**Attachment 13**

**Agency Capacity and Staffing Information**

**Ryan White Part B Emerging Communities – Peer Service Pilot,**

**Rochester Region, New York**

**RFA #24-0007**

1. **Identify and describe the staff responsible for the following activities and services.**

| **Area of Responsibility** | **Name and Title of Person(s) Responsible** | **Indicate if position will be supported in-kind or through this funding** | **Qualifications****Licenses Held /Certifications**  | **Description of Duties Related to this Contract**  |
| --- | --- | --- | --- | --- |
| **Program Oversight/Supervision** |  |  |  |  |
| **Fiscal/Administrative Oversight** |  |  |  |  |
| **Addressing health equity and cultural and linguistic competency** |  |  |  |  |
| **Outreach activities**  |  |  |  |  |
| **Case Management/Support Services** |  |  |  |  |
| **Peer Services** |  |  |  |  |
| **Information Systems (Include Data Entry and IT Support Staff)** |  |  |  |  |
| **Quality Improvement/Program Evaluation** |  |  |  |  |

1. **On an average, how long does it take for your organization to recruit and hire for vacant positions (provide information as it pertains to program, administrative and information systems positions)?**