'i's Emergency Operations Plan (HI-EOP) provides basic guidance for all departments and agencies responding to disaster emergencies under the provisions of this plan, as conducted in accordance with appropriate state and federal fiscal laws, policies, regulations, and standards.
2. The purpose of this Annex is to:
 - a. Define the activities that fall within the scope of SESF #16;
 - b. Identify the agencies with responsibilities under this SESF #16;
 - c. Describe how tasked agencies will coordinate to execute missions assigned to the SESF during an emergency or disaster.

1.2 SCOPE

1. Activities within the scope of SESF #16 include:
 - a. Jurisdictional-wide financial and administrative procedures used before, during, and after an incident/event;
 - b. Monitoring and tracking of all State costs relating to the event/incident and expenses for the operation of the SEOC.
2. Activities within the scope of SESF #16 do not address:
 - a. Agency-specific internal financial and administrative policy and controls;
 - b. The application of disaster assistance programs.
3. This Annex applies to all hazards that impact the State of Hawai'i.



2. SITUATION AND ASSUMPTIONS

2.1 SITUATION OVERVIEW

1. Disasters may have an immediate impact on local and state resources, resulting in shortages that may require the unplanned expenditure of funds by state and local governments. In addition, coordination may be required between state and federal organizations to administer the various funding programs designed to assist disaster victims.
2. State-level grant and/or loan support is not guaranteed and will not always be available in response to incidents. A Gubernatorial Disaster Emergency Declaration may permit funding from the Major Disaster Fund (MDF), as outlined in Hawai'i Revised Statutes (HRS) 127a-16.
3. Supplemental federal assistance for eligible response and recovery expenses incurred by governmental entities and participating not-for-profit agencies may be available to Hawai'i from the Federal Emergency Management Agency (FEMA) after a Presidential Disaster Declaration has been issued and a FEMA/State Agreement has been signed.
4. The U. S. Small Business Administration (SBA) may provide supplemental federal disaster funds for the private sector following an Agency declaration.

2.2 ASSUMPTIONS

SESF #16 planning is based on the following assumptions:

1. Local jurisdictions may seek emergency supplemental response and recovery funding when funding resources within their jurisdiction have been exhausted.
2. A Gubernatorial Emergency/Disaster Declaration will permit funding from the MDF. Additional funds may also be made available by special appropriations of the State Legislature.
3. The State will seek supplemental response and recovery funding from the federal government when event-related costs meet or exceed federal thresholds and declaration factors.
4. All fiscal operations will be carried out under extreme emergency/disaster schedules, necessitating timely, non-routine procedures with sound financial management practices and accountability.
5. The State will follow federal laws, regulations, applicable policies, and grant guidance when federal grants are made to the State of Hawai'i.
6. HI-EMA's Finance & Administrative (F&A) office will support the management of financial actions relating to the coordination of response resources and activities within the State of Hawai'i Emergency Operating Center (SEOC).



3. ROLES AND RESPONSIBILITIES

1. The following section outlines the roles and responsibilities assigned to state agencies and community partners to ensure SESF #16 activities are performed in a coordinated, efficient, and effective manner.
2. This document does not relieve tasked agencies of the responsibility for emergency planning; agency plans should adequately provide for the capability to implement the actions identified below.

3.1 GENERAL DUTIES OF ALL SESF #16 AGENCIES

All agencies assigned to SESF #16 are responsible for the following, in addition to the agency-specific duties listed later in this section.

BEFORE AN INCIDENT

1. Designate primary and alternate SESF #16 representatives, who shall be responsible for coordinating with internal department stakeholders, the SEOC, and other SESF #16 agencies to ensure successful execution of duties assigned in this Annex. Notify HI-EMA of any changes to assigned contacts.
2. Maintain this Annex and conduct joint planning to further develop, document, and refine procedures and processes for interagency coordination of SESF activities.
3. Participate in SESF #16 meetings, training, and exercises.
4. Ensure internal agency readiness to execute SESF duties assigned in this Annex. Ensure SESF responsibilities are addressed in agency plans, sufficient agency personnel are assigned and trained to support the SESF, required resources are identified, and contingency contracts or mutual aid plans are in place to address gaps.
5. Identify contingency contracts with vendors for services or equipment that may be required to execute the department’s SESF #16 duties during an emergency.

DURING AN INCIDENT

1. Coordinate with other SESF #16 agencies and the SEOC to fulfill requests for assistance or information. Coordinate actions with counties, other SESFs, or federal ESFs as appropriate.
2. Activate, assign, and track department resources to fulfill SESF mission assignments. Ensure financial and property accountability for agency resources used in support of SESF #16.
3. Provide situational awareness of SESF #16 activities to the SEOC.
4. Represent the SESF at the SEOC and other incident sites as requested.

3.2 SESF PRIMARY AGENCY

1. HI-EMA serves as the Primary and Coordinating Agency for SESF #16.



- 2. Primary Agencies, as defined by the **HI-EOP**, have significant authorities, roles, resources, and/or capabilities for functional areas that the SESF oversees. Primary Agencies serve as the principal contact for HI-EMA on issues related to the SESF and provide overall management of both preparedness and response activities.
- 3. SESF Primary Agencies have additional responsibilities related to management of SESF activities.

BEFORE AN INCIDENT

- a. Coordinate SESF preparedness activities, including convening quarterly planning meetings and ensuring SESF #16 participation in applicable trainings and exercises.
- b. Lead the development, review, and refinement of SESF #16 plans, Standard Operating Guidelines (SOGs), job aids, and/or other written resources to document operational processes and procedures.

DURING AN INCIDENT

- c. Notify Support Agencies when SESF #16 is activated by the SEOC.
 - d. Notify Support Agencies when the SESF is activated by the SEOC and provide a representative to the SEOC during activation hours.
 - e. Prioritize requests for SESF #16 assistance using incident objectives and work with Support Agencies to identify and direct required resources.
 - f. Provide SESF #16 information to *SESF #5 – Information and Planning* to include in Situation Reports (SitReps), Incident Action Plans (IAPs), and other products as requested.
 - g. Provide updates to the SEOC on the status of SESF mission assignments. Notify the SEOC Operations Section if the SESF is unable to fulfill assigned missions.
4. The following are agency-specific duties of the SESF #16 Primary Agency that are in addition to the general duties outlined above.

Coordinating and Primary Agency	Agency Functions
<p>Hawaii State Department of Defense</p> <p><u>Division(s)</u> Hawaii Emergency Management Agency</p>	<ul style="list-style-type: none"> 1. Coordinate with HI-DOD and B&F to determine the availability of funding upon a Gubernatorial Disaster Declaration. 2. As able and as needed, gather information on total disaster costs from State agencies and local jurisdictions. 3. Coordinate and exchange information with applicable, engaged agencies and organizations to develop a comprehensive accounting of disaster-related expenditures and available federal, State, and local funds and resources. 4. Ensure State funds and other resources are provided expeditiously and that operations are conducted in accordance with established State law, policies, regulations, and standards.



Coordinating and Primary Agency

Agency Functions

5. In coordination with ESF-7, track the fiscal outlays of State agencies related to incident response and recovery.
6. Coordinate with FEMA for the acquisition of federal funds and direct support.
7. Monitor disaster appropriations, allotments, and/or cash balances daily and work closely with B&F and DAGS to ensure adequate balances are available to meet all payment requirements.
8. Supply, order, and track incident-related resources and execute emergency contracts for goods and services for the State EOC or incident activities supported by the State EOC.
9. Function as time and record keeper for all State employees activated and working in the SEOC.

3.3 SUPPORT AGENCIES

1. Support Agencies, as defined by the **HI-EOP**, have specific capabilities, expertise, and/or resources that can assist Primary Agencies in executing missions assigned to the SESF by the SEOC.
2. The following are specific responsibilities for the Support Agencies for SESF #16 that *are in addition to the general duties of all SESF #16 agencies* listed in [Section 3.1 General Duties of All SESF #16 Agencies](#).

3.3.1 STATE SUPPORT AGENCIES

Support Agency	Agency Functions
Hawaii State Department of Accounting and General Services (DAGS)	<ol style="list-style-type: none"> 1. Provide staff and support for SESF #16 functions, as required. 2. Coordinate with HI-EMA on the availability of grant programs and funds. 3. Provide recommendations for identifying financing during disasters. 4. Provide support and guidance to state agencies and to local auditors during an incident. 5. In the event of an emergency executive order, coordinate with the Governor’s Office, B&F, and HI-EMA on expediting the procurement of incident response resources.
Hawaii State Department of Budget and Finance (B&F)	<ol style="list-style-type: none"> 1. Provide staff and support for SESF #16 functions, as required. 2. Coordinate with HI-EMA on the availability of grant programs and funds. 3. Provide recommendations for identifying financing during disasters.



Support Agency	Agency Functions
	<ol style="list-style-type: none">4. Coordinate with HI-EMA to determine the need/availability for and identify the source of the state funds in response to an incident.
Hawaii State Department Taxation (DOTAX)	<ol style="list-style-type: none">1. Provide staff and support for SESF #16 functions, as required.2. Coordinate with HI-EMA on the availability of grant programs and funds.3. Provide recommendations for identifying financing during disasters.4. Provide information regarding the financial impact of incidents on tax obligations.



4. CONCEPT OF OPERATIONS

4.1 GENERAL

1. HI-EMA is both the Primary and Coordinating agency for SESF #16 and leads preparedness and response activities in coordination with Support Agencies.
2. SESF #16 will be activated by the State Emergency Operations Center (SEOC) when emergency financial management and administration coordination are needed for an expected or already occurred emergency/disaster event. All SESF #16 agencies will assign personnel to monitor and support SESF activities during the activation.
3. When SESF #16 is activated, HI-EMA, the Primary Agency, is responsible for notifying Support Agencies and any additional agencies, depending on the nature of the event. If an SESF representative cannot be reached, that agency's Emergency Management Organization (EMO) should be contacted to request an alternate point of contact. A list of current contacts is maintained in the 'State Contact List' section of WebEOC.
4. When activated, the Primary Agency may be required to have a representative in the SEOC during activation hours. If requested, Support Agencies will also send a representative to the SEOC. Otherwise, Support Agencies will work from their offices or Department Operations Centers (DOCs) to monitor and update WebEOC and provide requested support.
5. The F&A Branch supports SERT response and recovery operations by collecting expenditure reports from State agencies and advising the SERT Leader on the financial activities and expenditures before, during, and after the response phase and/or event. The following are primary responsibilities of the Branch:
6. The Finance/Administration Section Chief will work with representatives of HI-EMA, B&F, DAGS, and other agencies/SESFs as needed to coordinate fiscal and administrative activities related to the emergency and SEOC operations.
7. Funding for SEOC response activities is conducted pursuant to HRS 127a-16 and may be made available from the MDF.

4.2 KEY ACTIONS

4.2.1 PREPAREDNESS

1. SESF #16 agencies work together in the preparedness phase to ensure readiness to implement effective and efficient response and recovery activities within the scope of SESF #16.
2. Preparedness activities for SESF #16 include:
 - a. Developing, reviewing, and refining SESF #16 plans and Standard Operating Guidelines (SOGs) that address specific operational processes and procedures.
 - b. Ensuring adequate levels of training for personnel that will support SESF #16 during a disaster.



- c. Participating in exercises to test, refine, and validate SESF #16 procedures.
- d. Developing, reviewing, refining, and maintaining lists of all resources under the control of agencies listed in this plan that can support the execution of SESF #16 duties.

4.2.2 RESPONSE

4.2.2.1 INITIAL RESPONSE ACTIONS

1. Immediately upon notification of a threatened or occurring incident, consideration is given by SESF #16 toward:
 - a. Providing appropriate representation at the SEOC.
 - b. Ensure all section chiefs activated for SEOC response actions are aware of their responsibility for the completion of State/federal documentation, as appropriate.
 - c. Ensure that all personnel have copies of the correct paperwork that will be used to document emergency expenditures.
 - d. Establish and maintain all records relating to expenditures before, during, and after an event.
 - e. Support logistics & resource management coordination efforts undertaken by SESF #7 and agencies whose personnel, equipment, and/or other resources may be used to support the State’s emergency response.
 - f. Ensure that procurement of goods and services complies with applicable State and federal laws.

4.2.2.2 ONGOING RESPONSE AND INITIAL RECOVERY ACTIONS

2. In addition to continuing the above initial activities, as appropriate and required, #16 provides ongoing coordination of the following activities during the response:
 - a. Support long-term recovery priorities as identified by the SESFs, EMOs, and the State Disaster Recovery Coordinator (SDRC).

4.2.3 LONG-TERM RECOVERY

1. As the incident transitions to longer term recovery, SESF #16 will deactivate. The decision to deactivate SESF #16 will be made by the Operations Section Chief.
2. Following large or particularly complex disasters, the Governor may appoint a State Disaster Recovery Coordinator (SDRC) to manage State support of county reconstruction efforts. Agencies that are part of SESF #16 may be assigned responsibilities for supporting this type of long-term recovery effort, but those duties are separate from and outside the scope of SESF #16.

4.2.4 MITIGATION



1. All SESF #16 agencies will take the following steps to support hazard mitigation, as applicable:
 - a. Providing input into updates of the ***State of Hawai`i Hazard Mitigation Plan***
 - b. Identifying, supporting, and/or implementing mitigation measures related to SESF #16 contained in the plan.

4.3 DIRECTION, CONTROL, AND COORDINATION

4.3.1 DIRECTION AND CONTROL

1. The SEOC serves as the central location for interagency coordination and decision-making for state emergency operations, including all activities associated with SESF #16.
 - a. SESF #16 is part of the Finance & Administration Section in the SEOC organizational structure.
 - b. The SESF Primary Agency reports to the HI-EMA Administrator in the SEOC.
2. Activities of SESF #16 Support Agencies are, in general, coordinated by the SESF #16 Primary Agency.

4.3.2 COORDINATION AMONG SESF #16 AGENCIES

1. The SESF #16 representative in the SEOC coordinates SESF #16 responses to Request For Assistance (RFAs) and Request For Information (RFIs). The request is evaluated and assigned to the SESF #16 agency most likely to have the requested capability or information. Information on the status of the request must be entered in WebEOC by the tasked SESF #16 agency.
2. SESF #16 agencies not present in the SEOC will ensure an SESF #16 contact is identified and available to respond to inquiries from the SEOC during activation hours.
3. When SESF #16 is activated, the SESF #16 Primary Agency will organize a daily SESF #16 conference call to share information and confirm internal coordination procedures. If federal agencies have been activated to support the incident, this call should include the federal #16 Primary Agency.

4.3.3 COORDINATION WITH OTHER SESFS

1. It is anticipated that SESF #16 will coordinate with all other SESFs on the following:
 - a. Financial and administrative support to the SERT staff as needed.

4.3.4 COORDINATION WITH COUNTY EOCS

1. Each jurisdiction within the State is responsible for its own requirements. Only when local and mutual aid resources are exhausted or projected to be exhausted, or when the required capability does not exist at the local level, may the jurisdiction request assistance from the State.



4.3.5 COORDINATION WITH FEDERAL PARTNERS

1. FEMA will coordinate with HI-EMA regarding finance issues when federal resources are activated in response to emergency response and recovery operations in Hawaii.
2. Upon request, HI-EMA and its partners may be eligible for supplemental financial assistance to address incident-related needs from FEMA.
3. Coordination will primarily occur at the SEOC, Initial Operating Facility (IOF), or Joint Field Office (JFO).



5. AUTHORITIES AND REFERENCES

5.1 STATE LAWS, REGULATIONS AND DIRECTIVES

1. Hawai'i Revised Statutes, Chapter 127A – Emergency Management
2. Administrative Directive No. 15-01, Emergency Management Preparedness Policies for Departments

5.2 FEDERAL LAWS, REGULATIONS, AND DIRECTIVES

1. Disaster Recovery Reform Act of 2018
2. Public Law 93-288 and 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974, as amended by the Disaster Mitigation Act of 2000, (Public Law 106-390), and Sandy Improvement Act of 2013, Public Law (113-2)
3. Public Law 109-295, Title VI - Post-Katrina Emergency Management Reform Act (PKEMRA), 2006
4. Public Law 104-321, Emergency Management Assistance Compact (EMAC)
5. Public Law 109-308, Pets Evacuation and Transportation Standards (PETS) Act, 2006
6. Title 2, Code of Federal Regulations (CFR), Part 200, Grants & Agreements
7. Title 44, Code of Federal Regulations (CFR), Part 206, Federal Disaster Assistance
8. Homeland Security Presidential Directive – 5, Management of Domestic Incidents
9. Presidential Policy Directive – 8, National Preparedness

