

## Department of Workforce Services, Housing and Neighborhood Development

## State Homeless Programs Office Personnel Change Form

Changes in key agency personnel or staff funded by contract are required to be communicated to the State Homeless Programs office within 10 business days. Please complete and return this form to <a href="https://example.com/HCDHomelessness@utah.gov">HCDHomelessness@utah.gov</a> Completed forms will be uploaded to Webgrants. If staff are funded by multiple grants, please indicate so.

| Contract Information:   |
|---|
| Agency Name: Date:  |
| Contract Number (found in WebGrants):   |
| Project Name and Activity type:   |
| Funding Source:   |
| Award Amount:   |
| Agency Project Manager:   |
| Phone: Email:   |
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| Staff information:  |
| Staff Names, date of departure, title, and if directly funded by grant for departing staff: |
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| Dogs staff have Webswerts TEVS HMIS on other nameissions that need to be non-eyed by HDO?   |
| Does staff have Webgrants, TEVS, HMIS or other permissions that need to be removed by HPO?  |
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| New staff name, start date, title, and if directly funded by grant listed:                  |
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| Does staff need access to Webgrants, TEVS, HMIS, or other HPO programs?                     |
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| HDO Notes:  |