



Mayor's Office of Housing & Community Development (MOHCD)

Eric D. Shaw
Director

TO: **Grantee Signatory / Keith Nagayama / Eric D. Shaw / Mayor London N. Breed**

FROM: **Arata Goto (arata.goto@sfgov.org)**

CONTACT: **Hugo Ramirez (hugo.ramirez@sfgov.org)**

SUBJECT: **Request for Signature on the Attached Grant Amendment**

DATE: **November 17, 2023**

The following information describes the grant amendment:

Name of Grantee: **Eviction Defense Collaborative, Inc.**

Project ID: **195235-22**

Program Area: **Eviction Prevention and Housing Stabilization**

Strategy: **Tenant Right to Counsel**

Project Name: **EDC, ALC, ALRP and ODL Tenant Right to Counsel OCOH Expansion**

Grant Term: **January 1, 2023 – June 30, 2024**

Original Grant Amount: **\$1,880,000.00**

Grant Increase: **\$4,400,000.00**

Current Year Grant Award
(one-time):

Direct Charge- HSH	Total Grant Award
\$6,280,000.00	\$6,280,000.00

For MOHCD Use Only:

Routing Notes (if applicable):

- Appendix B
- Updated Insurance in GMS - expiration date: November 12, 2024
- Audit Requirements in GMS - audit date: June 30, 2022

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**AMENDMENT TO GRANT AGREEMENT
BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO
AND
EVICITION DEFENSE COLLABORATIVE,
INC.
195235-22**

This Amendment to Grant Agreement ("Amendment") is made on November 17, 2023 by and between the City and County of San Francisco, a municipal corporation ("City"), acting by and through the Mayor's Office of Housing and Community Development or Office of Economic and Workforce Development ("MOHCD/ OEWD") and Eviction Defense Collaborative, Inc. ("Grantee"), with reference to the following facts and circumstances:

RECITALS

- A. The parties have previously entered into a Grant Agreement dated as of June 12, 2023, ("Grant Agreement"), pursuant to which the City agreed to grant to Grantee a total of \$1,880,000.00 in grant funds (the "Grant Funds") in return for certain promises and agreements by Grantee set forth therein.
- B. Parties desire to enter into this Amendment to, among other things, (i) increase the Grant Funds to Grantee, for Grantee's use in fulfilling all the provisions of the Work Plan in accordance with the Project Budget and for no other purpose, (ii) eliminate the contingency amount, and (iii) extend the Term, on the terms and conditions contained herein.

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated into this Amendment by this reference, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Restatement of Grant Agreement Section 5.01.** Section 5.01 Maximum Amount of Grant Funds is hereby amended and restated in its entirety and shall hereinafter read as follows:

Grant Amount: The amount of the Grant Funds authorized for disbursement hereunder shall not exceed \$6,280,000.00 during the Term of this Agreement authorized by City and certified as available by the Controller (the "Grant Amount").

2. **Project Budget:** The Budget attached to the Grant Agreement is hereby deleted in its entirety and replaced with Schedule 1 attached hereto.
3. **Work Plan:** The Work Plan attached to the Grant Agreement is hereby deleted in its entirety and replaced with Appendix A attached hereto.
4. **Compliance with Other Laws Section 18.25.** Section 18.25 of the Agreement is hereby amended and restated in its entirety and shall hereinafter read as follows:

"Without limiting the scope of any of the preceding sections of this Article 18, Grantee shall keep itself fully informed of the City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws. If Grantee is organized as a California public benefit corporation, Grantee agrees to maintain its good standing as a public benefit corporation at all times during the term of this Agreement. This agreement to maintain good standing includes, without limitation, Grantee's continued timely submission of all required information and payments when due to the California Secretary of State, Franchise Tax Board, Internal Revenue Service, California Attorney General's Registry of Charitable Trusts, or any other applicable agency or entity having jurisdiction over Grantee. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City's request, Grantee shall provide documentation demonstrating its compliance with all applicable legal requirements. If Grantee will use any subgrantees/subrecipients to perform services or activities under this Agreement, Grantee is solely responsible for ensuring such subgrantee/subrecipient is also in compliance with all applicable legal requirements at the time of grant execution and for the duration of this Agreement. Any failure by Grantee or any subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement."

5. **Miscellaneous**: Except as expressly modified herein, the terms, covenants and conditions of the Grant Agreement shall remain in full force and effect. Capitalized terms used but not defined in this Amendment shall have the meanings set forth in the Grant Agreement. This Amendment constitutes the entire agreement of the parties concerning the subject matter hereof, and supersedes and conceals any and all previous negotiations, agreements, or understandings, if any, regarding the matters contained herein. The execution of this Amendment shall not constitute a waiver of relinquishment of any rights which the City may have relating to the Grant Agreement. The City and Grantee hereby ratify and confirm all of the provisions of the Grant Agreement as amended by this Amendment.

In witness whereof, the parties have executed this Amendment as of the date first written above.

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

GRANTEE/CORPORATION:
Eviction Defense Collaborative, Inc., a California
nonprofit public benefit corporation

BY: _____
LONDON N. BREED, MAYOR

BY: _____
Print Name:
Title:

(If the person signing is NOT the Board President/
Chair or other officer authorized to execute legal
instruments under Grantee’s Bylaws, Grantee
must provide City with a corporate resolution
pursuant to Section 19.07)

BY: _____
ERIC D. SHAW, Director
Mayor's Office Of Housing And Community
Development

OR

BY: _____
KATE SOFIS, Executive Director
Office of Economic and Workforce Development

APPROVED AS TO FORM:

DAVID CHIU
CITY ATTORNEY

BY: _____
KEITH NAGAYAMA
Deputy City Attorney

Appendix A

Agency Name: Eviction Defense Collaborative, Inc.

Project ID: 195235-22

Fund Source Information, Work Program and Project Budget

Grant Year: 2022-2023

Funding Source(s) Information:

Funding Source Name	Direct Charge-HSH
Amount Granted by this Agreement	\$6,280,000.00
Total Amount Granted by Fund Source	\$6,280,000.00
Federal Award Identification Number (FAIN)	
Federal Award Date	
Total Amount of the Federal Award	
Federal Award Project Description	
Federal Awarding Agency	
CFDA Number and Name	
Award for R&D?	
Indirect Cost Rate for the Federal Award	
Maximum Indirect Cost Rate between MOHCD/ OEWD and Agency	15.00%

Appendix A

NARRATIVE

Eviction Defense Collaborative, Inc. - 195235-22 EDC, ALC, ALRP and ODL Tenant Right to Counsel OCOH Expansion

Briefly describe the clients this project will serve, along with the needs they have and challenges they face.

EDC provides legal defense services and rental assistance to San Francisco tenants facing eviction. The majority of EDC's clients are very low to extremely low income tenants from Black, Indigenous, People of Color (BIPOC) communities who experience a legacy of exclusion within San Francisco and are at high risk for eviction. The longstanding Bay Area housing crisis has displaced large sections of these BIPOC communities and resulted in a significant loss of racial and ethnic diversity citywide. In other words, BIPOC communities across San Francisco still struggle to access affordable, fair, healthy and stable housing. Skyrocketing rents, landlords interested in circumventing rent control, COVID-19 impacts, and an expedited eviction process are all barriers to housing equity and to stable communities. EDC provides accessible services, including language capacity, for San Francisco tenants. EDC works in collaboration and partnership with multiple non-profit eviction defense service providers as well as other community based organizations working to stabilize vulnerable tenants across the city.

Briefly describe project design and implementation, including how the project addresses the needs described above.

As Lead Partner with the City, EDC will continue to implement SF Tenant Right to Counsel (TRC) working in partnership with other legal service organizations (LSOs) providing eviction legal defense services to San Francisco tenants. Services are available 4 days a week in person during our walk in legal clinic hours, held at our offices located in SOMA on the border of the Tenderloin. Services are also available 5 days a week via email and phone. There is someone at our office every weekday who can direct tenants seeking in person services. EDC will provide full scope representation (capacity permitting) to those tenants who cannot be placed with another LSO. Legal services will be paired with social work services when appropriate. EDC will provide full answers to tenants who do not qualify for Prop F or cannot be placed with an attorney due to capacity. For those tenants who have been placed with an attorney but are at risk of default, EDC will provide sufficient assistance to prevent a default judgment. EDC will provide targeted rental assistance through RADCo to increase the likelihood of a successful outcome in the legal representation context, especially for clients with UD's who require rental assistance- and using rental assistance to avoid an unlawful detainer where appropriate/possible.

Briefly describe the desired results of this project, at a client and/or community level, and how effectiveness in achieving these results will be measured and evaluated.

EDC will continue to implement TRC to ensure as many San Francisco tenants as possible have access to full scope representation when facing eviction. EDC will aim to ensure those tenants most heavily impacted and burdened by COVID have easy, equitable access to services. Additionally, EDC will provide targeted rental assistance through RADCo to increase the likelihood of a successful outcome in the legal representation context - as well as avoiding an unlawful detainer where appropriate/possible. As a result of this project, increased numbers of SF's most vulnerable tenants will remain housed and have expanded

access to safe and affordable housing. The project will further housing equity in SF, stabilize communities, protect affordable housing inventory and preserve racial, social, economic & ethnic diversity within the city. Project results will be measured through EDC's "Justice Server" client database. Staff will conduct data analysis to evaluate project outcomes over the grant term

Briefly describe key staff involved in this project, their roles, and their qualifications.

Krista Alderson (Interim Co-Executive Director); Angie Aukee (Interim Co-Executive Director); Ora Prochovnick (Director of Litigation and Policy); Ryan Murphy (Deputy Director of Litigation and Policy); Scott Weaver (Supervising Litigation Attorney); Susan Burnett (Director of Finance); Ankit Jain (Grants Manager); Mairi McKeever (Consultant for SF TRTC); AIDS Legal Referral Panel (Sub); Open Door Legal (Sub).

ACTIVITIES AND OUTCOMES

Eviction Defense Collaborative, Inc. - 195235-22 EDC, ALC, ALRP and ODL Tenant Right to Counsel OCOH Expansion

Detailed Explanation for Each Proposed Change. (If there are no changes, enter 'n/a').

Deliverables updated for the additional funding.

PROGRAM AREA: EVICTION PREVENTION AND HOUSING STABILIZATION

STRATEGY: TENANT RIGHT TO COUNSEL

Client Activities: Tenant Right to Counsel

Client Activity 1

Activity

Full-Scope Representation

Activity Goal: People (previously 50)

425

Description

EDC will provide Full Scope Representation to 425 households facing eviction.

Outcomes for Full-Scope Representation

Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Tenant Stays	1

Outcome Description

Tenant stays.

Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Tenant Moves Out with Sufficient Time and/or Money to Secure Alternative Housing	1

Outcome Description

Tenant moves out with safety net.

Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Tenant Moves Out without Sufficient Time and/or Money to Secure Alternative Housing	1

Outcome Description

Tenant moves out.

Outcome	Outcome Goal: People
Negotiated Settlement without Litigation - Tenant Stays	1

Outcome Description

Tenant stays

Outcome	Outcome Goal: People
Negotiated Settlement without Litigation - Tenant Moves Out with Sufficient Time and/or Money to Secure Alternative Housing	1
Outcome Description	
Tenant moves out with safety net.	
Outcome	Outcome Goal: People
Negotiated Settlement without Litigation - Tenant Moves Out without Sufficient Time and/or Money to Secure Alternative Housing	1
Outcome Description	
Tenant moves out	
Outcome	Outcome Goal: People
Case Dismissed/Plaintiff Withdrew	1
Outcome Description	
Tenant stays	
Outcome	Outcome Goal: People
Client Withdrew From Services	1
Outcome Description	
Client Withdrew From Services	
Outcome	Outcome Goal: People
Court Victory (Persuant to Dispositive Motion)	1
Outcome Description	
Tenant stays.	
Outcome	Outcome Goal: People
Trial Victory	1
Outcome Description	
Tenant stays.	
Outcome	Outcome Goal: People
Tenant Evicted	1
Outcome Description	
Tenant Evicted	
Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Obtained Redress (Affirmative)	1
Outcome Description	
Settlement reached in affirmative litigation.	
Outcome	Outcome Goal: People
Negotiated Settlement without Litigation - Obtained Redress (Affirmative)	1

Outcome Description

Settlement reached without affirmative litigation.

Outcome	Outcome Goal: People
Case Dismissed/Plaintiff (Client) Withdrew (Affirmative)	1

Outcome Description

Case dismissed/Plaintiff withdrew

Outcome	Outcome Goal: People
Trial Defeat (Affirmative)	1

Outcome Description

Trial Defeat

Client Activity 2**Activity**

Limited-Scope Representation at Mandatory Settlement Conference

Activity Goal: People (previously 7)

75

Description

Limited Scope representation at MSC

Outcomes for Limited-Scope Representation at Mandatory Settlement Conference

Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Tenant Stays	1

Outcome Description

Tenant Stays

Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Tenant Moves Out with Sufficient Time and/or Money to Secure Alternative Housing	1

Outcome Description

Tenant moves out with safety net

Outcome	Outcome Goal: People
Negotiated Settlement with Litigation - Tenant Moves Out without Sufficient Time and/or Money to Secure Alternative Housing	1

Outcome Description

Tenant moves out

Outcome	Outcome Goal: People
Case Dismissed/Plaintiff Withdrew	1

Outcome Description

Tenant Stays

Outcome	Outcome Goal: People
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Client Withdrew From Services	1
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Outcome Description

Client Withdrew From Services

Outcome	Outcome Goal: People
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Case Not Settled, Case Proceeds to Trial (Pro Per Defense)	1
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Outcome Description

Case Not Settled, Case Proceeds to Trial (Pro Per Defense)

Client Activity 3

Activity

Limited Service

Activity Goal: People (previously 130)

750

Description

Clients receive counsel, advice and limited services at UD, Pre-UD and notice stages

Outcomes for Limited Service

Outcome	Outcome Goal: People (previously 30)
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Housing - Pre-UD	100
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Outcome Description

100 households at Pre-UD stage

Outcome	Outcome Goal: People (previously 100)
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Housing - UD	650
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Outcome Description

650 households at UD stage

Client Activity 4

Activity

Pro Per Assistance - Answer/Responsive Pleading

Activity Goal: People (previously 1)

250

Description

Pro-per Assistance

Outcomes for Pro Per Assistance - Answer/Responsive Pleading

Outcome	Outcome Goal: People
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Default Judgment Prevented	1
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Outcome Description

Client Activity 5

Activity

Pro Per Assistance - Post-Settlement

Activity Goal: People

1

Description

Post Settlement - Pro-per assistance

Outcomes for Pro Per Assistance - Post-Settlement

Outcome	Outcome Goal: People
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Judgment Denied (Settlement Remains in Place)	1
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Outcome Description

Judgment Denied (Settlement Remains in Place)

Outcome	Outcome Goal: People
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Judgment Entered (Tenant Evicted)	1
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Outcome Description

Judgment Entered (Tenant Evicted)

Outcome	Outcome Goal: People
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Modified Settlement Negotiated	1
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Outcome Description

Modified Settlement Negotiated

Client Activity 6

Activity

Pro Per Assistance - Post-Judgment

Activity Goal: People

1

Description

Post Judgement- Pro-per assistance

Outcomes for Pro Per Assistance - Post-Judgment

Outcome	Outcome Goal: People
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Tenant Evicted	1
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Outcome Description

Tenant Evicted

Outcome	Outcome Goal: People
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Stay Granted, Eviction Delayed	1
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Outcome Description

Stay Granted, Eviction Delayed

Outcome	Outcome Goal: People
Other	1
Outcome Description	
Other	

Non-Client Activities: Tenant Right to Counsel

CLIENTS AND NEIGHBORHOODS

Eviction Defense Collaborative, Inc. - 195235-22 EDC, ALC, ALRP and ODL Tenant Right to Counsel OCOH Expansion

Data entered within the Activities and Outcomes form will be validated against the entered Total Number of Unduplicated Clients for this Project on this form. Please review any messages that appear on this form and make necessary adjustments to the Clients and Neighborhoods form or Activities and Outcomes form.

Total Number of Unduplicated Clients for this Project

750

Projected # of Unduplicated Clients by Strategy

Strategy	Number of Unduplicated Clients in this Strategy
Tenant Right to Counsel	750

Sum of Unduplicated Clients by Strategy

750

Neighborhoods Served

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Bayview Hunters Point	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Bernal Heights	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Castro/Upper Market	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Chinatown	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Excelsior	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Financial District/South Beach	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Glen Park	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Golden Gate Park	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Haight Ashbury	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Hayes Valley	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Inner Richmond	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Inner Sunset	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Japantown	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Lakeshore	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Lincoln Park	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Lone Mountain/USF	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Marina	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
McLaren Park	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Mission	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Nob Hill	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Noe Valley	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
North Beach	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Oceanview/Merced/Ingleside	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Outer Mission	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Outer Richmond	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Pacific Heights	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Portola	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Potrero Hill	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Presidio	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Presidio Heights	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Russian Hill	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Seacliff	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
South of Market	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Sunset/Parkside	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Tenderloin	20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Treasure Island	10

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Twin Peaks	10
Neighborhood	Number of Unduplicated Clients in this Neighborhood
Visitacion Valley	10
Neighborhood	Number of Unduplicated Clients in this Neighborhood
West of Twin Peaks	10
Neighborhood	Number of Unduplicated Clients in this Neighborhood
Western Addition	10
Sum of Unduplicated Clients in Neighborhoods	750

Schedule 1

BUDGET

Eviction Defense Collaborative, Inc. - 195235-22 EDC, ALC, ALRP and ODL Tenant Right to Counsel OCOH Expansion

Detailed Explanation for Each Proposed Change to a Line Item (If there are no changes, enter "n/a").

Updated budget with additional funding of \$4.4 million added.

Setup: Select line items

- Salary
- Fringe
- Contractual Service
- Equipment
- Space Rental/Occupancy Costs
- Other
- Indirect Costs

Indirect costs are those costs that cannot be readily identified with a particular program or cannot be directly allocated to the program with a high degree of accuracy. They are expenses of a general nature which do not relate solely to any particular program.

For grantees with federally funded projects (including CDBG and ESG) that do not have a federally-approved indirect cost rate, the maximum allowed indirect cost rate is 10% of Modified Total Direct Costs (MTDC). MTDC excludes equipment, capital expenditures, rental costs, charges for patient care, tuition reimbursement, scholarships and fellowships, and participant support costs, and total sub-award (or subcontract to other nonprofits) amounts in excess of \$25,000. To calculate the MTDC, the excluded costs will be subtracted from the direct costs, and then 10% of that modified amount will be allowed for indirect costs. **If a project is funded by federal and non-federal sources, the 10% MTDC limit applies to the federal portion of its funding. Please download the [MTDC Calculator spreadsheet](#) and [instructions](#) on this Budget form, and then upload the completed spreadsheet. Then complete this budget form so that it matches the spreadsheet. General Fund, Housing Trust Fund and other non-federal grants are allowed an indirect rate of up to 15% of the grant amount, unless the agency has a federally-approved indirect cost rate which is higher.**

Grantees with a federally-approved indirect cost rate must still upload an MTDC spreadsheet. Please create a second tab on this spreadsheet and put the documentation showing current approval of this federally-approved indirect rate into this second tab. This approved indirect rate may be used for both federal and non-federal fund sources.

MTDC Upload

[TRCX 23-24 budget \\$6.28 m.xlsx](#)

EQUIPMENT

This budget includes Equipment. If any single piece of equipment is being purchased for over \$5,000, please complete the [Form H](#) and submit it to your Grant Coordinator. It's

important to note that invoices cannot be reimbursed if they include expenses for any equipment purchase over \$5,000 without the required [Form H](#).

In the Explanation for each equipment line item, please indicate whether there is any single equipment purchase over \$5,000. If there are no single equipment costs over \$5,000, please include the statement "No single equipment costs over \$5,000" in the Explanation.

CONTRACTUAL SERVICES

This budget includes Contractual Services. If the budget includes any subcontract over \$10,000, please note that a [Form H](#) and a signed copy of the subcontracting agreement may be required. However, if the same subcontract was approved by MOHCD in the previous year's project budget or as part of the original proposal, this documentation is not necessary. If you have any questions, please consult your Grant Coordinator.

For each new subcontract over \$10,000 that hasn't been approved by MOHCD, please complete the [Form H](#) and submit it to your Grant Coordinator along with a signed copy of the agreement. It's important to note that invoices cannot be reimbursed if they include expenses for a subcontract without the required documentation.

If the subcontractor hasn't been identified yet, the documentation will be required before approving any invoice with expenses related to the subcontract. Therefore, please submit the completed [Form H](#) and signed agreement to your Grant Coordinator as soon as the subcontractor is identified.

Total Grant Award	Currently Budgeted Amount
\$6,280,000.00	\$6,280,000.00

Summary

Summary - Total by Line Item

Line Item	Previous Budget	Proposed Change	Revised Budget
Salary	\$404,228.65	\$1,966,696.69	\$2,370,925.34
Fringe	\$97,014.87	\$472,007.21	\$569,022.08
Contractual Services	\$639,443.64	\$746,124.42	\$1,385,568.06
Equipment	\$281,829.10	\$37,301.33	\$319,130.43
Space Rental	\$0.00	\$220,889.36	\$220,889.36
Other	\$240,226.82	\$480,894.04	\$721,120.86
Indirect Costs	\$217,256.92	\$476,086.95	\$693,343.87
Total	\$1,880,000.00	\$4,400,000.00	\$6,280,000.00

Salaries

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Clinic Supervisor	39.42	50797.70

Explanation

Clinic Supervisor

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Arianas	Campos-Reese	Triage Specialist	36.96	47622.85

Explanation

Triage Specialist (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Johnaton	Crespin	Triage Specialist	32.52	41908.10

Explanation

Triage Specialist (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Dana	Huffstutler	Senior RTC Coordinator	35.48	45717.94

Explanation

Senior RTC Coordinator

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Morgan	Wakefield	Right to Counsel Coordinator	33.02	42543.08

Explanation

Right to Counsel Coordinator (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Tim	Coltman	Right to Counsel Coordinator	34.99	45082.97

Explanation

Right to Counsel Coordinator (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jaimie	Diaz Barreno	Right to Counsel Coordinator	33.51	43178.05

Explanation

Right to Counsel Coordinator (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Namita	Murthy	Right to Counsel Coordinator	33.51	43178.05

Explanation

Right to Counsel Coordinator (4)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Amalia	Macias-Laventure	Right to Counsel Coordinator	34.50	44448.00

Explanation

Right to Counsel Coordinator (5)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Megan	Duong	Right to Counsel Coordinator	33.02	42543.08

Explanation

Right to Counsel Coordinator (6)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Diego	Zamora-Salazar	Temp Right to Counsel Coordinator	34.00	43813.03

Explanation

Temp Right to Counsel Coordinator (8)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Sean	Smith	Temp Right to Counsel Coordinator	33.02	42543.08

Explanation

Temp Right to Counsel Coordinator (9)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ora	Prochovnick	Director of Litigation and Policy	73.92	95245.71

Explanation

Director of Litigation and Policy

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ryan	Murphy	Deputy Director of Litigation	54.21	69846.85

Explanation

Deputy Director of Litigation

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Johnathan	Weaver	Supervising Litigation Attorney	43.10	55537.47

Explanation

Supervising Litigation Attorney

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Adrienne	Mendle	Community Outreach Senior Litigation Attorney	48.29	62227.20

Explanation

Community Outreach Senior Litigation Attorney

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Daniel	O'Connell	Senior Litigation Attorney	49.28	63497.14

Explanation

Senior Litigation Attorney (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jason	Hain	Senior Litigation Attorney	47.80	61592.22

Explanation

Senior Litigation Attorney (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Sarah	Hinks	Senior Litigation Attorney	41.85	53923.73

Explanation

Senior Litigation Attorney (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jacqueline	Patton	Senior Litigation Attorney	45.83	59052.34

Explanation

Senior Litigation Attorney (4)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Gina	Pham	Litigation Staff Attorney (1)	42.87	55242.51

Explanation

Litigation Staff Attorney (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Marie Ezra	Lintner	Litigation Staff Attorney	40.41	52067.65

Explanation

Litigation Staff Attorney (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Antonia	Bethel	Litigation Staff Attorney	41.89	53972.57

Explanation

Litigation Staff Attorney (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Veena	Bansal	Litigation Staff Attorney	42.38	48306.67

Explanation

Litigation Staff Attorney (4)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Claire	Lavaute	Litigation Staff Attorney	41.39	53337.60

Explanation

Litigation Staff Attorney (5)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Maria Ysabelle	Orillos	Law Fellow TEMP	37.45	48257.82

Explanation

Law Fellow (1) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jessica	Santillo	Law Fellow TEMP	37.45	48257.82

Explanation

Law Fellow (2) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Samuel	Scheid	Law Fellow TEMP	37.45	48257.82

Explanation

Law Fellow (3) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jack	Marschke	Law Fellow TEMP	37.45	48257.82

Explanation

Law Fellow (4) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ava	Lau-Silveira	Law Fellow TEMP	37.45	48257.82

Explanation

Law Fellow (5) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Adriana	Barajas	Law Fellow TEMP	37.45	48257.82

Explanation

Law Fellow (6) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ira	Holston	Paralegal Supervisor	36.47	46987.89

Explanation

Paralegal Supervisor

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Yangmingyue	Li	Litigation Paralegal	32.52	41908.11

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Alexander	Dubin	Litigation Paralegal	32.52	41908.11

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Iara	Ried	Litigation Paralegal	34.99	45082.97

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Isra	Sebiaa	Senior Litigation Paralegal	36.96	47622.86

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Peter	Gaughan	Litigation Paralegal	33.02	42543.08

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jenna	Harris	Senior Litigation Paralegal	34.00	43813.03

Explanation

Senior Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Karen	Wolff	Supervising Social Worker	54.21	69846.85

Explanation

Supervising Social Worker

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Masami	Endo	Senior Caseworker	39.42	50797.71

Explanation

Senior Caseworker

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Brandon	Williams	Senior Caseworker	39.42	50797.71

Explanation

Senior Caseworker

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Lux	Crumpler	Litigation Caseworker	33.51	43178.05

Explanation

Litigation Caseworker

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Nicole	Tobor	Operations Associate	35.10	7230.27

Explanation

Operations Associate

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Alexis	Figueroa	Office OPS Manager	40.87	8418.81

Explanation

People Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Latashia	Mcfarland	Ops Associate	32.21	6636.01

Explanation

Ops Associate

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ankit	Jain	Grants Manager	51.92	10696.85

Explanation

Grants Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Yev	Kislyuk	Finance Manager	51.92	10696.85

Explanation

Finance Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Phoebe	Hua	Finance Associate	35.10	7230.27

Explanation

Finance Associate

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Abdullah	Sulaiman	Finance Associate	36.54	7527.41

Explanation

Finance Associate

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Frances	Rios	Data Assistant	33.17	6834.10

Explanation

Data Assistant

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Anja	Peterson	Triage Specialist (3)	34.50	44448.00

Explanation

Triage Specialist (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Temp Right to Counsel Coordinator (7)	34.50	44448.00

Explanation

Temp Right to Counsel Coordinator (7)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Executive Director	81.73	7247.18

Explanation

Executive Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Chief of Staff	64.90	6522.47

Explanation

Chief of Staff

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Krista	Alderson	Co-Interim Executive Director	67.31	6764.04

Explanation

Co-Interim Executive Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Angie	Aukee	Co-Interim Executive Director	67.31	6764.04

Explanation

Co-Interim Executive Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Helena	Saito	Data Systems Manager	60.10	12380.61

Explanation

Data Systems Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jason	Villaluz	Tech Support Analyst	36.06	7247.18

Explanation

Tech Support Analyst

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Finance Director	64.90	13371.06

Explanation

Finance Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Raymundo	Fortaleza	Financial Controller	43.27	8914.04

Explanation

Financial Controller

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Senior Grants Writer	40.00	10201.63

Explanation

Senior Grants Writer

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Grants Coordinator	30.29	6087.64

Explanation

Grants Coordinator

Salary Total

Salary Total	Total Amount
SALARY TOTAL	\$2,370,925.34

Explanation

Prorated Salaries and Wages for all the Litigation and Clinic staff as well as some relevant administrative staff

Fringe Benefits

Description	Total Amount
Fringe Benefits	569022.08

Explanation

Tax and Fringe billed at 24% of salary

Fringe Total	\$569,022.08
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Contractual Services

Service Type	Contractor Name	Total Amount
Other	AIDS Legal Referral Panel	495386.36

Explanation

Subgrantee's share of Topoff Funding

Service Type	Contractor Name	Total Amount
Other	Open Door Legal	468977.27

Explanation

Subgrantee's share of Topoff Funding

Service Type	Contractor Name	Total Amount
IT	Techbridge & Reporting Gurus	86086.96

Explanation

Buildout and maintenance cost related to Justice Server and SQL

Service Type	Contractor Name	Total Amount
Capacity Building	Careers For NP- Recruiting	182826.09

Explanation

Costs related to HR Recruitment fees

Service Type	Contractor Name	Total Amount
IT	UIS	77291.38

Explanation

IT and Tech support services

Service Type	Contractor Name	Total Amount
Professional	Mairi Mckeever	25000.00

Explanation

Audit charges

Service Type	Contractor Name	Total Amount
Professional	HR and Federal Compliance Attorneys	50000.00

Explanation

HR and Federal Compliance Attorneys

Contractual Service Total **\$1,385,568.06**

Equipment

Equipment Name/Description	Total Amount
Office Equipment and Furnishing	217391.30

Explanation

No individual piece of equipment is expected to exceed \$5,000. If one does exceed \$5,000, EDC will submit Form H as required. One time costs associated with furnishing and equipping the new office at 976 Mission St. to accommodate the nearly tripled EDC staff to service the multiple city contracts taken on since the beginning of the pandemic.

Equipment Name/Description	Total Amount
Security System	21739.13

Explanation

One time costs associated with installation of security system at the new office at 976 Mission St.

Equipment Name/Description	Total Amount
Office Equipment	49000.00

Explanation

Ongoing cost for regular replacement of office equipment, as well as equipment lease charges.

Equipment Name/Description	Total Amount
Computer supplies	31000.00

Explanation

Computer supplies

Equipment Total **\$319,130.43**

Space Rental

Description	Total Amount
Space Rental/Occupancy Costs	220889.36

Explanation

Prorated share of Rental cost for Mission St. office

Space Rental/Occupancy Costs Total **\$220,889.36**

Other

Description	Total Amount
Database	156639.21

Explanation

Cost associated with buildout and maintenance of Database

Description	Total Amount
Digital Marketing and Community Outreach	90217.39

Explanation

Costs associated with Digital Marketing and Community Outreach for the Tenant Right to Counsel program.

Description	Total Amount
Program Supplies	54582.76

Explanation

Supplies for program staff.

Description	Total Amount
Staff Training	43666.21

Explanation

Costs for ongoing staff training and development.

Description	Total Amount
Staff Travel	7218.84

Explanation

Cost for staff travel to various service locations including the courthouse.

Description	Total Amount
Utilities, Internet, and Telephone	241833.10

Explanation

Office Utilities, staff utility credit, monthly internet expense, and cloud telephone expense.

Description	Total Amount
Insurance	12008.21

Explanation

Insurance costs

Description	Total Amount
Litigation Expense	78878.28

Explanation

Litigation Expense

Description	Total Amount
Bar Fees	9989.90

Explanation

Bar Fees

Description	Total Amount
Administrative Costs	26086.96

Explanation

Administrative costs including temporary administrative consultants

Other Total	\$721,120.86
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Indirect Costs

Description	Total Amount
Indirect Costs	693343.87

Explanation

Please explain how this indirect rate is calculated, and how it is consistent with the agency's cost allocation plan.

Indirect cost @15% of all costs except the pass through funding to the contractors.

Indirect Costs Total	\$693,343.87
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