# SPI Training and Technical Assistance (TTA) Request Form

The U.S. Department of Justice, through the Smart Policing Initiative (SPI), encourages and supports the provision of thoughtful and targeted training and technical assistance (TTA). On behalf of SPI, CNA is pleased to assist in coordinating TTA to increase capacity and knowledge for participating agencies and produce actionable outcomes.

To ensure that TTA is appropriate, site-specific, and outcome-oriented, please provide the following information. This form should be drafted by the Site Point of Contact upon identification of requested TTA, and reviewed by the site’s Subject Matter Expert (SME) and Analyst team before being submitted to the CNA.

***Memorandum of Understanding***

In order for SPI to better serve the SPI site and ensure that each TTA meets expectations, the site should work with their leadership, SMEs, and CNA analyst to review and complete detailed goals, objectives, and expected outcomes for your TTA and include them in this request form.

By requesting a SPI-sponsored TTA, participants agree to:

* + Complete a post-TTA assessment that will be sent to TTA recipients within a week following TTA delivery.

**Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Type of TTA Request (please select below)

On-site Training\_\_\_\_\_\_

SME Consultation\_\_\_\_\_\_

Peer Exchange\_\_\_\_\_\_

Other\_\_\_\_\_\_

## SPI Site Point of Contact(s)

Please list the names and contact information for each key point-of-contact for coordinating SME assistance, listing your main SPI agency point of contact first.

|  |  |  |
| --- | --- | --- |
| Point of Contact Name | E-Mail Address | Phone Number |
|  |  |  |
|  |  |  |

## SPI Site TTA Recipients

Please list the names and contact information for the individual or group of individuals who will be the recipients of the TTA.

|  |  |  |  |
| --- | --- | --- | --- |
| TTA Recipient | Organization | E-Mail Address | Phone Number |
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|  |  |  |  |
|  |  |  |  |

## Desired time frame for the TTA (e.g., second week of January or within the next three months):

## Why is this TTA needed to support your Smart Policing Initiative project?

## How does this TTA relate to your Smart Policing Initiative project?

## Intended Goals, Objectives, and Outcome(s) of TTA:

## Post SME Assistance Follow-up – *to complete after TTA has been provided.*

1. **Resulting Outcomes of TTA Activities**
2. **Next Steps or Additional Assistance Needed**