

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: _____