

February 26, 2026

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 for approval of the Evaluators in response to the special condition regarding Change in Key Staff for the Pinellas County Treatment for Individuals Experiencing Homelessness (TIEH) program. There will be no change in impact to the budget.

Key Personnel Change Request: As outlined in our grant application, Pinellas County sought the competitive procurement of an Evaluator for the grant program. The County selected Evalcorp, with Ryan Brunton, PhD as the Project Manager for the TIEH evaluation efforts. Dr. Brunton's level of effort (LOE) will be 25% for the TIEH program. Dr. Brunton's salary allocation is \$62,500.00. The efforts of Dr. Brunton will be supported by a team including: a Project Lead, Sally Lee at 25% LOE and with a salary allocation of \$43,100.00, and a Research Assistant, Yerin Ko at 25% LOE and a salary allocation of \$37,220.00. Total LOE for the EVALCORP Team will be 75%. The contract with Evalcorp totals \$142,820.00 for Years 2-5 of the grant award. Cost for evaluation services will not exceed \$40,000 per year, which remains below SAMHSA's 15% funding restriction threshold for data collection, performance measurement and performance assessment. The pay structure of Pinellas County's contract with Evalcorp is deliverable based, with payments rendered upon receipt of agreed upon activities.

Dr. Brunton is a Project Coordinator and Research Associate for EVALCORP and has nearly 10 years of experience in research design, evaluation, and data analysis. He brings expertise in analyzing population-level data. His research and methodological consulting experience span a wide variety of contexts, including basic and applied research, quantitative and qualitative methods, and includes work in the fields of mental health, cognitive psychology, higher education, meta-science, and microbiology.

Duties, Responsibilities, Impact, and Scope of Work: With this submission, there are no changes to the previously proposed responsibilities, duties or scope of work. The curricula vitae for Dr. Brunton and his staff is included with this submission.

Dr. Brunton, along with his team, will work with Pinellas County and our TIEH partners to periodically review a logic model based upon grant goals, objectives, and performance measures; develop questions to be answered by the evaluation; collect, compile, and analyze data from multiple systems for ongoing monitoring of the grant program to answer the evaluation questions that measure and communicate the effectiveness, determine progress on achieving objectives, and inform continuous program improvement. He will assist with quarterly performance reporting, writing evaluation summaries, and report findings from the application of statistical and research methodologies to provide information from scientific research literature to improve practice, inform policy development, and contribute to the research literature with findings from the evaluation.

Since this proposed change in key personnel relates to the evaluator who will not be accessing era Commons or SPARS, Dr. Brunton has not been assigned a Commons ID, nor have we included his contact information.

We are excited about this opportunity for Dr. Brunton from EVALCORP to contribute the evaluation of Pinellas County's TIEH grant program.

Signed,



Barry Burton
Pinellas County Administrator