

Purpose and Use of the Form: Planning Councils (PCs) often need data, reports, or other assistance to carry out their legislative roles – and what they need is not already defined and mutually agreed upon. Requests come from the full PC and multiple committees, sometimes with short deadlines. The requests may be to PCS staff or consultants, the recipient, or another committee. Especially when the request is made to the recipient, or when PCS must manage multiple committees, procedures are needed to make sure that each request is clearly defined and reasonable, and that it is documented, submitted, and followed up. Use of a form like this one can help the requesting entity think carefully about what it needs; avoid unnecessary, duplicative, or poorly defined requests; and get what it needs promptly, so it can complete tasks, make sound data-based decisions, and meet deadlines. If desired, PCs can number requests to make it easier to record and track them. (The Washington, DC EMA’s Planning Council developed a similar form some years ago, which included a tracking number.)

DATA/ASSISTANCE REQUEST FORM

Date Submitted: _____		PCS Tracking Number: _____	
Request from: <input type="checkbox"/> Planning Council <input type="checkbox"/> PC Committee: _____ <input type="checkbox"/> Other: _____			
Request Directed to:	<input type="checkbox"/> Recipient <input type="checkbox"/> PC Support Staff <input type="checkbox"/> PC Support Consultant/Contractor		
	<input type="checkbox"/> Committee (Name _____) <input type="checkbox"/> Other – Specify _____		
If this request is to a specific individual or unit, specify: _____			
Type of Request:	<input type="checkbox"/> Data	<input type="checkbox"/> Existing Report/Document	<input type="checkbox"/> Legal/Regulatory Advice
	<input type="checkbox"/> Consultant/Contract Services	<input type="checkbox"/> Materials/Equipment	<input type="checkbox"/> Staff Assistance/Support
	<input type="checkbox"/> Resources	<input type="checkbox"/> Other (Specify) _____	
Deadline Date for Meeting Request: _____			
Description of Data or Service Requested: Explain exactly what you are requesting. Attach example or model format if needed for clarity.			
Reason/Justification for Request: Please explain the reason for the request – why it is needed and how it is linked to the PC’s responsibilities or work plan, a committee’s work plan, or some other aspect of PC operations.			
Frequency of Request: <input type="checkbox"/> One-time <input type="checkbox"/> Annual <input type="checkbox"/> Ongoing - Explain:			
Response to Request			
Responding Party: _____			Date: _____
Ability to Fulfill Request: <input type="checkbox"/> Yes – Per Request <input type="checkbox"/> Yes – Need More Time <input type="checkbox"/> Yes – with Costs <input type="checkbox"/> Yes – Other Concerns <input type="checkbox"/> No			
Explanation of Response: Include necessary clarifications, modifications and other details needed to adjust plans and expectations expressed in request.			

Estimation of Hours & Costs (for items included in and charged against PC Operating Budget)
Include line item costs, hours of service and tasks/deliverables to ensure there is no misunderstanding.