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

Andrew M. Cuomo
Governor

Robert L. Megna
Director of the Budget

TO: DISASTER LIAISONS

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

SUBJECT: Guidance to Agencies Regarding Costs Associated with Tropical Storm Lee

On September 7, Tropical Storm Lee resulted in damage to at least five counties in the Southern Tier, adding to the already significant damage of Hurricane Irene. This memorandum updates initial guidance provided by Budget Bulletin B-1194, to address reporting for the impact of Tropical Storm Lee.

Reports for Tropical Storm Lee should begin immediately and continue to be submitted daily until September 23. An updated report for Hurricane Irene is also due on Friday, September 23. Thereafter, reports are due weekly until October 14 and after that every two weeks, on Friday for both Hurricane Irene and Tropical Storm Lee. These deadlines supersede those of Bulletin B-1194. A new template has been provided for use in tracking the cost of Tropical Storm Lee. It follows the same format as that used for Hurricane Irene (see [Tropical Storm Lee Cost Report.xls](#)). All costs associated with response activities should be assigned to either Hurricane Irene or Tropical Storm Lee and reported only once.

The tracking reports should be submitted separately for each disaster -- both separate files and separate e-mails. 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. However, if an agency does not believe there will be any additional costs to report, a single e-mail to that effect should be sent.

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

Please use the following naming conventions:

For the subject of the e-mail: Tropical Storm Lee Cost Report --
AGENCY -- month-day-year. (Example: Tropical Storm Lee Cost Report -
- OMH -- 09-20-11)

For file attachments: Same as above. (Example: Tropical Storm Lee Cost
Report -- OMH -- 09-20-11.xls)

Report to Division of the Budget and Office of Emergency Management

Costs for Tropical Storm Lee

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 Tropical Storm Lee

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 Tropical Storm Lee

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 Tropical Storm Lee

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 Tropical Storm Lee

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 Tropical Storm Lee

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.