



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: **203981-23**

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

Strategy: **Tenant Right to Counsel**

Project Name: **Tenant Right to Counsel Lead Partner**

Grant Term: **July 1, 2023 – July 30, 2024**

Grant Agreement Amount: **\$5,111,504.00**

Current Year Grant Award
(one-time):

2023 CDBG	CDBG PI	Housing Trust Fund	Total Grant Award
\$1,168,999.00	\$220,000.00	\$3,722,505.00	\$5,111,504.00

For MOHCD Use Only:

Routing Notes (if applicable):

- Appendix B
- Updated Insurance in GMS - expiration date: March 15, 2024
- Audit Requirements in GMS - audit date: June 30, 2022

**AMENDMENT TO GRANT AGREEMENT BETWEEN
THE CITY AND COUNTY OF SAN FRANCISCO
AND
Eviction Defense Collaborative, Inc.
203981-23**

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 August 7, 2023, ("Grant Agreement"), pursuant to which the City agreed to grant to Grantee a total of \$5,111,504.00 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 \$5,111,504.00 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.”

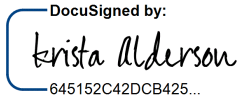
5. **Miscellaneous**: Except as expressly modified herein, the terms, covenants and conditions of the Grant Agreement shall remain in full force and effect. Capitalized terms used but not defined in this Amendment shall have the meanings set forth in the Grant Agreement. This Amendment constitutes the 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: 203981-23****Fund Source Information, Work Program and Project Budget****Grant Year: 2023-2024****Funding Source(s) Information:**

Funding Source Name	2023 CDBG	CDBG PI	Housing Trust Fund
Amount Granted by this Agreement	\$1,168,999.00	\$220,000.00	\$3,722,505.00
Total Amount Granted by Fund Source	\$1,168,999.00	\$220,000.00	\$3,722,505.00
Federal Award Identification Number (FAIN)	B-23-MC-06-0016		
Federal Award Date	July 1, 2023		
Total Amount of the Federal Award	\$18,808,788.00		
Federal Award Project Description	Community Development Block Grant program for the City and County of San Francisco for program year 2023-2024 to provide services for the low- and moderate-income community		
Federal Awarding Agency	U.S. Department of Housing and Urban Development		
CFDA Number and Name	14-218: Community Development Block Grant		
Award for R&D?			
Indirect Cost Rate for the Federal Award	10%		
Maximum Indirect Cost Rate between MOHCD/OEWD and Agency	10.00%	10.00%	15.00%

NARRATIVE**Eviction Defense Collaborative, Inc. - 203981-23 Tenant Right to Counsel Lead Partner**

VERSIONS OF THIS FORM

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 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. EDC is operating in a hybrid fashion, with in-person walk-in services available 4 days a week at our legal clinic. Services are available 5 days a week via email, phone and prior appointments. There is someone at our office every day who can direct tenants seeking in person services.

Right to Counsel Coordinators conduct intakes in order to connect tenants who are covered under TRC. 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 - as well as avoiding 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 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 and ethnic diversity within the city. Project results will

ACTIVITIES AND OUTCOMES

Eviction Defense Collaborative, Inc. - 203981-23 Tenant Right to Counsel Lead Partner

VERSIONS OF THIS FORM

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

400

Description

Full scope representation to tenants facing eviction.

Outcomes for Full-Scope Representation

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

Tenant stays.

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

Tenant moves out with safety net.

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

Tenant moves out.

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

Tenant stays

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

Post-Settlement Representation

Activity Goal: People

0

Description

Full scope representation of tenants post-settlement of eviction matter.

Outcomes for Post-Settlement Representation

Client Activity 3

Activity

Post-Judgment Representation

Activity Goal: People

0

Description

Post-judgment representation related to eviction.

Outcomes for Post-Judgment Representation

Client Activity 4

Activity

Limited-Scope Representation at Mandatory Settlement Conference

Activity Goal: People

60

Description

Limited scope representation in other eviction-related matter that is considered TRC services

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
Client Withdrew From Services	1

Outcome Description

Client withdrew from services

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

Outcome Description

Pro Per Defense

Client Activity 5

Activity

Limited-Scope Representation in Other Eviction Matter

Activity Goal: People

1

Description

Limited scope representation in other eviction-related matter.

Outcomes for Limited-Scope Representation in Other Eviction Matter

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
Tenant Evicted	1
Outcome Description	
Tenant Evicted	
Outcome	Outcome Goal: People
Resolved in Tenant's Favor	1
Outcome Description	
Resolved in Tenant's Favor	
Outcome	Outcome Goal: People
Other	1
Outcome Description	

Miscellaneous

Client Activity 6**Activity**

Pro Per Assistance - Answer/Responsive Pleading

Activity Goal: People

200

Description

EDC will provide assistance with an emergency answer as needed to avoid a default judgment. EDC will provide full answers for tenants who cannot be paired with a TRC attorney.

Outcomes for Pro Per Assistance - Answer/Responsive Pleading**Outcome** **Outcome Goal: People**

Default Judgment Prevented 1

Outcome Description

Default Judgment Prevented

Client Activity 7**Activity**

Pro Per Assistance - Post-Settlement

Activity Goal: People

1

Description

pro per assistance post-settlement

Outcomes for Pro Per Assistance - Post-Settlement**Outcome** **Outcome Goal: People**

Judgment Denied (Settlement Remains in Place) 1

Outcome Description

Settlement Remains in Place

Client Activity 8**Activity**

Counsel & Advice in Eviction Matter

Activity Goal: People

0

Description

Counsel and advice in eviction matter in a very limited capacity. For example, eviction process, notice stage, etc. EDC does not anticipate doing this however in an abundance of caution as we are unsure of what COVID holds for us and our overall budget for legal services this fiscal year, EDC is including this as a potential activity.

Outcomes for Counsel & Advice in Eviction Matter**Client Activity 9****Activity**

Referral to Pro Bono Full-Scope Representation

Activity Goal: People

0

Description

In its role as Lead Partner, EDC will triage tenants and run the developed algorithm to determine whether there are attorneys available in the TRC System for the tenant. EDC will provide sufficient information to the other LSO so that an initial conflicts check can be run. Once an organization has confirmed they have capacity and no conflicts, EDC will provide the tenant with the necessary information to connect with their full scope attorney. EDC will first look for whether other LSO's have capacity before determining whether EDC can accept the case for full scope rep.

Outcomes for Referral to Pro Bono Full-Scope Representation**Client Activity 10****Activity**

Referral to Contracted Full-Scope Representation

Activity Goal: People

0

Description

In its role as Lead Partner, EDC will triage tenants and run the developed algorithm to determine whether there are attorneys available in the TRC System for the tenant. EDC will provide sufficient information to the other LSO so that an initial conflicts check can be run. Once an organization has confirmed they have capacity and no conflicts, EDC will provide the tenant with the necessary information to connect with their full scope attorney. EDC will first look for whether other LSO's have capacity before determining whether EDC can accept the case for full scope rep. In the event neither EDC nor any of the LSOs is able to take a case, EDC may contract with outside counsel to provide full scope representation under TRC.

Outcomes for Referral to Contracted Full-Scope Representation**Client Activity 11****Activity**

Limited Service

Activity Goal: People

700

Description

We are unsure of how the continuing COVID pandemic will impact SF tenants and our overall funding, EDC is including this as a potential activity.

Outcomes for Limited Service

Outcome	Outcome Goal: People
Housing - Pre-UD	1

Outcome Description

Housing - Pre-UD

Outcome	Outcome Goal: People
Housing - UD	1

Outcome Description

Intakes processed by RTC Clinic including referrals, pro per help, etc...

Client Activity 12**Activity**

Triage - Imminent Loss of Housing

Activity Goal: People

0

Description

EDC does not anticipate doing this, however, in an abundance of caution as we are unsure of how the continuing COVID pandemic will impact SF tenants and our overall funding, EDC is including this as a potential activity.

Outcomes for Triage - Imminent Loss of Housing**Client Activity 13****Activity**

Administrative Advocacy at Rent Board Hearing

Activity Goal: People

0

Description

In an abundance of caution as we are unsure of how the continuing COVID pandemic will impact SF tenants and our overall funding, EDC is including this as a potential activity.

Outcomes for Administrative Advocacy at Rent Board Hearing**Client Activity 14****Activity**

Administrative Advocacy Seeking Determination by SFHA

Activity Goal: People

0

Description

In an abundance of caution as we are unsure of how the continuing COVID pandemic will impact SF tenants and our overall funding, EDC is including this as a potential activity.

Outcomes for Administrative Advocacy Seeking Determination by SFHA

Client Activity 15

Activity

Administrative Advocacy Challenging Determination by SFHA

Activity Goal: People

0

Description

In an abundance of caution as we are unsure of how the continuing COVID pandemic will impact SF tenants and and our overall funding, EDC is including this as a potential activity.

Outcomes for Administrative Advocacy Challenging Determination by SFHA

Client Activity 16

Activity

Administrative Advocacy in Response to SFHA Proposed Termination of Assistance

Activity Goal: People

0

Description

In an abundance of caution as we are unsure of how the continuing COVID pandemic will impact SF tenants and and our overall funding, EDC is including this as a potential activity.

Outcomes for Administrative Advocacy in Response to SFHA Proposed Termination of Assistance

Client Activity 17

Activity

Pro Per Assistance - Post-Judgment

Activity Goal: People

0

Description

In an abundance of caution as we are unsure of how the continuing COVID pandemic will impact SF tenants and and our overall funding, EDC is including this as a potential activity. Post judgment work is not included in the No Eviction Without Representation Act.

Outcomes for Pro Per Assistance - Post-Judgment

Client Activity 18

Activity

Direct Financial Assistance

Activity Goal: People

0

Description

EDC will provide direct financial assistance to tenants at risk of eviction.

Outcomes for Direct Financial Assistance

Non-Client Activities: Tenant Right to Counsel

CLIENTS AND NEIGHBORHOODS**Eviction Defense Collaborative, Inc. - 203981-23 Tenant Right to Counsel Lead Partner**

VERSIONS OF THIS FORM

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

700

Projected # of Unduplicated Clients by Strategy

Strategy	Number of Unduplicated Clients in this Strategy
Tenant Right to Counsel	700
Sum of Unduplicated Clients by Strategy	
	700

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	15
Neighborhood	Number of Unduplicated Clients in this Neighborhood
Chinatown	30
Neighborhood	Number of Unduplicated Clients in this Neighborhood
Excelsior	30
Neighborhood	Number of Unduplicated Clients in this Neighborhood
Financial District/South Beach	15

Neighborhood Glen Park	Number of Unduplicated Clients in this Neighborhood 30
Neighborhood Golden Gate Park	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Haight Ashbury	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Hayes Valley	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Inner Richmond	Number of Unduplicated Clients in this Neighborhood 10
Neighborhood Inner Sunset	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Japantown	Number of Unduplicated Clients in this Neighborhood 10
Neighborhood Lakeshore	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Lincoln Park	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Lone Mountain/USF	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Marina	Number of Unduplicated Clients in this Neighborhood 15

Neighborhood McLaren Park	Number of Unduplicated Clients in this Neighborhood 30
Neighborhood Mission	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Mission Bay	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Nob Hill	Number of Unduplicated Clients in this Neighborhood 10
Neighborhood Noe Valley	Number of Unduplicated Clients in this Neighborhood 10
Neighborhood North Beach	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Oceanview/Merced/Ingleside	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Outer Mission	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Outer Richmond	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Pacific Heights	Number of Unduplicated Clients in this Neighborhood 30
Neighborhood Portola	Number of Unduplicated Clients in this Neighborhood 15

Neighborhood Potrero Hill	Number of Unduplicated Clients in this Neighborhood 15
Neighborhood Presidio	Number of Unduplicated Clients in this Neighborhood 10
Neighborhood Presidio Heights	Number of Unduplicated Clients in this Neighborhood 10
Neighborhood Russian Hill	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Seacliff	Number of Unduplicated Clients in this Neighborhood 5
Neighborhood South of Market	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Sunset/Parkside	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Tenderloin	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Treasure Island	Number of Unduplicated Clients in this Neighborhood 20
Neighborhood Twin Peaks	Number of Unduplicated Clients in this Neighborhood 5
Neighborhood Visitacion Valley	Number of Unduplicated Clients in this Neighborhood 20

Neighborhood	Number of Unduplicated Clients in this Neighborhood
West of Twin Peaks	5
<hr/>	
Neighborhood	Number of Unduplicated Clients in this Neighborhood
Western Addition	20
<hr/>	
Sum of Unduplicated Clients in Neighborhoods	700
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BUDGET**Eviction Defense Collaborative, Inc. - 203981-23 Tenant Right to Counsel Lead Partner**

VERSIONS OF THIS FORM

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

[EDC TRC Base MTDC FY23-24.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
\$5,111,504.00	\$5,111,504.00

Summary

Budget Summary

Line Item		Total
Salary	\$2,171,862.79	
Fringe	\$521,247.07	
Contractual Services	\$1,152,351.42	
Equipment	\$75,000.00	
Space Rental	\$202,343.52	
Other	\$436,763.90	
Indirect Costs	\$551,935.30	
Total	\$5,111,504.00	

Salaries

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Clinic Supervisor and Program Coordinator	39.42	46532.74

Explanation

Clinic Supervisor and Program Coordinator

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Arianas	Campos-Reese	Triage Specialist (1)	36.96	43624.45

Explanation

Triage Specialist (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Johnathon	Crespin	Triage Specialist (2)	32.52	38389.51

Explanation

Triage Specialist (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Anja	Peterson	Triage Specialist (3)	34.50	40716.15

Explanation

Triage Specialist (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Dana	Huffstutler	Senior RTC Coordinator	35.48	41879.47

Explanation

Senior RTC Coordinator

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Morgan	Wakefield	Right to Counsel Coordinator (1)	33.02	38971.17

Explanation

Right to Counsel Coordinator (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Tim	Coltman	Right to Counsel Coordinator (2)	34.99	41297.81

Explanation

Right to Counsel Coordinator (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jaimie	Diaz	Right to Counsel Coordinator (3)	33.51	39552.83

Explanation

Right to Counsel Coordinator (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Namita	Murthy	Right to Counsel Coordinator (4)	33.51	39552.83

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 (5)	34.50	40716.15

Explanation

Right to Counsel Coordinator (5)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Megan	Duong	Right to Counsel Coordinator (6)	33.02	38971.17

Explanation

Right to Counsel Coordinator (6)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Anja	Peterson	Temp Right to Counsel Coordinator (7)	34.50	40716.15

Explanation

Temp Right to Counsel Coordinator (7)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Diego	Zamora-Salazar	Temp Right to Counsel Coordinator (8)	34.00	40134.49

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 (9)	33.02	38971.17

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	87248.89

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	63982.52

Explanation

Deputy Director of Litigation

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jonathan	Weaver	Supervising Litigation Attorney	43.10	50874.55

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	57002.61

Explanation

Community Outreach Senior Litigation Attorney

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Daniel	O'Connell	Senior Litigation Attorney (1)	49.28	58165.93

Explanation

Senior Litigation Attorney (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jason	Hain	Senior Litigation Attorney (2)	47.80	56420.95

Explanation

Senior Litigation Attorney (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Sarah	Hinks	Senior Litigation Attorney (3)	41.85	49396.30

Explanation

Senior Litigation Attorney (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jacqueline	Patton	Senior Litigation Attorney (4)	45.83	54094.31

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	50604.36

Explanation

Litigation Staff Attorney (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Marie	Ezra	Litigation Staff Attorney (2)	40.41	47696.06

Explanation

Litigation Staff Attorney (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Antonia	Bethel	Litigation Staff Attorney (3)	41.89	49441.04

Explanation

Litigation Staff Attorney (3)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Veena	Bansal	Litigation Staff Attorney (4)	37.49	44250.85

Explanation

Litigation Staff Attorney (4)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Claire	Lavaute	Litigation Staff Attorney (5)	41.39	48859.38

Explanation

Litigation Staff Attorney (5)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ysabelle	Orillos	Law Fellow (1) TEMP	37.45	44206.10

Explanation

Law Fellow (1) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jessica	Santillo	Law Fellow (2) TEMP	37.45	44206.10

Explanation

Law Fellow (2) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Samuel	Scheid	Law Fellow (3) TEMP	37.45	44206.10

Explanation

Law Fellow (3) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jack	Marschke	Law Fellow (4) TEMP	37.45	44206.10

Explanation

Law Fellow (4) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ava	Lau-Silveira	Law Fellow (5) TEMP	37.45	44206.10

Explanation

Law Fellow (5) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Adriana	Barajas	Law Fellow (6) TEMP	37.45	44206.10

Explanation

Law Fellow (6) TEMP

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ira	Holston	Paralegal Supervisor	36.47	43042.79

Explanation

Paralegal Supervisor

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Jenna	Harris	Senior Litigation Paralegal	34.00	40134.49

Explanation

Senior Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Isra	Sebiaa	Senior Litigation Paralegal	36.96	43624.45

Explanation

Senior Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Yangmingyue	Li	Litigation Paralegal	32.52	38389.51

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Alexander	Dubin	Litigation Paralegal	32.52	38389.51

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Iara	Ried	Litigation Paralegal	34.99	41297.81

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Peter	Gaughan	Litigation Paralegal	33.02	38971.17

Explanation

Litigation Paralegal

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Karen	Wolff	Supervising Social Worker	54.21	63982.52

Explanation

Supervising Social Worker

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Masami	Endo	Senior Caseworker (1)	39.42	46532.74

Explanation

Senior Caseworker (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Brandon	Williams	Senior Caseworker (2)	39.42	46532.74

Explanation

Senior Caseworker (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Lux	Crumpler	Litigation Caseworker	33.51	39552.83

Explanation

Litigation Caseworker

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Krista	Alderson	Co-Interim Executive Director	67.31	6196.13

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	6196.13

Explanation

Co-Interim Executive Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Executive Director	81.73	6638.71

Explanation

Executive Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Chief of Staff	64.90	5974.84

Explanation

Chief of Staff

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Brison	Blackwell	Director of Operations	51.92	9798.74

Explanation

Director of Operations

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Alexis	Figueroa	Office OPS Manager	40.87	7711.97

Explanation

Office OPS Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Latashia	Mcfarland	Ops Associate	32.21	6078.85

Explanation

Ops Associate

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Nicole	Tobor	Ops Associate	35.10	6623.22

Explanation

Ops Associate

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Helena	Saito	Data Systems Manager	60.10	11341.14

Explanation

Data Systems Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Tech Support Analyst	36.06	6638.71

Explanation

Tech Support Analyst

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Finance Director	64.90	12248.43

Explanation

Finance Director

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Yev	Kislyuk	Finance Manager	51.92	9798.74

Explanation

Finance Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Financial Controller	43.27	8165.62

Explanation

Financial Controller

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Phoebe	Hua	Finance Associate (1)	35.10	6623.22

Explanation

Finance Associate (1)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Abdullah	Sulaiman	Finance Associate (2)	36.54	6895.41

Explanation

Finance Associate (2)

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Ankit	Jain	Grants Manager	49.52	9345.10

Explanation

Grants Manager

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
TBD	TBD	Grants Coordinator	30.29	5576.52

Explanation

Grants Coordinator

Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Frances	Rios	Data Assistant	33.17	6260.31

Explanation

Data Assistant

Salary Total

Salary Total	Total Amount
SALARY TOTAL	\$2,171,862.79

Explanation

Prorated program and admin salary

Fringe Benefits

Description	Total Amount
Fringe Benefits	521247.07

Explanation

Fringe benefits at 24%

Fringe Total	\$521,247.07
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Contractual Services

Service Type	Contractor Name	Total Amount
Other	AIDS Legal Referral Panel	490000.00

Explanation

TRC Subcontractor was included in original proposal

Service Type	Contractor Name	Total Amount
Other	Open Door Legal	390000.00

Explanation

TRC Subcontractor was included in original proposal

Service Type	Contractor Name	Total Amount
Professional	Mairi Mckeever	50000.00

Explanation

TRC Program Specialist. Subcontractors were pre-approved in 22-23 by MOHCD.

Service Type	Contractor Name	Total Amount
Professional	TBD	70000.00

Explanation

HR and Federal Compliance Attorneys. Form H will be provided upon procurement of professional service that exceed the thresholds.

Service Type	Contractor Name	Total Amount
Capacity Building	Careers for NonProfits	33258.26

Explanation

Staff Recruitment expenses. Subcontractors were pre-approved in 22-23 by MOHCD.

Service Type	Contractor Name	Total Amount
IT	Techbridge & Reporting Gurus	65172.55

Explanation

Database management services. Subcontractors were pre-approved in 22-23 by MOHCD.

Service Type	Contractor Name	Total Amount
IT	UIS	53920.61

Explanation

IT Support services. Subcontractors were pre-approved in 22-23 by MOHCD.

Contractual Service Total

\$1,152,351.42

Equipment	
Equipment Name/Description	Total Amount
Office Equipment and Furnishing	40000.00
Explanation	
Various Office equipment and Furnishing. No single piece of equipment is expected to exceed \$5,000. If it does, we will provide Form H prior to procurement.	
Equipment Name/Description	Total Amount
Equipment Lease	5000.00
Explanation	
Equipment lease for copiers etc.	
Equipment Name/Description	Total Amount
Computer supplies	30000.00
Explanation	
Laptops, desktops, computer peripherals and supplies for new and existing staff. No single piece of equipment is expected to exceed \$5,000. If it does, we will provide Form H prior to procurement.	
Equipment Total	\$75,000.00
Space Rental	
Description	Total Amount
Space Rental/Occupancy Costs	202343.52
Explanation	
Rental for 976 Mission St.	
Space Rental/Occupancy Costs Total	\$202,343.52
Other	
Description	Total Amount
Insurance	11000.00
Explanation	
Insurance	
Description	Total Amount
Internet	10000.00
Explanation	
Internet	
Description	Total Amount
Telephone	10000.00
Explanation	
Telephone	
Description	Total Amount
Utilities	200000.00
Explanation	
Power, Water, Heating, Sewage and other utilites	
Description	Total Amount
Office Supplies	50000.00
Explanation	
Office Supplies	

Description	Total Amount
Client Assistance	50000.00

Explanation

Client Assistance

Description	Total Amount
Staff Training and development	40000.00

Explanation

Staff Training and development

Description	Total Amount
Litigation Expense	50000.00

Explanation

Litigation Expense

Description	Total Amount
Bar Fees	9151.15

Explanation

Bar Fees

Description	Total Amount
Staff travel	6612.75

Explanation

Staff travel

Other Total	\$436,763.90
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Indirect Costs

Description	Total Amount
Indirect Costs	551935.30

Explanation

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

Per attached spreadsheet (MTDC Calculation)

Indirect Costs Total	\$551,935.30
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