

Instructions for the Contract Level **Annex A Section 2.4 Consolidated Staffing Summary**

The Contract Level Annex A 2.4 allows an agency to consolidate all persons carrying out **contractually required job responsibilities** for each DCF contracted program component and/or funding source component on one Annex A 2.4*.

Column 1: List each person carrying out contractually required job responsibilities for any DCF contracted program component and/or funding source component.

Column 2: Designate whether each person is an Employee, Volunteer**, or Consultant**.

Column 3: List each person's Job Title

Column 4: List each person's Qualifications, including degrees, licenses, certificates, etc. that the employee possesses and which are pertinent to his/her position

Column 5: Indicate whether the person is full-time or part-time

Column 6: List the number of hours each person works for the agency

Column 7: List the percentage of time each person works for DCF contract funded programs

Column 8: List the percentage of time each person works for non DCF funded programs

Column 9 and additional columns: Enter each DCF contract funded program component and/or funding source in the Program Name Columns. For each individual listed in Column 1, identify the percentage of time he/she is assigned to a DCF contract component and/or funding source. The percentage of time for each individual will total in the "weekly total hours" column and will match the percentage of time entered in Column 7. For each individual, you only need to identify percentages of time for the programs he/she is assigned to; you can leave blank any program he/she does not work on.

*In the event an agency's contract includes programs in more than one area, the agency can complete one 2.4 for each area, inclusive of all program components and funding sources (i.e. operates multiple DV shelters; each shelter and associated funding are individually identified on the budget).

**In the event multiple volunteers are utilized to deliver contractually required services, an agency can list "various" in the name column and then complete the remaining columns. (i.e. outreach teams are comprised of volunteers).

**In the event multiple consultants are utilized to deliver contractually required services, an agency can list each consultant separately on the 2.4 or list "various" and attach a separate list with the consultants' names.