

SAMPLE STAFFING PLAN

The sample staffing plan shown below is provided as a guide to assist PCAs with providing a presentation and justification of all staff required to execute the project. **The staffing plan is only required if revisions have been made since the staffing plan was last submitted (in the FY 2013 NCC or FY 2012 competitive application).** The staffing plan needs to identify the total personnel who will be supported under the HRSA PCA cooperative agreement. Include the following elements in the staffing plan:

- **Position Title**
- **Staff Name** (If the individual has not been identified, indicate “To Be Determined” or “TBD”)
- **Degrees/Certifications**
- **General Responsibilities**

Note: Additional information must be submitted for Key Personnel (e.g., Chief Executive Officer, Chief Financial Officer, Chief Information Officer, Chief Operating Officer, Program Leads). This includes the Position Descriptions for Key Personnel (Attachment 2) and Biographical Sketches for Key Personnel (Attachment 3).

- **Percent FTE** (percentage of time requested for each position)
Note: Indicate the projected amount of Full Time Equivalent (FTE) for staff involvement.
- **Annual Base Salary** (annual salary at 100% FTE)

Position Title	Staff Name	Degrees/ Certifications	General Responsibilities	Percent FTE	Annual Base Salary
Chief Executive Officer	J. Smith	Masters of Business Administration	Responsible for the day-to-day operation of PCA, provides oversight and direction for T/TA activities, represents PCA in collaborative relationships	50	\$125,000
Chief Financial Officer	R. Doe	Masters of Accounting	Responsible for the fiscal management and oversight of the PCA	100	\$75,000