



OFFICE OF THE SHERIFF  
CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102



VICKI L. HENNESSY  
SHERIFF

March 02, 2018

San Francisco Pretrial Diversion Project, Inc.  
925 Harrison Street  
San Francisco, CA 94107

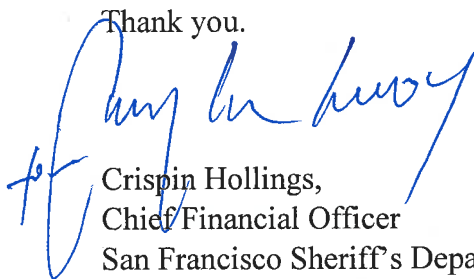
Attention: Nancy Rubin

**Notice to Proceed**

This letter is a Notice to Proceed for the **Pretrial Incarceration Alternatives (PIA) – In-Custody Referral (ICR) Case Management**, Grant Agreement, 2<sup>nd</sup> Amendment effective **March 02, 2018**. Enclosed is the fully Executed Agreement for your records.

Should you have any questions, please do not hesitate to contact me at (415) 554-4316 or contact Lorena Marquez at (415) 554-7427.

Thank you.



Crispin Hollings,  
Chief Financial Officer  
San Francisco Sheriff's Department

Enclosure: Executed Agreement

cc: Alissa Riker – Program Director  
/file

**City and County of San Francisco  
San Francisco Sheriff's Department**

**Second Amendment**

THIS AMENDMENT (this "Amendment") is made as of **March 02, 2018**, in San Francisco, California, by and between **San Francisco Pretrial Diversion Project, Inc.** ("Grantee"), and the City and County of San Francisco, a municipal corporation ("City").

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below) for a **Pretrial Incarceration Alternatives (PIA)** grant for the purpose of funding the matters set forth in the Grant Plan; and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount and amend the scope of work to include **In-Custody Referral (ICR) Case Management**, and update standard contractual clauses;

NOW, THEREFORE, Grantee and the City agree as follows:

**1. Definitions.** The following definitions shall apply to this Amendment:

**1a. Agreement.** The term "Agreement" shall mean the Agreement dated **October 01, 2017** between Grantee and City, as amended by the:

**First amendment, date March 01, 2018**

**1b. Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**2. Modifications to the Agreement.** The Agreement is hereby modified as follows:

**2a. Section 5.1.** Section **5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **SEVEN MILLION ONE HUNDRED TWENTY-EIGHT THOUSAND NINE HUNDRED FIFTEEN DOLLARS (\$7,128,915).**

Funding for the fiscal year 2017-2018 which will commence October 01, 2017 through June 30, 2018 will be **TWO MILLION THIRTY-ONE THOUSAND THREE HUNDRED FIFTY-SIX DOLLARS (\$2,031,356).**

Funding for the fiscal year 2018-2019 which will commence July 01, 2018 through June 30, 2019 will be **TWO MILLION FIVE HUNDRED SEVENTY-SEVEN THOUSAND FIVE HUNDRED EIGHTY-NINE DOLLARS (\$2,577,589).**

Funding for the fiscal year 2019-2020 which will commence July 01, 2019 through June 30, 2020 will be **TWO MILLION FIVE HUNDRED NINETEEN THOUSAND NINE HUNDRED SEVENTY DOLLARS (\$2,519,970).**

**Such section is hereby amended in its entirety to read as follows:**

**5.1 Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **SEVEN MILLION TWO HUNDRED THIRTY-NINE THOUSAND THREE HUNDRED SEVENTY-ONE DOLLARS (\$7,239,371).**

Funding for the fiscal year 2017-2018 which will commence October 01, 2017 through June 30, 2018 will be **TWO MILLION FIFTY-NINE THOUSAND SEVEN HUNDRED FIFTY-EIGHT DOLLARS (\$2,059,758).**

Funding for the fiscal year 2018-2019 which will commence July 01, 2018 through June 30, 2019 will be **TWO MILLION SIX HUNDRED FIFTY-NINE THOUSAND SIX HUNDRED FORTY-TWO DOLLARS (\$2,659,642).**

Funding for the fiscal year 2019-2020 which will commence July 01, 2019 through June 30, 2020 will be **TWO MILLION FIVE HUNDRED NINETEEN THOUSAND NINE HUNDRED SEVENTY-ONE DOLLARS (\$2,519,971).**

**2b. Appendix B.** Appendix B of the Original Agreement is amended to replace and add budget pages as follows:

<b>Budgets</b>	<b>Original Attachment #</b>	<b>Amended Attachment #</b>
<b>FY 17-18 – ICR Case Management</b>	<b>--</b>	<b>B-3</b>
<b>FY 18-19 – ICR Case Management</b>	<b>--</b>	<b>B-3A</b>
<b>Summary of Budget Changes</b>	<b>C-1</b>	<b>C-2</b>

Attached hereto and incorporated by reference are the additional Attachment B-3, B-3A and C-2 to be added to Appendix B.

**2c. Appendix B – San Francisco Pretrial Diversion Project, Inc. - Scope of Work**

Appendix B of the Original Agreement is amended by adding Attachment B-B (Addendum #2) to add In-Custody Referral (ICR) Case Management.

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **March 02, 2018**.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

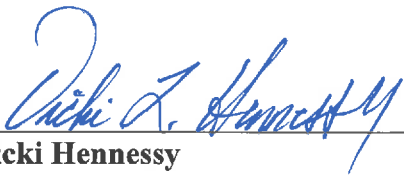
IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.


**CITY**

**GRANTEE**

Recommended by:

**San Francisco Pretrial Diversion  
Project, Inc.**

  
\_\_\_\_\_  
**Vicki Hennessy**  
**Sheriff**  
**San Francisco Sheriff's Department**


  
\_\_\_\_\_  
**Nancy Rubin**  
**Interim Chief Executive Director**  
**925 Harrison Street**  
**San Francisco, CA 94107**

Approved as to Form:

City vendor number: **0000011529**

Dennis J. Herrera  
City Attorney

By:

  
\_\_\_\_\_  
**Jana J. Clark**  
Deputy City Attorney

## Attachment B-B

### San Francisco Pretrial Diversion Project, Inc. – Scope of Work (Addendum #2)

Project Name: **ICR Case Management**

Term: **March 02, 2018 through June 30, 2019**

#### In-Custody Referrals

Defendants not granted release under the continuum of supervision levels at pre-arraignment or arraignment may be referred to the Assertive Case Management (ACM) Program for an In-Custody Referral (ICR). The San Francisco Pretrial Diversion Project, Inc. (SFPDP) will maintain 1.0 FTE – ICR Case Manager to manage these ICRs and will perform an in-custody needs assessment that includes: collecting current contact and outreach information; completing a Triage and safety assessment; collecting a treatment history summary; determining personal service needs; and providing an understanding of client and case manager expectations if recommended to the ACM Program.

If clients are determined amenable to case management, the ICR Case Manager will create a re-entry plan with recommended supervision requirements for the Court. If the release recommendation is granted by the Court, the ICR Case Manager will coordinate with Jail Behavioral Health and community providers to ensure service linkage upon release. Additionally, the ICR Case Manager will coordinate placement for pretrial defendants referred by the Court for transport to residential treatment. The ICR Case Manager will complete a Triage and safety assessment, collaborate with Jail Behavioral Health regarding any prescription medications and coordinate the jail release and intake date with the treatment program. The ICR Case Manager will work with San Francisco Sheriff's Department (SFSD) and SFPDP staff to ensure the defendant is picked up from custody and escorted to the program. SFPDP will also provide the Court with a Transport Report at the next calling of the case and may ask to be relieved of supervision.

#### Performance Measures

On a monthly basis SFPDP will provide SFSD with:

- Number of defendants referred post arraignment
- Number recommended to the Court for release
- Number released
- Number referred for transport to residential treatment
- Number released and escorted to treatment

**San Francisco Sheriff's Department**  
**Financial Services**  
**FY 2017-2018 Original Budget Request**

Agency Name: San Francisco Pretrial Diversion Project Date: 2/9/2018  
 Program Title: ICR Case Management Grant/Contract Period: 3/2/2018 - 6/30/2018

**Total Program Budget Summary**

Budget Expense Line Items:	Total Budget Request*
A) Program Salaries & Fringe Benefits	\$ 23,798
B) Direct Program Operating Expenses	\$ -
C) Program [Sub-]Contract Services	\$ -
D) Program Equipment Purchase	\$ -
X) <b>Non-Program</b> Indirect/Admin/Overhead Costs based on 19.35%**	\$ 4,605
<b>TOTAL PROGRAM [&amp; NON-PROGRAM] AMOUNT:</b>	<b>\$ 28,403</b>

\*Totals must match subtotals on corresponding budget pages. (Hint: complete those pages first and the totals from each page will populate this summary page.)  
 \*\*Indirect/Admin/Overhead ("Non-Program") costs cannot exceed 20% of Program Costs without sufficient justification and SFSD CFO's approval. There is no corresponding budget page for Indirect/Admin/Overhead costs.

Agency's Director or Financial Officer  Date: 2/26/18

**FOR SHERIFF USE ONLY**

Program Budget Approved  Date: 2-26-18  
 Sheriff's Chief Financial Officer

Data entry of Approved Budget \_\_\_\_\_ Date: \_\_\_\_\_

Index Codes (and amounts if more than one): \_\_\_\_\_





**San Francisco Sheriff's Department**  
**Financial Services**  
**FY 2018-2019 Original Budget Request**

Agency Name:

San Francisco Pretrial Diversion Project

Date:

2/9/2018

Program Title:

ICR Case Management

Grant/Contract Period:

7/1/2018 - 6/30/2019

**Total Program Budget Summary**

Budget Expense Line Items:	Total Budget Request*
A) Program Salaries & Fringe Benefits	\$ 68,750
B) Direct Program Operating Expenses	\$ -
C) Program [Sub-]Contract Services	\$ -
D) Program Equipment Purchase	\$ -
X) <b>Non-Program</b> Indirect/Admin/Overhead Costs based on 19.35%**	\$ 13,303
<b>TOTAL PROGRAM [&amp; NON-PROGRAM] AMOUNT:</b>	<b>\$ 82,053</b>

\*Totals must match subtotals on corresponding budget pages. (Hint: complete those pages first and the totals from each page will populate this summary page.)

\*\*Indirect/Admin/Overhead ("Non-Program") costs cannot exceed 20% of Program Costs without sufficient justification and SFSD CFO's approval. There is no corresponding budget page for Indirect/Admin/Overhead costs.

Agency's Director or Financial Officer

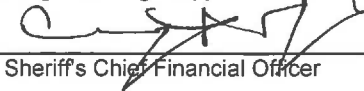


Date:

2/26/18

FOR SHERIFF USE ONLY

Program Budget Approved



Sheriff's Chief Financial Officer

2.26.18

Date:

Data entry of Approved Budget

Date:

Index Codes (and amounts if more than one): \_\_\_\_\_

**San Francisco Sheriff's Department  
Financial Services  
FY 2018-2019 Original Budget Request**

Agency Name: San Francisco Pretrial Diversion Project

Date: 2/9/2018

Program Title: ICR Case Management

Grant/Contract Period: 7/1/2018 - 6/30/2019

**A) Program Salary and Fringe Benefits Budget Summary**

Employee Name	Position/Title	Hrs/ Wk	Wks/ Yr	Hourly Salary	Salary Amt	Fringe %	Fringe Amt	Total Salary Request
TBD	ICR Case Manager	40	52	\$ 26.44	\$ 55,000.00	25.00%	\$ 13,750.00	\$ 68,750
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
Subtotal Salary & Fringe Benefits:								\$ 68,750

*Please insert additional lines as needed for all positions in your program budget and double-check the Subtotal line to verify that the formula includes all applicable cells in range.*

**San Francisco Pretrial Diversion Project, Inc.  
Summary of Program Budget Changes  
Amendment # 2**

**Pretrial Incarceration Alternatives (PIA)**

	<b>Fiscal Year</b>	<b>Contract Term</b>	<b>Contract Amount</b>
<b>Original Contract</b>	FY 17-18	10/1/2017 - 06/30/2018	\$ 2,005,747
	FY 18-19	07/1/2018 - 06/30/2019	\$ 2,500,764
	FY 19-20	07/01/2019 - 06/30/2020	\$ 2,500,764
<b>Amendment # 1</b>			
<b>BJA Grant - Pretrial Mental Health Enhancement Project</b>	FY 18-20	03/01/2018 - 09/30/2019	\$ 121,640
<b>Amendment # 2</b>			
<b>ICR Case Management</b>	FY 17-18	03/02/2018 - 06/30/2018	\$ 28,403
	FY 18-19	07/01/2018 - 06/30/2019	\$ 82,053
<b>TOTALS</b>			<b>\$ 7,239,371</b>