# DESCRIBE YOUR ORGANIZATION’S CAPACITY AND STAFFING PLAN

## Explain in detail your organization’s project management and financial management capacity to implement this project.

1. **Project Management**
   1. Draw out an organizational chart that clearly identifies the project staff and where each position falls withing the organization
   2. Describe the responsibilities and qualifications needed for each staff position and include an overview of how the position will support the project.
   3. Identify which staff member(s) will manage any partners, contractors, subcontractors, consultants, Request for Proposals (RFPs) and third-party agreements (Contracts, MOUs, Statements of Work, Letters of Commitment, etc.). Remember to include the related responsibilities and qualifications in the job description.

## Financial Management

* 1. Describe the internal financial controls of your Tribe/Organization including the policies and procedures which clearly define how the disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

## Staffing Plan

* 1. **Project Staff** - List each position, qualifications of the individual for that position, and what responsibilities they will have on the project.
  2. **Consultants** - List each consultant that will be a part of the project, qualifications of the consultant, and what responsibilities they will have on the project.
  3. **Partners** - List each partner and what their responsibilities on the project, and why they are qualified to perform those responsibilities.
  4. **Management of Staff, Consultants, and Partners** - Explain what the organization’s hiring process is and how the staff, consultants, and partners will be managed i.e., who will supervise the Project Manager, other staff, consultants, and how will the organization work/communicate with the partn