

August 22, 2025

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 identified EVALCORP, with Ryan Brunton, PhD as the Project Manager for the TIEH evaluation efforts whose level of effort (LOE) will be 20% for the TIEH program. The efforts of Dr. Brunton will be supported by a team including: a Project Lead (30% LOE), and a Research Assistance (40% LOE). Total LOE for the EVALCORP Team will be 90%. The cost for the evaluator will not exceed \$40,000 per year, which is 8% of the total program budget (below SAMHSA's 15% threshold).

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 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

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summaries, and report findings from the application of statistical and research methodologies to provide information from the 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

APPROVED AS TO FORM

By: Cody J. Ward
Office of the County Attorney