HAWAII LOCAL TECHNICAL ASSISTANCE PROGRAM
REQUEST FOR TRAINING AND/OR TECHNICAL ASSISTANCE

To request training and/or technical assistance through the Hawaii LTAP, Counties can complete this form and e-mail to Casey.Abe@hawaii.gov or fax: 832-3407. Please include contact information so that we may reach you should additional information and/or clarification is required.

Upon receipt of your request, HWY-L staff will coordinate with the LTAP Advisory Committee Members and other stakeholders to determine overall interest in the proposed subject training. Based on feedback and funding availability, HWY-L will inform you on when your training request can be scheduled.

Submittal Date: _______________________

Requestor’s Name: ________________________ County: ________________________

Phone No.: ________________________ E-mail: ________________________

Requested Training: ________________________

Need & Justification: ________________________

Target Audience: ________________________

Anticipated No. of Attendees from your organization: ________________________

Anticipated No. of Attendees from other Agencies: State: _______ County: _______ Private: _______

Course No. & Instructor(s) contact information (if known): ________________________

Desired Time Frame and Location for Training: ________________________

Estimated Cost (if known): ________________________ Requestor’s Cost Share (if any): ________________________

Other Comments: ________________________

April 8, 2018