

OMB Granicus Review

Granicus Title	Change in Key Personnel for the Fiscal Year 2023 Substance Abuse and Mental Health Services Administration Treatment for Individuals Experiencing Homelessness grant program.				
Granicus ID#	26-0145D	Reference #		Date	2/24/2026

Mark all Applicable Boxes: PID 006655A

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information: PID 006655A

New Contract (Y/N)	N	Original Amount	\$ NA
Fund(s)	0001	Amount of Change (+/-)	\$NA
Cost Center(s)	301435	Total Amount	\$NA
Program(s)	1565	Amount Available	Total: \$ NA
Account(s)	5340001	Included in Applicable Budget? (Y/N)	This letter of key personnel change, by itself, has no fiscal impact on Pinellas County.
Fiscal Year(s)	FY26		

Description & Comments
(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Human Services is requesting approval and execution by the County Administrator of the Cover Letter for a Change in Key Personnel for the Fiscal Year (FY) 2023 Substance Abuse and Mental Health Services Administration (SAMHSA) Treatment for Individuals Experiencing Homelessness (TIEH) grant program.

- The County was awarded a grant from SAMHSA to expand the capacity of services, including case management, recovery support services, evidence based mental health and substance abuse treatment services, and/or housing navigation to individuals who have, or are currently or are at risk of experiencing homelessness and have serious mental illness, substance abuse disorder, and/or co-occurring disorder.
- Changes to Key Personnel require prior approval and must be submitted as a post-award amendment in eRA Commons. The request must include a signed cover letter, resume and position description for the proposed new personnel.
- SAMHSA requested revisions to the Key Personnel Change Letter previously signed on November 18, 2025, Legistar Number 25-0897D, seeking additional clarity on the level of effort for contracted evaluation staff.
- SAMHSA requires post-award amendment submissions to be executed by the designated Authorized Official on the Notice of Award, which is the County Administrator.
- Approval of this report has no fiscal impact.
- This letter of key personnel change, by itself, has no fiscal impact on Pinellas County.

Fiscal Impact:

This letter of key personnel change, by itself, has no fiscal impact on Pinellas County.

Analyst: Toni Merrill

Ok to Sign: