**Appendix A – Staffing Plan**

Complete the following chart listing all personnel/positions involved in the delivery and oversight of the proposed services. The staffing plan must clearly delineate staff positions and time allocated for WIOA and Non-WIOA funded functions must be supported by matching job descriptions. The following attachments must accompany the staffing plan. If positions included in the management team will not be charged to WIOA, still include information requested below while indicating 0% of time in chart.

* Include a brief narrative to support the staffing plan that clearly delineates staff positions and time allocated for WIOA and Non-WIOA funded functions within your Budget Narrative. Include a description of the participant to staff ratio and identify staggered hiring dates if the program will ramp up its enrollments to the stated participant to staff ratio**.**
* Provide job descriptions.
* Submit an organizational chart depicting the staffing plan within your organizational structure.
* Include resumes for each staff member known**.**

|  |  |
| --- | --- |
| Positions Assigned to the Project | Total Cost |
| **Position/Title** | **Employee Name** | **Total****Annual Salary** | **Total Annual Taxes** | **Total Annual Fringe Benefits** | **Proposed****Project %** | **Other Funding %** | **Total Proposed** |
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All staff positions allocated to the grant will require a copy of the job description and individual’s resume. If known and available at the time of RFP submission, these documents should be included with this proposal. If positions/employees will be newly hired or newly assigned to the proposed project, these documents must be supplied along with a notification of effective start date in advance of any costs to be claimed for the position(s) added. Costs claimed for positions for which these documents have not been supplied will be withheld from reimbursement until required documentation has been furnished.

HR or Finance Director or Authorized Signatory Date