



Ms. Andrea Ratliff
Program Management Officer, Center for Mental Health Services
Substance Abuse and Mental Health Services Administration
5600 Fishers Lane
Rockville, MD 20857

RE: Change in Key Personnel for Grant Award 1H79SM088635

This letter will serve as Pinellas County's request to change the Project Director (PD) for the project titled Pinellas County Treatment for Individuals Experiencing Homelessness (TIEH), grant award 1H79SM088635.

Change Request: As outlined in our grant application and notice of award, Dominique Randall has been serving as acting PD on at a 50 % level of effort (LOE) on a temporary basis while our subrecipient, Boley Centers Inc., hired staff for the newly implemented TIEH project. Shannon Brunner was hired by Boley Centers in February 2025 for the TIEH Project Manager position and will assume the role of PD, once approval is granted.

In the application, the permanent PD position was anticipated at 75% LOE; however, this has been reduced to 50% due to Pinellas County being awarded additional funding through the Florida Department of Children and Families to further expand the TIEH program. Ms. Brunner will be managing both grant programs and dedicating 50% LOE to each. This is consistent with Ms. Randall's LOE in the PD role since inception, and meets the minimum threshold required in the Notice of Funding Opportunity (NOFO).

Proposed PD's eRA Commons ID:

SBRUNNER1

Proposed PD's Contact Information, consistent with Section 4 & 8f of the SF-424:

Shannon Brunner
727-404-5744

shannon.brunner@boleycenters.org

Duties & Responsibilities: The duties and responsibilities have not changed from the application proposal. As acting PD, Ms. Randall managed day-to-day program operations as the project was launching, coordinated the team's efforts with Safe Harbor and referral partners, and ensured data entry into the SPARS system. Ms. Brunner will assume the duties listed above, as well as manage the self-contained clinical team within Boley Centers Inc. that provides treatment, rehabilitation, and support services to clients who have are experiencing homelessness and who have severe and persistent mental illnesses. Ms. Brunner will also supervise and evaluate the program team in conjunction with appropriate psychiatric support to ensure service excellence to program clients.

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Ms. Brunner has an extensive background in directing and overseeing programs in the homeless and behavioral health arena. The position description for the TIEH Project Manager at Boley Centers Inc. is attached, along with Ms. Brunner's resume.

Scope of Work & Budget Impact: The scope of work has not changed. The annual salary for Ms. Brunner's position is \$75,000 and the LOE will be 50%. The reduction in LOE from 75% to 50% for the PD created an excess of \$22,875 in personnel costs (4.6% of the annual budget), which was utilized to add an Administrative Assistant position to Boley Centers' project team to assist with data collection and reporting for this program. The budget changes associated with this post award amendment request fall below SAMHSA's budget revision threshold.

Signed,



Barry A. Burton
County Administrator

APPROVED AS TO FORM

By: Cody J. Ward
Office of the County Attorney