

## Sample PCA Staffing Plan

Use the sample staffing plan shown below as a guide to provide a justification for all staff required to execute the PCA project. **The staffing plan is only required if revisions have been made since the staffing plan was last submitted.** The staffing plan should identify the total Full Time Equivalent (FTE) personnel to be supported under the 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**
- **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 progress report if any of the key management staff have changed since the FY 2015 progress report submission (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 | 50          | \$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         | \$79,950      |