



Sample Training and Technical Assistance (T/TA) Plan

Program: _____

Grant Number: _____

Program Year Beginning Date: _____

PART A: MANDATED ANNUAL TRAININGS

| Mandated Trainings | | Responsibilities Describe the necessary actions of each party. | | Budget | |
|--------------------|--------------|---|--------------------|--------|-----------------|
| Training | Participants | Grantee | External Resources | Cost | Funding Sources |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

NOTE: Please include a short narrative overview of your program improvement goals and a rationale for the activities listed on your T/TA Plan.



Program: _____

Program Improvement Goal*:

Desired Outcomes: _____

Data sources used to identify goal/outcomes:

Use a new T/TA Plan chart for each program improvement goal.

PART B: T/TA PLAN

| T/TA Activity Describe each activity. | | Responsibilities Describe the necessary actions of each party. | | | Budget | |
|--|--------------|---|-----------|--------------------|--------|-----------------|
| Activity | Participants | Grantee | TA System | External Resources | Cost | Funding Sources |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

NOTE: Please include a short narrative overview of your program improvement goals and a rationale for the activities listed in your T/TA Plan. !



NATIONAL CENTER ON
Program Management and Fiscal Operations