

SAMPLE STAFFING PLAN

The sample staffing plan shown below is provided to assist NCAs 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 submitted with the competitive application.** The staffing plan must identify the total personnel who will be supported under the HRSA NCA cooperative agreement. Include the following elements in the staffing plan:

- **Position Title**
- **Staff Name**
- **Degrees/Certifications**
- **General Responsibilities**
- Note: Additional information must be submitted for new 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 3) and Biographical Sketches for Key Personnel (Attachment 4).
- **Percent FTE** (percentage of time requested for each position)
- **Annual Base Salary** (annual salary at 100% FTE)

Note: Adjustments to the Annual Base Salary for salaries exceeding \$183,300 must be shown on the Budget Narrative (see Table 3 in the NCA NCC Instructions document)

Position Title	Staff Name	Degrees/Certifications	General Responsibilities	Percent FTE	Annual Base Salary
Chief Executive Officer	J. G. Smith	Masters of Business Administration	Responsible for day-to-day operations, provides strategic direction in management of organization and delivery of T/TA	20	\$225,000
Program Lead	R. J. Doe	Masters of Public Health	Lead T/TA trainer and T/TA developer, responsible for program management and oversight of T/TA contracts	100	\$62,000