

Fiscal Year 2019 Health Center Controlled Networks Sample Staffing Plan

Instructions for Completing the Staffing Plan (Attachment 6)

Use the sample Staffing Plan shown below as a guide to identify and justify all personnel required to execute the HCCN project, including the amount of time requested.

For each position, the table must include Position Title (e.g., Chief Executive Officer), Staff Name (if the individual is not yet identified, indicate “To Be Determined”), Education/Experience Qualifications, General Grant Project Responsibilities, Annual Salary, and Percentage of Full Time Equivalent (FTE) dedicated to the HCCN grant project¹.

Sample HCCN Staffing Plan Excerpt

Position Title	Staff Name	Education and Experience Qualifications	General HCCN Project Responsibilities	Annual Salary	Percent FTE
Chief Executive Officer	J. Smith	MBA and 15 years of experience in executive management and leadership	Responsible for oversight of day-to-day HCCN operations, provides strategic direction in management of organization and activities	\$180,000	50
Project Coordinator	R. Doe	MPH and 6 years of experience in program management	Provides program management to staff and oversight of activities	\$75,950	100
Quality Improvement Team Lead	J. Jones	BA with 4 years of experience in quality improvement activities	Provides analysis and support for health center continuous quality improvement initiatives	\$65,000	100

¹ Additional information must be submitted for key personnel in Attachment 4: Position Descriptions for Key Project Staff and Attachment 5: Biographical Sketches for Key Project Staff