# Title X Site Visit Response Plan Template

**Purpose:** This template can be customized to create a response plan after a site visit.

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

[*insert* ***Grantee Name/Logo***]

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

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

| **Topic** | **Area of Improvement (AOI)** | **Required Action** | **Intervention/Action** | **Responsible Party** | **Timeline** | **Date Completed** |
| --- | --- | --- | --- | --- | --- | --- |
| EXAMPLE  AOI 1:  Training on *Family Involvement and Resisting Sexual Coercion for Minors* | 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 they have completed the training. |  |  |  |  |
| EXAMPLE  AOI 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 this committee to review all family planning information and educational materials distributed by Family Planning, Inc. |  |  |  |  |
| AOI 3: |  |  |  |  |  |  |
| AOI 4: |  |  |  |  |  |  |
| AOI 5: |  |  |  |  |  |  |
| AOI 6: |  |  |  |  |  |  |