**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 grant funding and include resumes or curriculum vitae. 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
5. Annual Salary
6. Percentage of Full Time Equivalent (FTE) for staff involvement
7. Amount Requested (list the DBH grant funds requested for each position)

| Position Title | Staff Name | Education / Experience Qualifications | Resume or CV Included | General Responsibilities | Annual Salary | Percent FTE | Amount Requested |
|---|---|---|---|---|---|---|---|
| *Example*.. Project Director | Janet Doe | PMP Certification, 2019 | Yes | Overseeing all operations of the project. | $64,890 | 10% | $6,489 |
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