



TRAINING & TECHNICAL ASSISTANCE DETAIL SHEET

Subgrantee Name: _____ Contract #: _____ Program Year: _____

In the chart below, provide a detailed list of T & TA activities or purchases, as allowed in Section 2.14 of the PPM, planned for this program year. List items in descending order of priority. Include titles of conferences, training, publications, and memberships; costs associated with these activities; names of persons to be trained; any local and state agencies with which you will be coordinating; and the expected outcome of each item, if it is not obvious. For equipment purchases, include makes and models or other appropriate descriptions.

	Activity or purchase	Persons involved	Cost	Expected Completion Date (Mo/Yr)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Total Cost for T & TA:				

Add or attach additional information as needed for the items listed to explain why they are an appropriate use of your T & TA funds.

Subgrantee Signature

Date

HCR Approval

The named Subgrantee is authorized to expend the total amount requested on the detailed T & TA items, subject to the availability of T & TA funds and HCR training and travel approval where applicable.

HCR Program Field Representative Signature

Date

HCR Regional Supervisor signature

Date