**Title X Corrective Action Plan (CAP) Template**

**Purpose:** This template can be customized to create a CAP.

**How to use:** Insert the grantee’s name and logo, subrecipient information, and other details where indicated and as needed. Remove the two example findings and replace with findings from the site visit your agency conducted, as appropriate. Additional rows can be added for reports with more than two findings. Leave the“Intervention/Action,” “Responsible Party,” and “Timeline” blank and send the CAP to the subrecipient with a request that those columns be completed. The [Cover Letter](https://www.fpntc.org/resources/title-x-program-review-report-cover-letter-template) provides the subrecipient with the timeframe for completion and submission of the CAP (30 to 60 days).

[*insert* ***Grantee’s Name/Logo***]

Site visit dates: [***Site Visit Dates***]

Subrecipient: [***Subrecipient and Site/Sites Reviewed***]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Finding** | **Corrective Action Required** | **Intervention/Action** | **Responsible Party** | **Timeline** | **Date Completed** |
| *EXAMPLE*  *Finding 1:*  *Training for Minors (Family Involvement and Coercion)* | *Family Planning Inc. was not able to provide documentation that staff have been trained on Family Involvement and Resisting Sexual Coercion for Minors.* | *Family Planning Inc. must ensure that all staff working in the family planning project are trained on Family Involvement and Resisting Sexual Coercion for Minors and provide documentation that the trainings have occurred.* |  |  |  |  |
| *EXAMPLE*  *Finding 2:* *Information and Education Materials Approval* | *Family Planning, Inc. does not have an Information and Education Advisory Committee.* | *Family Planning, Inc. will convene a Committee of five to nine individuals broadly representative of Family Planning Inc.’s population and develop a plan for the Committee to review all family planning information and educational materials distributed by Family Planning, Inc.* |  |  |  |  |
| Finding 3: |  |  |  |  |  |  |
| Finding 4: |  |  |  |  |  |  |
| Finding 5: |  |  |  |  |  |  |
| Finding 6: |  |  |  |  |  |  |