



**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**

June 14, 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) – Pretrial Mental Health Enhancement Project**, Grant Agreement, 1st Amendment effective **March 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**

First Amendment

THIS AMENDMENT (this "Amendment") is made as of **March 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 increase the contract amount and amend the scope of work to include a Pretrial Mental Health Enhancement Project, 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.

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 SEVEN THOUSAND TWO HUNDRED SEVENTY-FIVE DOLLARS (\$7,007,275)**. Funding for the fiscal year 2017-2018 which will commence October 01, 2017 through June 30, 2018 will be **TWO MILLION FIVE THOUSAND SEVEN HUNDRED FORTY-SEVEN DOLLARS (\$2,005,747)**. Funding for the fiscal year 2018-2019 which will commence July 01, 2018 through June 30, 2019 will be **TWO MILLION FIVE HUNDRED THOUSAND SEVEN HUNDRED SIXTY-FOUR DOLLARS (\$2,500,764)**. Funding for the fiscal year 2019-2020 which will

commence July 01, 2019 through June 30, 2020 will be **TWO MILLION FIVE HUNDRED THOUSAND SEVEN HUNDRED SIXTY-FOUR DOLLARS (\$2,500,764)**.

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 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)**.

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

Budgets	Original Attachment #	Amended Attachment #
FY 18-20 –Pretrial Mental Health Enhancement Project	--	B-2
Summary of Budget Changes	--	C-1

Attached hereto and incorporated by reference are the additional Attachment B-2 and C-1 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-A (Addendum #1) to add a Pretrial Mental Health Enhancement Project.

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

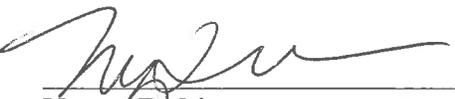
GRANTEE

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-A

San Francisco Pretrial Diversion Project, Inc. – Scope of Work (Addendum #1)

Project Name: **Pretrial Mental Health Enhancement Project**

Contract Number: **SHF 2017-03A**

Term: **March 01, 2018 through September 30, 2019**

Quality Control, Data Management and Evaluation

In October of 2017, the San Francisco Sheriff's Department (SFSD) was awarded additional funds from the Bureau of Justice Assistance (BJA) to support the identification and treatment needs of Pretrial Assertive Case Management (ACM) clients with mental illness by embedding a UCSF Clinician who will provide in-depth behavioral health assessments for mentally ill persons released pretrial, along with ongoing counseling, support, referral, and placement advocacy services. The Quality Control and Data Management Contract to the San Francisco Pretrial Diversion Project (SFPDP) will support a percentage of salary and benefits for SFPDPs Director of Analytics and Development position, throughout the project.

The Director of Analytics and Development will be responsible for modifying data collection systems to accommodate new required input fields related to BJA project tracking and evaluation, and for providing ongoing support to the project in data entry, reporting, and IT management issues. The subcontract will also include a Pretrial Client Emergency Housing Fund in the amount of \$88,000 to provide emergency housing vouchers for pretrial clients in order to ensure their stability and likelihood of success in the pretrial program. Housing funds will be distributed following parameters and qualification standards developed during the six-month planning phase, and will be closely tracked by the agency, along with tracking of outcomes for clients who utilize emergency housing funds.

SFPDP will also contract with the Project Evaluator, Barry Zack, from the Oakland-based Bridging Group, an organization specifically dedicated to conducting evaluation studies, training, technical assistance and capacity building services for agencies working in correctional facilities. The Project Evaluator will support project data tracking, quality assurance, and reporting throughout the two-year project period. During the initial six-month planning phase, the Evaluator will support the team by identifying appropriate project indicators; developing data entry and reporting systems and procedures; working with the Pretrial Director of Analytics and Development to adapt existing reporting systems to accommodate new fields; and providing training as needed to staff. During the

Attachment B-A

18-month implementation phase, the Evaluator will conduct ongoing quality assurance data reviews on at least a quarterly basis and will assist in the preparation of project reports while providing data analysis services as needed.

All expenses for the evaluation, housing and staff for these services shall be submitted as a separate expense report clearly identified as BJA expenses.

**San Francisco Sheriff's Department
Financial Services
FY 2018-2020 Original Budget Request**

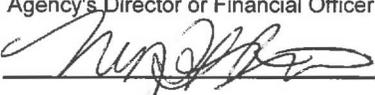
Agency Name: San Francisco Pretrial Diversion Project, Inc. Date: 2/5/2018

Program Title: Pretrial Mental Health Enhancement Project Grant/Contract Period: 03/01/2018 - 09/30/2019

Total Program Budget Summary

Budget Expense Line Items:	Total Budget Request*
A) Program Salaries & Fringe Benefits	\$ 12,832
B) Direct Program Operating Expenses	\$ 88,000
C) Program [Sub-]Contract Services	\$ 9,750
<hr/>	
X) Non-Program Indirect/Admin/Overhead Costs based on 10%**	\$ 11,058
TOTAL PROGRAM [& NON-PROGRAM] AMOUNT:	\$ 121,640

*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 10% 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: 2/13/18

FOR SHERIFF USE ONLY

Program Budget Approved

 Sheriff's Chief Financial Officer

Date: 2-16-2018

Data entry of Approved Budget

Date:

Index Codes (and amounts if more than one): _____

San Francisco Sheriff's Department
Financial Services
FY 2018-2020 Original Budget Request

Agency Name:

Date:

San Francisco Pretrial Diversion Project, Inc.2/5/2018

Program Title:

Grant/Contract Period:

Pretrial Mental Health Enhancement Project03/01/2018 - 09/30/2019

B) Direct Program Operating Expenses Summary

Expense Item	Description/Purpose		Request Amount
	Monthly Amount (or Cost per Mile)	# of Months (or Miles)	
Program Materials/Supplies:			
Office Supplies			\$ -
Printing			\$ -
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			\$ -
ACA Program Staff Travel			\$ -
ACM/OR Program Staff Travel			\$ -
CAHS Client Flex Fund	\$ 4,400	\$ 20	\$ 88,000
Conference Attendance & Related Travel			
Advance			
Subtotal Other Current Expenses:			\$ 88,000

San Francisco Sheriff's Department
Financial Services
FY 2018-2020 Original Budget Request

Agency Name:
San Francisco Pretrial Diversion Project, Inc.

Date:

2/5/2018

Program Title:
Pretrial Mental Health Enhancement Project

Grant/Contract Period:

03/01/2018 - 09/30/2019

C) Program [Sub-]Contract Services

Consultants/Professional Services*					
Name	Agency	Description of Services	Estimated Cost Per Day	Estimated Days	Request Amount
The Bridging Group	Barry Zack	Program Evaluation Consultant	\$ 650	\$ 15	\$ 9,750
		Sub-contract via Pre-trial			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Other [Sub-]Contract Services (provide description):				
Item (Example):	Description:	Estimated Cost Per Hour	Estimated Hours	Request Amount
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal for [Sub-]Contractual Services:				\$ 9,750

*Please submit to SFSD Financial Services a copy of your agency's contract or agreement with each [sub-]contractor/consultant identified in your budget. This is normally a one-time submission. Please contact SFSD Financial Services with any questions regarding this.

Please insert additional lines as needed for all [sub-]contractors/consultants 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 # 1**

Pretrial Incarceration Alternatives (PIA)

	Fiscal Year	Contract Term	Contract Amount
Original Contract	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
Amendment # 1			
BJA Grant - Pretrial Mental Health Enhancement Project	FY 18-20	03/01/2018 - 09/30/2019	\$ 121,640
TOTALS			\$ 7,128,915