REQUEST FORM

EPZ – FY 20XX Supplementary Budgets

(Must be submitted no later than 15 March 20XX)

Name of Community: Town of Winchester **Date:** March 12, 2015

PART I. MAINTENANCE OF FACILITIES REQUEST(S)	REP Percentage of Total Cost	
Maintenance of facilities (rent, trash removal, electric bills, etc.)	25 %	$ 35885.00
NOTES:		
	SUBTOTAL FOR PART I =	$ 8971.26

PART II. PURCHASE OF EQUIPMENT (Identify each piece of equipment separately)	LINE ITEM AMOUNT ($)
Item: 2 Whelen Dual-Head LED Avenger Dash lights Use in REP Activity: Traffic Control	$ 697.98
Item: Use in REP Activity:	$
Item: Use in REP Activity:	$
Item: Use in REP Activity:	$
SUBTOTAL FOR PART II =	$ 697.98

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MAR 13 2015
TECHNOLOGICAL HAZARDS SECTION

PART III. EXERCISE, MEETING & TRAINING PARTICIPATION (*** See special note below)	LINE ITEM AMOUNT ($)
1. Training for Community REP Program: _____ X _____ X _____ # of Trainings $/Hour # of Individuals	$ _____
Please identify name of Training(s) Expected:	
2. Participation at REP-related Workshops/TTX/CFEs/Graded/OOS: _____ X _____ X _____ X _____ # Events # Personnel Per Meetings $/Hour # Hours/Meeting	$ _____
Worksheet for Events: Number of People x Number of Hrs. x $ ph Type of Event: Type of Event: Type of Event: Type of Event: Type of Event: Type of Event:	
3. Meeting Participation: 4 x 2 x 20.00 X 2 hrs # of Mtgs. # of People $ per hour	$ 160.00
Food and Supplies	$ 400.00
SUBTOTAL FOR PART III = $ 560.00	

PART IV. SUPPLIES AND SERVICES:	
Office Supplies	$ 500 -
3 phone lines for VT Yankee only	$ 1644.00
	$
SUBTOTAL FOR PART IV =	$ 2144.00 ✓

PART V. PLANNING AND ADMINISTRATION:	
2 x 100 x 20 # of people # of hours $ per hour	$ 4000.00
SUBTOTAL FOR PART V =	$ 4000.00 ✓

TOTAL SFY ASSESSMENT REQUEST = $ 16,373.24

Community: _____

LOCAL COMMUNITY	DATE
Reviewed by: Richard LaPoint Emergency Management Director	3/12/15
Approved by: [signature] Authorized Signature	3/12/15
NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT	DATE
Reviewed by: _____ Field Representative	/ /
Approved by: _____ Chief, Technological Hazards	/ /

******Special Note for Training:***

To be reimbursed for training expenses, course record with names of municipality's participants must be submitted in addition to invoice from appropriate community.