**Targeted Technical Assistance / Corrective Action Plan – Page 1**

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| **Grantee Name** |  |
| **Name /Email Responsible** |  |
| **Dates of Correction or Request** |  |
| **Grant Award(s)** |  |

**Revised 11/10/2022**

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| [ ]  **Targeted Technical Assistance** | [ ]  **Corrective Action Plan** |
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| **Complete this side if requesting Technical Assistance*****To be completed by: Grantee*** |

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| **Requested Targeted Area(s)** |
| [ ]  Recruitment |
| [ ]  Enrollment |
| [ ]  Staffing |
| [ ]  Professional Development |
| [ ]  Collaboration |
| [ ]  Fiscal |
| [ ]  Data |
| [ ]  Other:  |  |

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| **TA Needed** |
| **Please be as specific and concise as possible** |
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| **Previous Efforts** |
| **Have there been any previous attempts to address the condition or issue for which the technical assistance is requested? *To be completed by: Grantee*** |
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| **Conditions or Issues identified in the Monitoring Tool. *To be completed by: Family Support Consultant*** |
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| **Previous Efforts** |
| **Have there been any previous attempts to address the condition or issue for which the technical assistance is requested? *To be completed by: Grantee*** |
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**Targeted Technical Assistance / Corrective Action Plan – Page 2**

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| **Goals and Outcomes** |
| **Describe the goals and outcomes you would like to achieve as a result of this technical assistance. *To be completed by: Grantee*** |
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| **Targeted Action Steps** |
| **Describe, as specifically as possible, the action steps that will be taken. *To be completed by: Specialist*** |
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| **Corrective Plan of Action** |
| **Please share your plans to help correct the condition or issue identified. *To be completed by: Grantee*** |
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| **Estimated Date of Completion*****To be completed by: Grantee*** |
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| **Status: *To be completed by: Specialist*** |
| [ ]  Approved | **Date:**  |
| [ ]  Returned for additional information  | **Date:**  |

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| **Representative Printed Name** |  | **Title** |  |
| **Representative Signature** |  | **Date** |  |

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| **Family Support Consultant | Follow-up Date/ Comments** |
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