For all Technical Assistance requests please email this request to both Brandi Monts at WISE, brandi@gowise.org and Acacia McGuire Anderson at EF/DHS, employment.first@state.or.us, no fewer than 21 days prior to the requested technical assistance start date. Funding for each request will not exceed $3600.

Request date:

Local EF Team making request:

Business/Agency/Administration \_\_\_\_\_\_\_\_\_\_\_

 Contact person:

 Phone:       Email:

Requested Technical assistance (TA) start date:       Estimated TA end date:

Please answer the following in detail:

1. What is the TA you are requesting?
2. Are you requesting a specific consultant? [ ]  Yes [ ]  No

Consultant name:

Phone:       Email:       Website:

Why this particular consultant?

1. Why is this TA needed?
2. What actions, if any, have you explored prior to making this request?
3. What do you hope to accomplish as a result of this TA?
4. How will this TA assist your team to meet it’s annual goals?
5. Can this TA be offered to other stakeholders beyond the local EF Team? [ ]  Yes [ ]  No Explain:
6. Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WISE Use: What is the cost to provide this TA? $      Budget:

*DHS Use*

[ ]  Approved [ ]  Approved with conditions:       [ ]  Not Approved Reason:

DHS Staff: