



Corrective Action Plans (CAPs) must be developed and recorded when an organization cannot verify compliance with programmatic or grant requirements. Submission of a CAP allows organizations to work towards achieving full compliance and satisfy outstanding requirements for which the CAP is submitted that would otherwise exclude the organization from applying for and/or receiving direct benefit from federal preparedness grant funding.

If you have questions about integrating/maintaining compliance within your organization, please communicate with your OEM Staff Contact.

To be completed by requesting Jurisdiction	
Jurisdiction: (Ex. City, County, Region, State, or Tribal Nation)	Contact Name:
Organization/Dept. Name	Title:
Submission Date:	Email:
Authorizing Signature:	Phone:

Identify the objectives or requirements that your agency cannot confirm or achieve:

Provide a brief narrative outlining the reason for non-compliance:

Identify the date the corrective action plan should be successfully implemented or achieved:

Establish a specific timeline for implementing the corrective actions:

Identify the appropriate individual(s), department(s), agencies, and/or jurisdiction(s) responsible for completing the corrective actions:

Completed by the OEM Staff Contact	
Date Corrective Action Plan Received:	
Proposed Corrective Action(s) will meet the implementation objectives: <i>(Yes or No)</i>	
Date Corrective Action(s) completed:	