



HRSA RCORP March 2022 Progress Report: Staffing Plan Guidance Document

Note. The JBS Evaluation Team has locked many of the fields in the Excel spreadsheet. If you are trying to do something and can't, it's probably because it has been locked. If that is the case, please reach out to Holly/Matt and we will do the best we can to support you.

Submit all materials to Nicole Yandell, your grant lead (i.e., Holly or Matt), and your TA provider.

1) For the **staffing plan**, please do the following:

- a. Please review the tab titled "Staffing."
- b. For your staffing plan, please verify that the information is correct for all individuals paid with grant funds.
- c. **Reporting new staff?**
 - i. To start, go down to the bottom of the staffing list to start a new row.
 - ii. Then, select "Yes" for the dropdown to Column B. When you do this, it will turn the **whole row yellow**. This alerts the JBS Evaluation Team that you are making a change.
 - iii. Then, add any details you have about that staff member in columns C-G.
- d. **Reporting changes to staffing?**
 - i. Find the row with the name of the person listed under staffing.
 - ii. Select "Yes" for the dropdown to Column B. When you do this, it will turn the **whole row yellow**. This alerts the JBS Evaluation Team that you are making a change.
 - iii. Then, go ahead and make any changes in Columns C-G.
 1. *If a staff member is no longer working on the grant*, enter in "0.00" in Column F and then write a note in Column G to explain the departure and the plan to replace the staff member.
 2. *For vacant positions*, please follow the notes on the spreadsheet. If you have a vacant position, you must provide a brief description of your process for hiring for any vacancies.
- e. **Reporting in-kind staffing support?**
 - i. If an employee is providing in-kind support to your consortium, include details you have about that staff member in columns C-E.
 - ii. Include the in-kind FTE in Column F and a note in Column G (notes) specifying that this is in-kind support. Do not leave the FTE field blank or enter a 0 for the FTE.
- f. **No changes to report?** – In your email submission, simply note: "We have had no changes to the staffing plan during the period of September 1, 2021 through February 28, 2022."