



FY 2017 State and Regional Primary Care Association (PCA): Sample Staffing Plan

Instructions for Completing the Staffing Plan

The Staffing Plan (submitted as Attachment 1) is a presentation and justification of all staff proposed to support the PCA project. Use this document as a reference only. The sample below does not provide a complete Staffing Plan.

- Refer to the Staffing Plan instructions found in section IV.2.vi of the PCA Funding Opportunity Announcement (FOA) available on the [PCA Technical Assistance website](#).
- The Staffing Plan must include the following elements for all personnel to be supported, in full or in part, with PCA cooperative agreement federal funding:
 - Position Title
 - Name (If the position is currently vacant, indicate “To Be Determined” or “TBD”)
 - Education/Experience Qualifications
 - General PCA Project Responsibilities
 - Percentage of Full Time Equivalent (FTE) dedicated to PCA Project
 - Annual Salary (annual salary at 100% FTE)

Note: Additional information regarding responsibilities and qualifications of key management staff must be submitted in other sections of the PCA application, as instructed in the FOA (e.g., Attachment 3: Position Descriptions for Key Personnel, Attachment 4: Biographical Sketches for Key Personnel).

Sample PCA Staffing Plan Excerpt

Position Title	Staff Name	Education and Experience Qualifications	General PCA Project Responsibilities	Percent FTE	Annual Salary
Chief Executive Officer	J. Smith	MBA and 15 years of experience in executive management and leadership	Responsible for oversight of day-to-day PCA operations, provides strategic direction in management of organization and delivery of T/TA	50	\$190,000
Program Lead	R. Doe	MPH and 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	\$75,950
Data Program Analyst	J. Jones	BA with 2 years of experience in data analysis	Provide analysis and support for Health Center Data Quality Improvement Program	100	\$45,000