



TECHNICAL ASSISTANCE REQUEST FORM

Project: _____ Date of Request: _____

Site Address: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

FIRST 5 Program Assistant: _____

Have you identified a preferred consultant? Yes No *If YES, please provide the following:*

Consultant's Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Description of Technical Support Request (use additional paper if necessary)

1. Describe the assistance needed and its relationship to the project's current goals and objectives (or other justification).

2. List the tasks to be done & the desired outcome(s). Please be specific.

Program Coordinator

Date

FAX TA REQUEST FORM TO FIRST 5 SAN JOAQUIN AT (209) 468-8917

FIRST 5 SAN JOAQUIN Use only:

Number of hours requested (e.g. contact time):

Timeframe of technical assistance: _____
(e.g. specific date, required start and/or finish dates?)

FIRST 5 Comments:

Is there an issue—something unique to your agency or staff—that your project needs help with?

FIRST 5 SAN JOAQUIN has a limited number of technical assistance hours available for programs.



Q. What is technical assistance (TA)?

A. TA provides an opportunity to work with a consultant to meet a unique need of your agency. This TA is above and beyond TA from FIRST 5 staff. The consultant will work with the program coordinator and/or staff on a particular service or administrative challenge. The consultant may help with systems and policies, or possibly deliver a training that is specific to your needs. You might meet with a consultant once or over time. TA may be provided face-to-face, e-mail, telephone, and/or fax.

Q. How do I request technical assistance?

A: Fill out the TA Request Form on the reverse side and describe what kind of assistance you need, how it fits with your FIRST 5 project goals, and what you would like the outcome of technical assistance to be. The more specific you can be the more helpful a consultant can be. If you know of a particular consultant that you would like to work with, please include their name and contact information on the form. You may also request FIRST 5 SAN JOAQUIN to identify a consultant.

Fax the completed form to your Program Assistant at FIRST 5 SAN JOAQUIN (209) 468-8917.

Q. What happens after I send in my request?

A. Each request will be reviewed by the staff at FIRST 5 SAN JOAQUIN. Your Project Officer will let you know if the request

has been approved. There are limited technical assistance resources, so it is possible that **not all requests will be approved.**

Once the request has been approved, the staff at **FIRST 5 SAN JOAQUIN** will forward your request to our technical assistance contractor, the **Center for Health Training (CHT)**.

Someone from the **Center for Health Training (CHT)** will contact you to learn more about your request and match you with a consultant that can address your issue.