

## SAMPLE NCA STAFFING PLAN

Use the sample staffing plan shown below as a guide to provide a justification for all staff required to execute the NCA project. The staffing plan should identify the total Full Time Equivalent (FTE) personnel to be supported under the NCA 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**
- **Annual Base Salary** (annual salary at 100% FTE)
- **Percent FTE** (percentage of time requested for each position)

Note: Additional information regarding responsibilities and qualifications must be submitted in other parts of the NCA application for Key Personnel (e.g., Chief Executive Officer, Chief Financial Officer, Program Leads). This includes the Position Descriptions for Key Personnel (Attachment 3) and Biographical Sketches for Key Personnel (Attachment 4).

Position Title	Staff Name	Education / Experience Qualifications	General Responsibilities	Percent FTE	Annual Salary
Chief Executive Officer	J. G. Smith	MBA + 15 years of experience in executive management and leadership	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	MPH + 6 years of experience in program management	Lead T/TA trainer and T/TA developer, responsible for program management and oversight of T/TA contracts	100	\$62,000