**Date**

The Honorable Senator Peter Courtney, Co-Chair

The Honorable Representative Tina Kotek, Co-Chair

State Emergency Board

900 Court Street NE

H-178 State Capitol

Salem, OR 97301-4048

Dear Co-Chairpersons:

**Nature of the [Emergency/Request]**

Describe the reason for appearing before the Emergency Board, include a precise statement of the action being requested.

**Agency Action**

Describe in detail what actions you have taken to prepare for, offset, or mitigate the emergency, or the need for Emergency Board action.

**Action Requested**

Describe precisely what you want the Emergency Board to do. Include precise expenditure limitation and appropriation dollar amounts and number of positions/full-time equivalency/classification information.

**Legislation Affected**

Cite the appropriate agency ORS statute, appropriation bill, chapter law, and section to be revised if request is approved.