



## Local and Rural Road Safety Peer-to-Peer Program

# TECHNICAL ASSISTANCE REPORT FORM



Technical Assistance Report Form

**Section 1: Requestor Information**

Name:		
Agency/Organization:		
Address:		
City:	State:	Zip:
Phone:		
Email:		

**Section 2: Summary of Assistance**

Name of Peer(s) providing assistance: \_\_\_\_\_

Date(s) that assistance was provided:

Start Date	End Date

How was the assistance provided? (Mark all that apply.)

<input type="checkbox"/>	Phone Call(s)
<input type="checkbox"/>	Email
<input type="checkbox"/>	Web-conference
<input type="checkbox"/>	Onsite
<input type="checkbox"/>	Other (please explain):

If onsite assistance was provided, please indicate the activity conducted. (Mark all that apply.)

<input type="checkbox"/>	Technical assistance in the field
<input type="checkbox"/>	Training
<input type="checkbox"/>	Peer Exchange
<input type="checkbox"/>	Scan tour
<input type="checkbox"/>	Presentation at conference or workshop
<input type="checkbox"/>	Other (please explain):

Were you able to resolve the issue with the solution(s)/information offered?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (please explain):



## Technical Assistance Report Form

In the space below, please provide a summary of the assistance received. Include the following elements. (Attach additional pages if needed).

- Historical information with details on what led to the need for technical assistance.
- Objectives of the technical assistance.
- Key questions and/or issues that were addressed and how.



## Technical Assistance Report Form

### **Section 3: Next Steps**

**In the space below, please summarize how the technical assistance helped your agency and detail the final outcomes. Also provide a list in bullet format of the next steps your agency will take based on the information obtained from the technical assistance.**



## Technical Assistance Report Form

### Section 4: Permission for Public Dissemination of P2P Case

To broaden the benefits of local and rural road safety technical assistance, FHWA develops Success Story briefs on select P2P cases. Please indicate below if FHWA has permission to allow public dissemination of your P2P case and to use your agency as a success story for the P2P Program.

	<b>Yes</b> , FHWA may publically disseminate information from the P2P case referenced in this report and use our agency as a success story.
	<b>No</b> , FHWA does not have permission to publically disseminate information from the P2P case referenced in this report nor use our agency as a success story.

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Print Name

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Signature

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Title

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Agency

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Phone

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Email

*Thank you for contacting the Local and Rural Road Safety Peer-to-Peer Program for assistance!*

