



Fiscal Year 2021 Health Center Controlled Networks Non-Competing Continuation Progress Report Sample Staffing Plan

Instructions for Completing the Staffing Plan

The fiscal year (FY) 2021 Health Center Controlled Networks (HCCN) Non-Competing Continuation (NCC) progress report requires you to submit an updated Staffing Plan (submitted as Attachment 3) only if your staffing plan changed since it was last submitted with your FY 2019 HCCN application or your FY 2020 progress report. This includes addition of any new staff as well as turnover in existing positions. Use this sample Staffing Plan document for reference only.

The Staffing Plan must include the following elements for any change in personnel supported, in full or in part, with HCCN federal 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;
- Annual Salary;
- Percentage of Full Time Equivalent (FTE) dedicated to the HCCN grant project;
- Date the change was effective or is forecasted.

NOTE: Additional information regarding responsibilities and qualifications of new key management staff must be submitted in other sections of the progress report as indicated in the progress report instructions located on the [HCCN technical assistance webpage](#) (i.e., Attachment 4: Position Descriptions for Key Personnel and Attachment 5: Biographical Sketches for Key Project Staff).



Sample Staffing Plan Excerpt

Position Title	Staff Name	Education and Experience Qualifications	General HCCN Project Responsibilities	% FTE	Annual Salary	Effective Date
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	50	\$180,000	2/15/2021
Program Lead	R. Doe	MPH and 6 years of experience in program management	Provides program management to staff and oversight of activities	100	\$75,950	9/14/2020
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	\$33,000	9/14/2020
Program Coordinator	H. Black	BA with 4 years of experience with program management	Work with staff members and budgets to ensure the continued implementation of the program	50	\$65,000	4/14/2020