



## Fiscal Year 2020 National Health Center Training and Technical Assistance Partners (NTTAP) Cooperative Agreements Notice of Funding Opportunity: Sample Staffing Plan

### Instructions for Completing the Staffing Plan

The Staffing Plan (uploaded as Attachment 2) is a presentation and justification of all personnel proposed to support the NTTAP project. Use this document as a reference only. The sample below does not provide a complete Staffing Plan.

- Refer to Staffing Plan instructions found in Section IV.2.vi of the NTTAP Notice of Funding Opportunity (NOFO) available on the [NTTAP Technical Assistance webpage](#).
- The Staffing Plan must include the following elements for all personnel supported, in full or in part, with NTTAP federal funding:
  - Position Title
  - Staff Name (If the position is currently vacant, indicate “To Be Determined” or “TBD”)
  - Degrees/Certifications
  - General NTTAP Project Responsibilities
  - Percentage of Full Time Equivalent (FTE) (percentage of time requested for each position)
  - Annual Base 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 NTTAP application, as instructed in the NOFO (i.e., Attachment 3: Job Descriptions for Key Personnel and Attachment 4: Biographical Sketches of Key Personnel).

### Sample Staffing Plan Excerpt

Position Title	Staff Name	Education and Experience Qualifications	General NTTAP Project Responsibilities	Percent FTE	Annual Salary
Chief Executive Officer	L. Suarez	MBA and 10 years of experience in executive management and leadership	Responsible for NTTAP strategic direction, manages organization and T/TA partnership development	30	\$195,000
Project Lead	P. Rao	MPH and 6 years of experience in program management	Lead T/TA developer responsible for NTTAP project management and oversight of T/TA activities	70	\$93,000
Project Coordinator	R. Okonjo	BA and CHES with 10 years of experience in HCH programs	T/TA developer and presenter responsible for NTTAP project coordination with health centers and other HRSA T/TA providers	90	\$80,000

Data Specialist	J. Kelly	BA with 2 years of experience in data analysis	Provides analysis and support for NTTAP project data and reporting	50	\$45,000
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