DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

HIV/AIDS, Hepatitis, STD and
TB Administration

SAMPLE STAFFING PLAN

The staffing plan provides a presentation and justification of all staff required to implement the project. The staffing plan needs to identify the total personnel who will be supported under the Ryan White Part A grant. **Note: The Staffing Plan only needs to be updated and submitted if any changes have been made since this form was last submitted**. Include the following elements in the staffing plan:

1. Position Title (e.g., Chief Executive Officer)
2. Staff Name (Note: If the individual has not been identified to occupy this position, please indicate "To Be Determined".)
3. Education/Experience Qualifications
4. General Responsibilities
   Note: Additional information must be submitted for Key Personnel (e.g., Chief Executive Officer, Chief Financial Officer, Chief Information Officer, and Chief Operating Officer) in Attachment 3: Position Descriptions and Attachment 4: Biographical Sketches.
5. Annual Salary
6. Percentage of Full Time Equivalent (FTE) for staff involvement
7. Amount Requested (list the Ryan White service category where grant funds are requested for each position)

Position Title	Staff Name	Education / Experience Qualifications	General Responsibilities	Annual Salary	Percent FTE	Amount Requested