

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#	25-0539D	Reference #		Date	9/5/25

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	\$ NA
Fund(s)	NA	Amount of Change (+/-)	\$ 0
Cost Center(s)	NA	Total Amount	\$NA
Program(s)	NA	Amount Available	Total: \$ NA
Account(s)	NA	Included in Applicable Budget? (Y/N)	This personnel change has no Fiscal Impact on the County.
Fiscal Year(s)	FY25.....		

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 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 requires post-award amendment submissions be executed by the designated Authorized Official on the Notice of Award, which is the County Administrator.
- This change in Key Personnel reflects an update to the identified Project Director of the TIEH program, which transitioned from County staff to Boley staff.
- Approval of this report has **no Fiscal Impact**.

Analyst: Toni Merrill

Ok to Sign: ☒