# Instructions for Completing Staffing List (Form 905)

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***Please fill out all columns on TCP Form 905 completely. TCP will not begin issuing payments under this contract/grant until this document with all other contract deliverables. In addition, TCP will not reimburse for any personnel not listed on this Staff List.***

# This form must reflect the current staffing of your program. Please notify TCP of any staff changes immediately through the submission of an updated TCP For 905. Notification of staffing changes in any other method will not be accepted!

Column A - Name

Please list the name of the employee performing the job function (as it will appear on the payroll submitted with your monthly invoices).

*\* If there is a staff change after this form has received and accepted, please follow standard TCP procedures regarding notification of staffing changes through the contracting and procurement designee.*

Column B – Job Title

The title of the employee must match the title job descriptions submitted as a contract deliverable.

Column C - # of Hours per week

List the number of hours per week the employee typically works (i.e. 40 hours would indicate a FT employee).

Column D – Eligible for Benefits Y/N

Indicate whether the employee is eligible for benefits, and thus is included in your benefits calculations for billing under this grant.

Column E – Hourly Rate or Annual Salary

Indicate the current salary or hourly rate for the employee. This amount must match the amount you are billing on the payroll submitted with your monthly invoices.

Column F – FTE Charged to Contract

Indicate the FTE for the employee. If you list 2 staff members at .5 FTE each, you can not combine that to 1 staff member at 1.0 FTE). However, if the FTE needs to be adjusted *slightly* to account for a salary increase, you may do so.

Column G - $ Amount Charged to TCP Contract

This amount should be a calculation of the Salary (Column E) x FTE (Column F). The total of Column G should add up to the total amount of personnel on your Initial Budget.

Column H - $ Amount billed

This amount should show the dollar value of the employees that will be billed to the contract (via monthly invoices submitted to TCP). The dollar amounts in this column should add up to the total amount of personnel on your Initial Budget (SS + OP).