Fiscal Year 2022 Health Center Controlled Networks
Sample Staffing Plan

Instructions for Completing the Staffing Plan

The fiscal year (FY) 2022 Health Center Controlled Networks (HCCN) Notice of Funding Opportunity (NOFO) requires you to submit a Staffing Plan. The plan must include the following elements for all personnel required to execute the project, in full or in part, with HCCN funding:

- Position Title (e.g., Chief Executive Officer);
- Staff Name (if the individual is not yet identified for this position, indicate "To Be Determined");
- Education/Experience Qualifications;
- General Grant Project Responsibilities;
- Percentage of Full Time Equivalent (FTE) dedicated to the HCCN project;

Use the sample below to guide the development of your staffing plan and ensure all applicable personnel are included. Details on staffing plan requirements are in the Attachment 6: Staffing Plan instructions section of the FY 2022 NOFO available on the HCCN technical assistance webpage.

Sample Staffing Plan

Position Title	Staff Name	Education and Experience Qualifications	General HCCN Project Responsibilities	% FTE
Chief Executive Officer	J. Smith	MBA with 15 years of experience in executive management and leadership	Provides oversight of day-to-day HCCN operations, provides strategic direction in management of organization and activities	50
Chief Financial Officer	W. McBain	MBA with 20 years of experience serving as CFO	Provides oversight of HCCN's financial operations	10
Chief Information Officer	J. Chu	MS with 30 years IT experience, including 10 years in IT security, and 5 years as CIO	Provides oversight of HCCN's IT operations, including selection and validation of certified health IT systems	15
Clinical Director	C. Bansal	MD/MPH	Ensures HCCN activities achieve objective targets from a clinical perspective	10

Position Title	Staff Name	Education and Experience Qualifications	General HCCN Project Responsibilities	% FTE
Health IT Coordinator	P. Agarwal	MS, CPHIE with 10 years of IT experience in clinical settings	Provides health IT expertise to inform project direction, and trains providers and staff in health IT systems	45
Program Lead	R. Doe	MPH, PfMP with 6 years of experience in portfolio management	Provides staff and project management, and general oversight of HCCN activities	100
Quality Improvement Team Lead	J. Jones	BA with 4 years of experience in quality improvement activities	Provides analysis and support for health center use of health IT in continuous quality improvement initiatives	25
Project Coordinator	H. Black	BA with 4 years of experience with program management	Provides ongoing implementation of the project through coordination with staff members and within budgets	50