



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
ALBANY, NEW YORK 12224

Andrew M. Cuomo
Governor

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Director of the Budget

BUDGET BULLETIN	B-1194	September 2, 2011
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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Robert L. Megna *Robert L. Megna*

SUBJECT: Guidance to Agencies Regarding Costs Associated with Hurricane Irene

In late August, Hurricane Irene caused widespread damage in 26 counties within New York. At the direction of the Governor, State agencies mobilized quickly to respond, and to support recovery efforts. This bulletin provides guidance to ensure that agencies continue the response and recovery efforts, while remaining on target to meet the fiscal goals of the Enacted Budget.

The Division of the Budget and the Office of Emergency Management (OEM) within the Division of Homeland Security and Emergency Services (DHSES) have partnered to develop the guidance presented here.

Tracking and Reporting Costs

First and foremost, agencies should maintain thorough records on all costs related to the response and recovery effort, including documenting methodologies used for determining or allocating costs. Agencies will report their costs in a standardized format, using the template attached to this bulletin. (See file titled "[Hurricane Irene Cost Report.xls](#)"). The template captures both costs to date, and projected future costs, and will be reported in accordance with the seven classifications used by Federal Emergency Management Agency (FEMA). (Please see boxes shown at right and on the following page).

There is a separate tab for each of the seven categories of cost, and the reporting template (spreadsheet) is the same for all seven categories. Within the spreadsheet, Column A should reflect total spending to date. Column B should reflect

Emergency Work

Category A: Debris Removal
Clearance of trees and woody debris; certain building wreckage; damaged/destroyed building contents; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures
Measures taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

projected spending for the remainder of the current State fiscal year. Column C should reflect total projected spending for the current State fiscal year, or Column A plus Column B. Column D should reflect projected spending for State fiscal year 2012-13, if any.

Agencies are asked to submit cost reports daily for business days from September 6 through 16. Thereafter, reports are due every two weeks, on Friday. If there is no data to report, or no new data, no submission should be made; it is not necessary to acknowledge the lack of a submission by e-mail.

Submissions should be sent to jdisare@dhses.ny.gov, Joseph.Ogden@budget.ny.gov, and directly to your budget examiner.

The information reported in the template should always reflect cumulative costs from the inception of the response effort, regardless of the date of submission. Your projections should reflect the likely duration of your mission, and please note the duration in the comment section.

Every effort should be made to accurately break costs into the standard financial reporting categories used by the Office of the State Comptroller, e.g. personal service, overtime, travel, supplies and materials, contractual services, equipment, and capital. *(Please note: Personal service costs in Category B are most likely not federally reimbursable.)* Further, agencies should be careful to realistically assign cost by fiscal year.

Cost descriptions provided should be “plain language,” easily understood, and not reliant on knowledge of agency acronyms or programmatic details. It is anticipated that agencies will need to add new lines as they detail their costs. To the extent appropriate, and practicable, agencies should break costs into multiple individual entries so that the full range of activities undertaken by the agency are clear. (Please see the example at the end of this bulletin.)

Naming conventions have been established for both the subject of the e-mail, and the naming of the file attached. It is critical that both the agency and the date of the submission are specified. See the instructions on next page.

Permanent Work

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.

Category D: Water Control Facilities

Repair of drainage channels, pumping facilities, and some irrigation facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution facilities; sewage collection and treatment facilities; and communications.

Category G: Parks, Recreational Facilities, and Other Facilities

Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities, and beaches. This category is also used for work on a facility that cannot be characterized by Categories A-F.

For the subject of the e-mail: Hurricane Irene Cost Report -- AGENCY -- month-day-year. (Example: Hurricane Irene Cost Report -- OMH -- 09-06-11)

For file attachments: Same as above. (Example: Hurricane Irene Cost Report -- OMH -- 09-06-11.xls) The Excel template has been developed in the older Microsoft version to ensure the file is accessible by everyone; please do not resave as the newer version of Excel.

Agency Liaisons

Agencies are asked to designate a liaison by September 6 to coordinate all financial matters related to the Hurricane Irene response and recovery effort. Please send the contact information for your designee to SMutch@dhses.ny.gov as soon as possible, but no later than COB Tuesday, September 6.

Submitting Claims to FEMA

OEM staff or representatives will be available to assist in the preparation of claims for submission to FEMA. Agencies should await invitations to an “applicants briefing,” which will be scheduled shortly. OEM will contact your designated liaison.

Agencies are responsible for maintaining their own records. In the case of a future audit, OEM will not take responsibility for maintaining the records necessary to verify the accuracy of costs.

Initial Expenditures

In the interest of a swift response, it is anticipated that agencies will charge costs to their own appropriations in the first instance. Further, agencies should use Attachment B of the B-1184 Spending Control process.

Accessing Centralized Appropriations

DOB, in concurrence with OEM, will make suballocations from centralized DHSES appropriations every two weeks, based on the cost reports submitted by agencies. Generally, agencies should expect to receive allocations only for expenditures to date (Column A).

However, requests for allocations for projected costs (Column B) -- across all seven categories -- may be considered, if they are warranted and expected to be federally reimbursable. Such requests should be initially directed to Jeremy Disare at OEM (jdisare@dhses.ny.gov). DOB will make the final determination on such suballocations. Any agency who does not maintain regular reporting under this bulletin will not be eligible for suballocations.

Once allocations are in place, agencies will journal voucher their expenses to the new suballocations, which should obviate the need for extraordinary allocations of agency

appropriations. DOB and OEM are aware that codes structures necessary for this action have not yet been created within the proposed chart filed tree structures for the new Statewide Financial System (SFS). DOB will coordinate with SFS to issue further instructions to agencies.

Agencies should note that appropriations suballocated from DHSES will expire on June 30, 2012. Consideration should be given to requesting reappropriations in extraordinary circumstances where expenditures will not be complete by that date. Alternatively, agencies may transfer any outstanding commitments to new suballocations from appropriations expected to be enacted as part of the 2012-13 budget.

Working with Governmental Partners

If you receive calls from not-for-profit providers or other municipal governments regarding procedures for claiming expenses, the following advice should be given:

- Visit the FEMA website (www.fema.gov) to learn about the documentation that will be required to file a claim.
- Ensure your county is eligible for Public Assistance disaster aid. *(Please note: More counties are being qualified each day. Use the Governor's website at www.governor.ny.gov to access the most up-to-date information as it becomes available.)*
- Look for local information advertising "applicant briefings," at which further information will be provided for submitting claims to FEMA.

Agencies should direct their not-for-profit providers to seek aid directly from FEMA, as has been the practice in the past.

Aid for Individuals and Families

In those counties approved to receive Individual Aid from FEMA, citizens are being directed to call 1-800-621-FEMA. Callers will be asked for basic information, and will be given a registration number that facilitates scheduling a FEMA inspector to view their damage. Disaster Relief Centers are opening to facilitate the filing of claims for Individual Aid.

Ongoing Fiscal Constraint

Early indications are that the State has already incurred millions of dollars in unanticipated liabilities, at a time when the State is still heavily engaged in achieving the significant savings targets incorporated within the 2011-12 Enacted Budget. The full cost of the recovery effort, though currently unknown, is expected to further strain limited State resources. It is imperative, given these new costs, that we continue to aggressively monitor and control costs associated with normal operations.

Questions regarding this bulletin should be directed to your Budget Examiner or Jeremy Disare of the Office of Emergency Management.

Report to Division of the Budget and Office of Emergency Management						
Costs for Hurricane Irene						
Projection of Impact as of: DATE						
Submitted by: AGENCY						
Total Projected Category B Expenditures						
		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1	Personal Service	1,000,000	0	1,000,000	0	Development and implementation of plans to evacuate vulnerable clients
2	Overtime	2,000,000		2,000,000	0	Overtime paid to staff forced to work double shifts in community residences due to impassable roads.
3	Contractual	10,000	100,000	110,000	0	Repairs to 25 vans
4	Capital	0	2,000	2,000	0	Replace boilers in two State-operated community residences
5	Contractual	100,000	600,000	700,000	300,000	Contract with not-for-profit provider for emergency housing for clients whose State-operated community residences require significant repair. Expected duration of services 10 months.
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$3,110,000	\$702,000	\$3,812,000	\$300,000	

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category A Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category B Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category C Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category D Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category E Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category F Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.

Report to Division of the Budget and Office of Emergency Management

Costs for Hurricane Irene

Projection of Impact as of: DATE

Submitted by: AGENCY

Total Projected Category G Expenditures

		A	B	C (A+B)	D	
Item #	Type of Expense	Total Spending to Date	Projected Spending for Remainder of 2011-12	Total Projected Spending 2011-12	Total Projected Spending 2012-13	Comments/Description of Costs
1				0		
2				0		
3				0		
4				0		
5				0		
6				0		
7				0		
8				0		
9				0		
10				0		
11				0		
12				0		
TOTALS		\$0	\$0	\$0	\$0	

Figures shown are in full dollar amounts.