



## **Instructions for completing Staffing List (Form 905 SHP) for SHP Grants**

*Please fill out all columns on this form completely. TCP will not begin issuing payments under this grant until this Staffing list is approved. 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. If you can not make your current staffing correspond to your Technical Submission (allowing for minor changes) you may need to re-submit your technical submission. Please notify TCP staff if this is the case, so you can be advised on how to proceed.**

### 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 this list is completed after the start date of your program, and there has been a staffing change since your start date, please indicate all employees performing this job function since the beginning of the grant period with their start date and/or end dates in parenthesis after their name.

*\* If there is a staff change after this form has been approved, please follow standard TCP procedures regarding notification of staffing changes.*

### Column B – Job Title

The title of the employee should match the title on the HUD-Approved Technical Submission. If the title is slightly different (but the same basic job description) list the correct title followed by the Technical Submission title in parentheses. If the title or position of employee performing this job function has changed significantly, please notify TCP and they will discuss your options regarding a modification to your budget.

### 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. Please make sure that it corresponds with the FTE listed on the technical submission. You must show at least the correct number of employees as listed on the technical submission (i.e. if you list 2 staff members at .5 FTE each on the Tech – 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 (SHP + Match)

This amount should be a calculation of the Salary (Column E) x FTE (Column F). This amount should include your match funding, as it shows the total amount of personnel for your program, as listed on your Technical Submission.

The total of Column G should add up to the total amount of personnel on your Initial Budget (SS + OP) in the HUD Approved Program Budget column (Personnel only - not including Taxes & Fringe).

### Column H - \$ Amount billed to SHP



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This amount should show the dollar value of the employees that will be billed to the SHP contract (via monthly invoices submitted to TCP). Employees that will be billed 100% under match should show a zero in this column. The dollar amounts in this column should add up to the total amount of personnel on your Initial Budget (SS + OP) in the SHP Funding column (Personnel only - not including Taxes & Fringe).