



Form 2: Staffing Profile

OMB No.: 0915-0285. Expiration Date: 4/30/2026

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration FORM 2: STAFFING PROFILE	FOR HRSA USE ONLY	
	Grant Number	Application Tracking Number

Note: The health center must directly employ its Project Director/CEO. Allocate staff time by function among the positions listed. An individual's full-time equivalent (FTE) should not be duplicated across positions. For example, a provider serving as a part-time family physician and a part-time Clinical Director should be listed in each respective category, with the FTE portion allocated to each position (e.g., Clinical Director 0.3 (30%) FTE and family physician 0.7 (70%) FTE). Do not exceed 1.0 FTE for any individual. Refer to the most recent [UDS manual](#) for position descriptions.

Management and Support Personnel

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Project Director/Chief Executive Officer (CEO)		N/A
Finance Director/Chief Financial Officer (CFO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Chief Operations Officer (COO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Chief Information Officer (CIO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Clinical Director/Chief Medical Officer (CMO)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Management and Support Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No

Facility and Non-Clinical Support Personnel

Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Fiscal and Billing Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
IT Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
Patient Support Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No

Physicians		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Family Physicians		<input type="checkbox"/> Yes <input type="checkbox"/> No
General Practitioners		<input type="checkbox"/> Yes <input type="checkbox"/> No
Internists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Obstetrician/Gynecologists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Pediatricians		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Specialty Physicians		<input type="checkbox"/> Yes <input type="checkbox"/> No
Nurse Practitioners, Physician Assistants, and Certified Nurse Midwives		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Nurse Practitioners		<input type="checkbox"/> Yes <input type="checkbox"/> No
Physician Assistants		<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified Nurse Midwives		<input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Care Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Nurses		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Medical Personnel (e.g., Medical Assistants, Nurse Aides) Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Laboratory Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
X-Ray Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Dentists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental Hygienists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental Therapists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Dental Personnel Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

Behavioral Health (Mental Health and Substance Use Disorder Services)		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Psychiatrists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Licensed Clinical Psychologists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Licensed Clinical Social Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Licensed Mental Health Providers Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Mental Health Personnel Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Substance Use Disorder Providers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Other Professional Health Services Personnel Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Vision Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Ophthalmologists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Optometrists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Vision Care Personnel Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Pharmacy Personnel		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Pharmacy Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No

Enabling Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Case Managers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Patient and Community Education Specialists		<input type="checkbox"/> Yes <input type="checkbox"/> No
Outreach Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligibility Assistance Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Interpretation Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Health Workers		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Enabling Services Personnel Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Programs and Services		
Staffing Positions by Major Service Category	Direct Hire FTEs	Contract/Agreement FTEs
Quality Improvement Personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Programs and Services Personnel Please Specify: (maximum 40 characters) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Total FTEs		
Totals	Direct Hire FTEs	Contract/Agreement FTEs
Totals	<i>Will auto-calculate in EHBs</i>	N/A

Public Burden Statement: Health centers (section 330 grant funded and Federally Qualified Health Center look-alikes) deliver comprehensive, high quality, cost-effective primary health care to patients regardless of their ability to pay. The Health Center Program application forms provide essential information to HRSA staff and objective review committee panels for application evaluation; funding recommendation and approval; designation; and monitoring. The OMB control number for this information collection is 0915-0285 and it is valid until 4/30/2026. This information collection is mandatory under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act ([42 U.S.C. 254b](#)). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

Instructions

Report personnel for the **first budget year** of the proposed project, whether they are paid with federal funds or not. Include only personnel that support sites included on Form 5B: Service Sites.

Direct Hire FTEs Column:

- The project director (PD)/chief executive officer (CEO) must be a direct employee of the health center.
- Enter the full-time equivalent (FTE) staff total for each position in the Direct Hire FTEs column.
- If someone works part-time in 2 different positions, split the FTE time accordingly. For example, enter 0.3 on the Clinical Director/Chief Medical Officer (CMO) row for 30% FTE and enter 0.7 on the Family Physicians row for 70% FTE.
- Do not exceed 1.0 (100%) FTE for any individual.
- For position descriptions, refer to the most recent [UDS Manual](#).
- Record volunteers in this column.

Contract/Agreement FTEs Column:

- If you propose to provide services through formal written contracts/agreements (Form 5A, Column II), select Yes.
- **Do not enter FTE numbers for contracted personnel in the Direct Hire column.**
- Include details about contracts in your Budget Narrative and Attachment 7: Summary of Contracts and Agreements.