**WAP Grantee Corrective Action Plan Template**

**Date Created:** March 10, 2020 **Created by:** Kate Smith

**Last Updated:** <date> **Last Updated by:** <Staff Name>

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| **ACTION ITEM INFORMATION** |
| **Action Item - Title:** | <add in title from monitoring report> |
| **Date Identified:** | <date identified in report> |
| **Status: (Open; In-process)** | <status is open until response is sent to WAP; then it switches to in-process> |
| **Description:** | <copy description of monitoring assessment from report> |
| **Grantee Required Action:** | <copy description of what required action needs to be taken from the monitoring report> |
| **Identified Root Cause:** | <specify the root cause to cause the Action Item or Item(s)> |
| **Grantee Resolution Plan:** | <add in written plan on how the Grantee will address the identified deficiency and resolve it through the identified milestones> |
| **Identified Milestones/Timeline** | **Expected Duration to Complete** | **Planned Start Date** | **Actual Start Date**  | **Planned Completion Date**  | **Actual Completion Date**  | **Status**  | **Assigned Personnel** |
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| **DOE Progress Update Plan:**  | <this field is your DOE Project Officer to add in any updates or comments when this is shared with them to provide updates> |
| **Monitoring Plan:**  | <add in your plan to monitor to ensure the deficiencies will not occur again> |