



**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**

July 01, 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)** – Grant Agreement, 3<sup>rd</sup> Amendment effective **July 01, 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.

A handwritten signature in black ink, appearing to read "Crispin Hollings".

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**

**Third Amendment**

THIS AMENDMENT (this "Amendment") is made as of **June 01, 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 reduce the term of the contract, increase the FY18-19 PIA budget, 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**  
**Second amendment, date March 02, 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 3.2.** Section 3.2 **Duration of Term** of the Agreement currently reads as follows:

**3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) **OCTOBER 01, 2017** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **JUNE 30, 2020**. In addition, the Sheriff shall have two options to extend the term, for a period of one year each, by mutual agreement in writing. In the event such extension rights are exercised, all terms and conditions, requirements and specifications of the Agreement shall remain the same and apply during the renewal terms. The maximum contract period shall not be more than five (5) years.

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

**3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) **OCTOBER 01, 2017** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **JUNE 30, 2019**.

**2b. 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 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)**.

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 **FIVE MILLION FOUR HUNDRED SIXTY-EIGHT THOUSAND THREE HUNDRED FIFTY-TWO DOLLARS (\$5,468,352)**.

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 SIXTY DOLLARS (\$2,059,760)**.

Funding for the fiscal year 2018-2019 which will commence July 01, 2018 through June 30, 2019 will be **THREE MILLION FOUR HUNDRED EIGHT THOUSAND FIVE HUNDRED NINETY-TWO DOLLARS (\$3,408,592)**.

**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 18-19 – Pretrial Incarceration Alternatives (PIA)</b>	<b>B-1A</b>	<b>B-1C</b>
<b>Summary of Budget Changes</b>	<b>C-2</b>	<b>C-3</b>

Attached hereto and incorporated by reference are the additional Attachment B-1C and C-3 to be added to Appendix B.

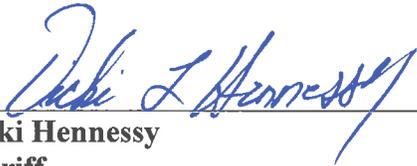
**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **June 01, 2018**.

**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**

Recommended by:

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

Approved as to Form:

Dennis J. Herrera  
City Attorney

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

**GRANTEE**

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

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

City vendor number: **0000011529**

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

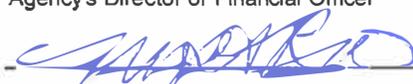
Agency Name: San Francisco Pretrial Diversion Project Date: 4/22/2018

Program Title: Pretrial Incarceration Alternatives - (PIA) (ACM/OR) 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	\$ 2,731,718
B) Direct Program Operating Expenses	\$ 71,463
C) Program [Sub-]Contract Services	\$ -
D) Program Equipment Purchase	\$ -
X) <b>Non-Program</b> Indirect/Admin/Overhead Costs based on 19.35%**	\$ 528,587
<b>TOTAL PROGRAM [&amp; NON-PROGRAM] AMOUNT:</b>	<b>\$ 3,331,768</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: 7/10/18

**FOR SHERIFF USE ONLY**

Program Budget Approved  Date: 7.10.2018  
 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 Revised Budget Request**

Agency Name:

**San Francisco Pretrial Diversion Project**

Date:

**4/22/2018**

Program Title:

**Pretrial Incarceration Alternatives - (PIA) (ACM/OR)**

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
1	Farkas, Leah	ACM Case Supervisor	40.00	52	\$ 31.25	\$ 65,000.00	20.21%	\$ 13,136.50	\$ 78,137
2	Beliso, Anthony	ACM Case Manager	40.00	52	\$ 26.44	\$ 55,000.00	30.35%	\$ 16,692.50	\$ 71,692
3	Davis, Kimberley	ACM Case Manager	40.00	52	\$ 26.44	\$ 55,000.19	21.71%	\$ 11,940.54	\$ 66,941
4	Richardson, Aisha	ACM Case Manager	40.00	52	\$ 26.44	\$ 55,000.00	22.49%	\$ 12,369.50	\$ 67,369
5	Nettles-Tutwiler, Wondelyn	ACM Case Manager	40.00	52	\$ 26.44	\$ 55,000.19	13.34%	\$ 7,337.03	\$ 62,337
6	Padilla, Vanessa	ACM Case Manager	40.00	52	\$ 26.44	\$ 55,000.00	25.02%	\$ 13,761.00	\$ 68,761
7	Holly, Earl	ACM Case Manager	40.00	52	\$ 26.44	\$ 55,000.19	23.21%	\$ 12,765.54	\$ 67,766
8	New ACM Supervisor	ACM Supervisor	40.00	52	\$ 31.25	\$ 65,000.00	25.00%	\$ 16,250.00	\$ 81,250
9	New ACM 1	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
10	New ACM 2	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
11	New ACM 3	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
12	New ACM 4	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
13	New ACM 5	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
14	New ACM 6	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
15	New ACM 7	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
16	New ACM 8	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
17	New ACM 9	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
18	New ACM 10	ACM Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
19	Vargas, Carolina	ICR Case Manager	40.00	52	\$ 26.44	\$ 55,000.00	21.08%	\$ 11,594.00	\$ 66,594
20	New ICR	ICR Case Manager	40.00	52	\$ 26.44	\$ 54,999.98	25.00%	\$ 13,750.00	\$ 68,750
21	White, Gerald	ACM Manager / Court Supervisor	29.00	52	\$ 36.06	\$ 54,378.48	27.71%	\$ 15,068.28	\$ 69,447
22	Washington, Kai	ACM Case Manager / Court Liaison	37.00	52	\$ 26.44	\$ 50,875.00	20.05%	\$ 10,200.44	\$ 61,075
23	Quinn, Agnes	Clinical Therapist / Case Manager	8.20	52	\$ 94.10	\$ 40,122.11	9.08%	\$ 3,643.09	\$ 43,765
24	Jones, Devin / Waters, Annie	Court Report Writer	40.00	52	\$ 24.17	\$ 50,273.60	25.00%	\$ 12,568.40	\$ 62,842
25	Valdiviez, Monica	Pretrial Services Supervisor	40.00	52	\$ 33.65	\$ 69,992.00	11.08%	\$ 7,755.11	\$ 77,747
26	Wong, Derek	Pretrial Services Supervisor	40.00	52	\$ 33.65	\$ 69,992.00	18.55%	\$ 12,983.52	\$ 82,976
27	Balasyan, Boris	Pretrial Services Officer	40.00	52	\$ 24.04	\$ 50,003.20	20.70%	\$ 10,350.66	\$ 60,354
28	Jackson, Raven	Pretrial Services Officer	40.00	52	\$ 30.05	\$ 62,504.00	18.63%	\$ 11,644.50	\$ 74,148
29	Lee, Dana	Pretrial Services Officer	32.00	52	\$ 24.04	\$ 40,002.56	21.03%	\$ 8,412.54	\$ 48,415

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

Agency Name:  
**San Francisco Pretrial Diversion Project**

Date:  
**4/22/2018**

Program Title:  
**Pretrial Incarceration Alternatives - (PIA) (ACM/OR)**

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
30	Li, Ruowen	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	12.10%	\$ 6,050.39	\$ 56,054
31	Rhymes, Marshae	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	21.03%	\$ 10,515.67	\$ 60,519
32	Taula, Jayzyl	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	23.02%	\$ 11,510.74	\$ 61,514
33	TBD PSO 1	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	25.00%	\$ 12,500.80	\$ 62,504
34	New PSO 1	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	28.00%	\$ 14,000.90	\$ 64,004
35	New PSO 2	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	28.00%	\$ 14,000.90	\$ 64,004
36	New PSO 3	Pretrial Services Officer	40.00	52	\$24.04	\$ 50,003.20	28.00%	\$ 14,000.90	\$ 64,004
37	TBD ED	Executive Director	18.00	52	\$72.12	\$ 67,500.00	20.00%	\$ 13,500.00	\$ 81,000
38	Alcantar, Alisha	Director of Programs	27.50	52	\$40.87	\$ 58,437.50	16.61%	\$ 9,706.47	\$ 68,144
39	DuBois, Jeff	Chief Operating Officer	18.00	52	\$45.67	\$ 42,750.00	20.29%	\$ 8,673.97	\$ 51,424
40	Pickett, Kerith	Accounting Supervisor	18.00	52	\$33.65	\$ 31,500.05	23.36%	\$ 7,358.41	\$ 38,858
41	Miller, Matthew	Training and Development Manager	11.94	52	\$32.45	\$ 20,144.68	18.03%	\$ 3,632.09	\$ 23,777
42	Alotaua, Asotaua	Triage	33.10	52	\$16.40	\$ 28,227.68	26.51%	\$ 7,483.16	\$ 35,711
43	Louie, Vincent	Training Specialist	18.00	52	\$27.88	\$ 26,099.89	23.89%	\$ 6,235.26	\$ 32,335
44									
45									
			FTE:	38.27	Subtotal Salary & Fringe Benefits:			\$	2,731,718

*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 Sheriff's Department**  
**Financial Services**  
**FY 2018-2019 Revised Budget Request**

Agency Name:

**San Francisco Pretrial Diversion Project**

Date:

**4/22/2018**

Program Title:

**Pretrial Incarceration Alternatives - (PIA) (ACM/OR)**

Grant/Contract Period:

**7/1/2018 - 6/30/2019**

**B) Direct Program Operating Expenses Summary**

Expense Item	Description/Purpose		Request Amount
	Monthly Amount (or Cost per Mile)	# of Months (or Miles)	
Office Supplies			\$ -
Printing	\$ 38.55	12	\$ 463
Educational/Training Materials			\$ -
Client travel (public transportation)			\$ -
Postage			\$ -
Rent and Moving Expenses			\$ -
Office Equipment Lease			\$ -
Telephone/Cell			\$ -
Utilities			\$ -
Insurance (Compr Genl Liab/Auto/Prof)			\$ -
Program Staff Training			\$ 2,500
Program Staff Travel			
Conference Attendance & Related Travel			\$ 2,500
			\$ -
Other			\$ -
CAHS Client Flex Fund	\$ 5,500.00	12	\$ 66,000
Advance			\$ -
Subtotal Other Current Expenses:			\$ 71,463

**San Francisco Pretrial Diversion Project, Inc.  
Summary of Program Budget Changes  
Amendment # 3**

**Pretrial Incarceration Alternatives (PIA)**

	<b>Fiscal Year</b>	<b>Contract Term</b>	<b>Contract Amount</b>
<b>Original Contract</b>			
Pretrial Incarceration Alternatives (PIA)	FY 17-18	10/1/2017 - 06/30/2018	\$ 2,005,747
Pretrial Incarceration Alternatives (PIA)	FY 18-19	07/1/2018 - 06/30/2019	\$ 2,500,764
Pretrial Incarceration Alternatives (PIA)	FY 19-20	07/01/2019 - 06/30/2020	\$ 2,500,764
<b>Amendment # 1</b>			
BJA Grant - Pretrial Mental Health Enhancement Project	FY 17-18	03/01/2018 - 06/30/2019	\$ 25,608
BJA Grant - Pretrial Mental Health Enhancement Project	FY 18-19	03/01/2018 - 06/30/2019	\$ 76,825
BJA Grant - Pretrial Mental Health Enhancement Project	FY 19-20	03/01/2018 - 06/30/2019	\$ 19,206
<b>Amendment # 2</b>			
Pretrial Incarceration Alternatives (PIA) - ICR Case Management	FY 17-18	03/02/2018 - 06/30/2018	\$ 28,403
Pretrial Incarceration Alternatives (PIA) - ICR Case Management	FY 18-19	07/01/2018 - 06/30/2019	\$ 82,053
<b>Amendment # 3</b>			
Pretrial Incarceration Alternatives (PIA)	FY 18-19	07/1/2018 - 06/30/2019	\$ 748,951
Pretrial Incarceration Alternatives (PIA)	FY 19-20	07/01/2019 - 06/30/2020	\$ (2,519,970)
<b>TOTALS</b>			<b>\$ 5,468,351</b>