



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	February 13, 2026
Subject	Grant Agreement Approval: Open Door Legal Universal Legal Services

<i>Agreement Information</i>	
FSP#	1000037714
Provider	Open Door Legal
Program Name	Universal Legal Services
Agreement Action	Original Agreement
Agreement Term	February 15, 2026 to June 30, 2027

Agreement Amount

New	Contingency¹	Total Not to Exceed (NTE)
\$4,736,917	\$947,383	\$5,684,300

<i>Funding Information</i>	
Funding Sources²	100% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Open Door Legal for the provision of Universal Legal Services for the period of February 15, 2026 to June 30, 2027. This new agreement is for new services.

Background

Populations who are homeless or at high-risk of homelessness lack access to legal services. Eviction defense can prevent homelessness, but the most vulnerable tenants often do not have formal leases, and landlords often do not go through the formal eviction process. Additionally, other types of legal issues such as wage theft and family law issues, can result in homelessness if unresolved. Open Door legal provides universal civil legal services to prevent and resolve homelessness by eliminating barriers and addressing housing, safety, and income security issues that can cause homelessness across all areas of civil law.

This program aligns with HSH's Home By the Bay Strategic Plan, supporting Goal 5: Preventing Homelessness.

¹ Contingency only applied total budgeted amount.

² The funding sources listed reflect current and future years.

*Grant Agreement Approval: Open Door Legal | Universal Legal Services***Services to be Provided**

The purpose of the grant is to provide civil legal services to all populations, with an emphasis on families and transitional age youth, who are experiencing homelessness, marginally housed, and/or at imminent risk of homelessness. Grantee will provide services to 600 households annually with a budgeted staff of 9.36 full time equivalent (FTE).

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness.

Agreement Materials

- HOC Approval Package
 - Appendix A, Services to be Provided
 - Appendix B, Budget



**Appendix A, Services to be Provided
by
Open Door Legal
Universal Legal Services**

I. Purpose of Grant

The purpose of the grant is to provide legal advocacy services to the served population. The goal is to use civil legal services to prevent and resolve homelessness by removing barriers and addressing issues related to housing, safety and income security. These services shall encompass all applicable areas of civil law to mitigate factors that contribute to homelessness.

II. Served Population

Grantee shall serve all populations, with an emphasis on families and transitional age youth (TAY), who are experiencing homelessness, marginally housed, and/or at imminent risk of homelessness meets the program eligibility requirements.

III. Referral and Prioritization

Grantee shall provide services to households referred by the Department of Homelessness and Supportive Housing (HSH) partner organizations, community or faith-based organizations, or through self-referral.

Participation in homelessness prevention services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide services to the total number of clients as described in Appendix B, Budget ("Number Served" tab). Grantee shall provide legal assistance to clients, including but not limited to, the services listed below.

- A. Training and Coordination: Grantee shall provide training to partner agencies on screening tool(s) and developing pathways for referrals from Coordinated Entry Access Points, Prevention and Problem-Solving providers and other referral sources.
- B. Intake and Assessment: Grantee shall evaluate the merits of legal issues of all referrals and if applicable provide emergency assistance on client's claims. Grantee will determine most cost-effective path to resolution and achieving client's goal.
- C. Full Scope Legal Representation: Grantee shall provide full scope civil legal services for assessed cases that meet eligibility criteria. Categories of civil cases include housing, employment, benefits, domestic violence/family law, immigration and criminal expungements. Grantee shall provide representation through resolution in the applicable venue (i.e.: superior court, rent board etc.) with the goal of achieving a positive outcome for the client, based on intake assessment.
- D. Documentation: Grantee shall assist clients in obtaining documentation necessary for the resolution of their claim.

- E. Referral and Coordination: Grantee shall provide referrals to needed services, such as credit repair, or other legal representation not covered by this Agreement.
- F. Expansion: Grantee shall expand its services in the Tenderloin, Mission, and SOMA neighborhoods and will include a service site in the Tenderloin neighborhood and an office in the Mission neighborhood.
- G. Pilot: Grantee shall explore developing a pilot with Home Match to provide legal services for seniors enrolled as hosts in their program. Grantee will recruit panel attorneys to work as subcontractors if they have a conflict of interest. The pilot will be at least 12 months in duration.

V. Location and Time of Services

- A. Grantee shall provide services at the following locations on Monday through Friday, from 10:00 am to 12:00 pm and 1:00 pm to 4:00 pm:
 1. 4634 3rd Street, San Francisco 94124;
 2. 60 Ocean Avenue, San Francisco 94112;
 3. 1113 Fillmore Street, San Francisco 94115;
 4. 1722 Irving Street, San Francisco 94122; and
 5. At a to-be-agreed upon site in the Mission
- B. Grantee will also provide services at partner locations upon mutual agreement with HSH and the partner agency.

VI. Service Requirements

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Grant Plan, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.

B. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
2. Data entered in the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

C. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:

<https://hsh.sfgov.org/get-information/one-system/>

Appendix A to G-100

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4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

D. Critical Incident:

Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- G. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- H. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

- I. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards².
- J. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- K. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- L. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
 - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 - 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- M. Record Keeping and Files:
 - 1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System³ and maintain hard copy files with eligibility, including homelessness verification documents.
 - 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

VII. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall complete 90 percent of intake assessments for referrals and determine eligibility for full scope legal services within 30 days of intake appointment.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

² Including, but not limited to Shelter Standards of Care, as applicable:

https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200

³ HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD

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- A. 75 percent of full scope legal representation cases closed within the reporting period received a resolution classified as a provable positive outcome, as recorded in the ONE System. Provable positive outcome is defined as ODL achieving a tangible benefit for the client household such as obtaining assets, reducing debt, retaining housing, securing a restraining order, obtaining immigration documentation, or other beneficial result. This outcome must be supported by case-related documentation, such as a settlement agreement, court order, or similar official record.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	2/15/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2026	6/30/2027	2						
6	Amended Term	2/15/2026	6/30/2027	2						
7	Provider Name	Open Door Legal								
8	Program	Universal Legal Services								
9	FSP Contract ID#	1000037714								
10										
11										
12	NUMBER SERVED				Year 1	Year 2				
13	Service Component				2/15/2026 - 6/30/2026	7/1/2026 - 6/30/2027				
14	Full Scope Cases				150	600				
15										
16										
17										
18										
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	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	2/15/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/15/2026	6/30/2027	2
6	Amended Term	2/15/2026	6/30/2027	2
7	Provider Name	Open Door Legal		
8	Program	Universal Legal Services		
9	F\$P Contract ID#	1000037714		
10				
11	SITE LOCATIONS			
12	Site Name	Address		
13	Bayview	4643 3rd St., San Francisco, CA 94124		
14	Excelsior	60 Ocean Ave., San Francisco, CA 94112		
15	Sunset	1722 Irving St., San Francisco, CA 94122		
16	Western Addition	1113 Fillmore St., San Francisco, CA 94115		
17	Tenderloin	330 Ellis St., San Francisco, CA 94102		
18	Mission	TBD		
19				
20				
21				

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
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6	Amended Term	2/15/2026	6/30/2027	2
7	Provider Name	Open Door Legal		
8	Program	Universal Legal Services		
9	F\$P Contract ID#	1000037714		
10				
11	APPROVED SUBCONTRACTORS			
12	None			
13				
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	A	B	C	D	E	F	G	H	I	J	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
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8	Program	Universal Legal Services										
9	FSP Contract ID#	1000037714										
10	Contract Action	New Agreement										
11	Effective Date	2/15/2026										
12	Budget Name	Prop C										
13	Funding:	Current	New	20%								
14	Term Budget	\$ -	\$ 4,736,917									
16	Total Budget	\$ -	\$ 4,736,917									
17	Contingency	\$ -	\$ 947,383									
18	Not-To-Exceed (NTE)	\$ -	\$ 5,684,300									
19												
20												
21												
22												
23												
24	EXPENDITURES											
25	Salaries & Benefits	\$ -	\$ 1,058,071	\$ 1,058,071	\$ -	\$ 2,373,523	\$ 2,373,523	\$ 3,431,594				
26	Operating Expenses	\$ -	\$ 96,300	\$ 96,300	\$ -	\$ 249,800	\$ 249,800	\$ 346,100				
27	Subtotal	\$ -	\$ 1,154,371	\$ 1,154,371	\$ -	\$ 2,623,323	\$ 2,623,323	\$ 3,777,694				
28	Indirect Percentage											
29	Indirect Cost	\$ -	\$ 173,374	\$ 173,374	\$ -	\$ 393,877	\$ 393,877	\$ 567,251				
30	Other Expenses (Not Eligible for Indirect %)	\$ -	\$ 65,172	\$ 65,172	\$ -	\$ 326,800	\$ 326,800	\$ 391,972				
31	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
32	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
33	TOTAL EXPENDITURES	\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ 4,736,917				
34												
35	HSH REVENUES*											
36	Prop C	\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ 4,736,917				
55	TOTAL HSH REVENUES	\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ 4,736,917				
56												
57	OTHER REVENUES (NON-HSH)											
62	TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
63												
64	TOTAL HSH + OTHER REVENUES	\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ 4,736,917				
65	Total Adjusted Salary FTE (All Budgets)	29.36		29.36	20.98		20.98					
66	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -		\$ -					
67												
68	Approved by:	Adrian Tirtanadi										
69	Title:	Executive Director										
70	Phone Number:	415-735-4121										
71	Email:	Adrian@opendoorlegal.org										
72												
73	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-											
74	planning purposes. All program budgets at any given year are subject to Mayoral / Board of											
75	Supervisors discretion and funding availability, and are not guaranteed. For further information,											
	please see Article 2 of the G-100 Grant Agreement document.											

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18																						
19					Year 1			Year 2			All Years											
20					2/15/2026 - 6/30/2026	2/15/2026 - 6/30/2026	2/15/2026 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	2/15/2026 - 6/30/2027	2/15/2026 - 6/30/2027	2/15/2026 - 6/30/2027									
21					5 Months	5 Months	5 Months	12 Months	12 Months	12 Months												
22							New			New			New									
23	EXPENDITURES																					
24	Salaries & Benefits				\$ -	\$ 1,058,071	\$ 1,058,071	\$ -	\$ 2,373,523	\$ 2,373,523	\$ -	\$ 3,431,594	\$ 3,431,594									
25	Operating Expenses				\$ -	\$ 96,300	\$ 96,300	\$ -	\$ 249,800	\$ 249,800	\$ -	\$ 346,100	\$ 346,100									
26	Subtotal				\$ -	\$ 1,154,371	\$ 1,154,371	\$ -	\$ 2,623,323	\$ 2,623,323	\$ -	\$ 3,777,694	\$ 3,777,694									
27	Indirect Percentage				15.00%		15.00%	15.00%		15.00%												
28	Indirect Cost				\$ -	\$ 173,374	\$ 173,374	\$ -	\$ 393,877	\$ 393,877	\$ -	\$ 567,251	\$ 567,251									
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30	Capital Expenditures				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
31	Admin Cost (HUD Agreements Only)					\$ -			\$ -		\$ -	\$ -	\$ -									
32	TOTAL EXPENDITURES				\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ -	\$ 4,736,917	\$ 4,736,917									
33																						
34	HSH REVENUES* (Select)																					
35	Prop C					\$ 1,392,917	\$ 1,392,917		\$ 3,344,000	\$ 3,344,000	\$ -	\$ 4,736,917	\$ 4,736,917									
54	TOTAL HSH REVENUES				\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ -	\$ 4,736,917	\$ 4,736,917									
55																						
56	OTHER REVENUES (NON-HSH) (Select)																					
61	TOTAL OTHER REVENUES				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
62																						
63	TOTAL HSH + OTHER REVENUES				\$ -	\$ 1,392,917	\$ 1,392,917	\$ -	\$ 3,344,000	\$ 3,344,000	\$ -	\$ 4,736,917	\$ 4,736,917									
64	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -									
65																						
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73																						
74	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.																					
75																						
76																						

	A	B	C	D	E	F	G	H	I	J	K
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFITS DETAIL										
4	Document Date	2/15/2026									
5	Provider Name	Open Door Legal									
6	Program	Universal Legal Services									
7	F\$P Contract ID#	1000037714									
8	Budget Name	Prop C									
9											
10											
11		Year 1									
12		Agency Totals		For HSH Funded Program		2/15/2026 - 6/30/2026	2/15/2026 - 6/30/2026	2/15/2026 - 6/30/2026			
13						5 Months	5 Months	5 Months			
14						New					
15		POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE
16	Housing Attorneys	\$ 97,000	4.00	39%	1.56		\$ 151,320	\$ 151,320	\$ 97,000	4.38	
17	Probate Attorney	\$ 97,000	1.00	20%	0.20		\$ 19,400	\$ 19,400	\$ 97,000	1.00	
18	Immigration Law Attorney	\$ 97,000	1.00	20%	0.20		\$ 19,400	\$ 19,400	\$ 97,000	1.00	
19	Community Law Attorneys	\$ 97,000	2.00	20%	0.40		\$ 38,800	\$ 38,800	\$ 97,000	2.00	
20	Employment Attorney	\$ 97,000	1.00	20%	0.20		\$ 19,400	\$ 19,400	\$ 97,000	1.00	
21	Family Law Attorneys	\$ 97,000	2.00	20%	0.40		\$ 38,800	\$ 38,800	\$ 97,000	2.00	
22	Paralegals	\$ 88,000	6.00	20%	1.20		\$ 105,600	\$ 105,600	\$ 88,000	6.00	
23	Frontline Partners	\$ 87,000	7.00	35%	2.45		\$ 213,150	\$ 213,150	\$ 87,000	7.00	
24	Social Worker	\$ 85,000	1.00	25%	0.25		\$ 21,250	\$ 21,250	\$ 85,000	1.00	
25	Managing Attorneys	\$ 106,000	6.00	40%	2.40		\$ 254,400	\$ 254,400	\$ 106,000	6.00	
26	Director of Legal Services	\$ 151,500	1.00	10%	0.10		\$ 15,150	\$ 15,150	\$ 151,500	1.00	
59	TOTAL SALARIES:						\$ -	\$ 896,670	\$ 896,670		
60	TOTAL FTE :		9.36								
61	FRINGE BENEFIT RATE:						18.00%		18.00%		
62	EMPLOYEE FRINGE BENEFITS:						\$ -	\$ 161,401	\$ 161,401		
63	TOTAL SALARIES & BENEFITS:						\$ -	\$ 1,058,071	\$ 1,058,071		

	A	B	L	M	N	O	P	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	SALARY & BENEFITS DETAIL									
4	Document Date	2/15/2026								
5	Provider Name	Open Door Legal								
6	Program	Universal Legal Services								
7	FSP Contract ID#	1000037714								
8	Budget Name	Prop C								
9										
10										
11			Year 2					All Years		
12			For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	2/15/2026 - 6/30/2027	2/15/2026 - 6/30/2027	2/15/2026 - 6/30/2027
13					12 Months	12 Months	12 Months			
14							New			New
15	POSITION TITLE		% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
16	Housing Attorneys		100%	4.38		\$ 424,860	\$ 424,860	\$ -	\$ 576,180	\$ 576,180
17	Probate Attorney		100%	1.00		\$ 97,000	\$ 97,000	\$ -	\$ 116,400	\$ 116,400
18	Immigration Law Attorney		100%	1.00		\$ 97,000	\$ 97,000	\$ -	\$ 116,400	\$ 116,400
19	Community Law Attorneys		100%	2.00		\$ 194,000	\$ 194,000	\$ -	\$ 232,800	\$ 232,800
20	Employment Attorney		100%	1.00		\$ 97,000	\$ 97,000	\$ -	\$ 116,400	\$ 116,400
21	Family Law Attorneys		100%	2.00		\$ 194,000	\$ 194,000	\$ -	\$ 232,800	\$ 232,800
22	Paralegals		50%	3.00		\$ 264,000	\$ 264,000	\$ -	\$ 369,600	\$ 369,600
23	Frontline Partners		40%	2.80		\$ 243,600	\$ 243,600	\$ -	\$ 456,750	\$ 456,750
24	Social Worker		100%	1.00		\$ 85,000	\$ 85,000	\$ -	\$ 106,250	\$ 106,250
25	Managing Attorneys		40%	2.40		\$ 254,400	\$ 254,400	\$ -	\$ 508,800	\$ 508,800
26	Director of Legal Services		40%	0.40		\$ 60,600	\$ 60,600	\$ -	\$ 75,750	\$ 75,750
59	TOTAL SALARIES:				\$ -	\$ 2,011,460	\$ 2,011,460	\$ -	\$ 2,908,130	\$ 2,908,130
60	TOTAL FTE :			20.98						
61	FRINGE BENEFIT RATE:				18.00%		18.00%			
62	EMPLOYEE FRINGE BENEFITS:				\$ -	\$ 362,063	\$ 362,063	\$ -	\$ 523,464	\$ 523,464
63	TOTAL SALARIES & BENEFITS:				\$ -	\$ 2,373,523	\$ 2,373,523	\$ -	\$ 3,431,594	\$ 3,431,594

	A	B	C	D	E	F	G	H	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	OPERATING DETAIL									
4	Document Date	2/15/2026								
5	Provider Name	Open Door Legal								
6	Program	Universal Legal Services								
7	F&P Contract ID#	1000037714								
8	Budget Name	Prop C								
9										
10			Year 1			Year 2			All Years	
11			2/15/2026 - 6/30/2026	2/15/2026 - 6/30/2026	2/15/2026 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	2/15/2026 - 6/30/2027	2/15/2026 - 6/30/2027
12			5 Months	5 Months	5 Months	12 Months	12 Months	12 Months		
13					New			New		
14	OPERATING EXPENSES		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change
15	Rental of Property			\$ 32,000	\$ 32,000		\$ 80,000	\$ 80,000	\$ -	\$ 112,000
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)			\$ 6,000	\$ 6,000		\$ 15,000	\$ 15,000	\$ -	\$ 21,000
17	Office Supplies, Postage			\$ 8,800	\$ 8,800		\$ 22,000	\$ 22,000	\$ -	\$ 30,800
18	Building Maintenance Supplies and Repair			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Printing and Reproduction			\$ 1,720	\$ 1,720		\$ 4,300	\$ 4,300	\$ -	\$ 6,020
20	Insurance			\$ 21,200	\$ 21,200		\$ 53,000	\$ 53,000	\$ -	\$ 74,200
21	Staff Training			\$ 23,500	\$ 23,500		\$ 59,300	\$ 59,300	\$ -	\$ 82,800
22	Staff Travel - (Local & Out-of-Town)			\$ 3,080	\$ 3,080		\$ 7,700	\$ 7,700	\$ -	\$ 10,780
23	Rental of Equipment			\$ -	\$ -		\$ 8,500	\$ 8,500	\$ -	\$ 8,500
61										
62	TOTAL OPERATING EXPENSES		\$ -	\$ 96,300	\$ 96,300	\$ -	\$ 249,800	\$ 249,800	\$ -	\$ 346,100
63										
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)									
65	Telecommunications			\$ 7,000	\$ 7,000		\$ 17,000	\$ 17,000	\$ -	\$ 24,000
66	Technology			\$ 32,000	\$ 32,000		\$ 80,000	\$ 80,000	\$ -	\$ 112,000
67	Library			\$ 922	\$ 922		\$ 2,300	\$ 2,300	\$ -	\$ 3,222
68	Litigation			\$ 25,250	\$ 25,250		\$ 227,500	\$ 227,500	\$ -	\$ 252,750
90										
91	TOTAL OTHER EXPENSES		\$ -	\$ 65,172	\$ 65,172	\$ -	\$ 326,800	\$ 326,800	\$ -	\$ 391,972
92										
93	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		
2	APPENDIX B, BUDGET		
3	OPERATING DETAIL		
4	Document Date	2/15/2026	
5	Provider Name	Open Door Legal	
6	Program	Universal Legal Services	
7	FSP Contract ID#	1000037714	
8	Budget Name	Prop C	
9			
10			
11			2/15/2026 - 6/30/2027
12			
13			New
14	OPERATING EXPENSES		Budgeted Expense
15	Rental of Property		\$ 112,000
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 21,000
17	Office Supplies, Postage		\$ 30,800
18	Building Maintenance Supplies and Repair		\$ -
19	Printing and Reproduction		\$ 6,020
20	Insurance		\$ 74,200
21	Staff Training		\$ 82,800
22	Staff Travel - (Local & Out-of-Town)		\$ 10,780
23	Rental of Equipment		\$ 8,500
61			\$ -
62	TOTAL OPERATING EXPENSES		\$ 346,100
63			
64	<u>OTHER EXPENSES (Not Eligible for Indirect Cost %)</u>		
65	Telecommunications		\$ 24,000
66	Technology		\$ 112,000
67	Library		\$ 3,222
68	Litigation		\$ 252,750
90			
91	TOTAL OTHER EXPENSES		\$ 391,972
92			
93	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE					
			Fiscal Year			
4	Prop C		FY25-26			
			<u>Adjusted</u>			
5	<u>Salaries & Benefits</u>		<u>Budgeted</u>	<u>Budgeted</u>		
			<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Housing Attorneys		1.56	\$ 151,320	Provides legal representation and counsel in housing-related matters to ensure stable and safe housing outcomes for clients. Advises clients on their rights and options, prepares and reviews legal documents, and represents clients in negotiations and court proceedings as appropriate. Handles cases related to eviction defense, housing stability, and tenant protections, and collaborates with program staff to deliver timely, client-centered legal services. All work is carried out using a trauma-informed and culturally responsive approach.	Staff time and costs were estimated based on the level of effort required to complete project deliverables. Allocations reflect the anticipated hours needed for direct services, project management, and reporting to ensure successful implementation of the proposed
6	Probate Attorney		0.20	\$ 19,400	Provides legal representation and counsel in probate and estate-related matters, including administration of estates, trust proceedings, and related court filings. Advises clients on their rights and responsibilities, prepares and reviews legal documents, and represents clients in probate proceedings as needed. Collaborates with program staff to ensure timely, accurate, and client-centered service delivery, and carries out all work using a trauma-informed and culturally responsive approach, particularly when working with grieving or vulnerable clients.	Staff time and costs were estimated
7	Immigration Law Attorney		0.20	\$ 19,400	Responsible for conducting intakes and managing a caseload across a full spectrum of immigration matters. Provides legal advice and representation in family-based petitions, naturalization, adjustment of status, affirmative asylum, U and T visa applications, VAWA, and Special Immigrant Juvenile Status (SIJS) claims. Delivers services in Spanish and practices trauma-informed, culturally humble care to ensure accessible, client-centered support for immigrant communities.	Staff time and costs were estimated
8	Community Law Attorneys		0.40	\$ 38,800	Represents and advises people in civil litigation (consumer protection, debt collection defense, bankruptcy, torts, special education advocacy, and real property law), employment law (wage and hour, wrongful termination, harassment and discrimination claims), or public benefits (Social Security Disability Insurance, Supplemental Security Income, unemployment insurance, CAPI, and state disability claims)	Staff time and costs were estimated
9	Employment Attorney		0.20	\$ 19,400	Responsible for managing our employment and public benefit law practices at ODL, which advises and represents people in matters relating to both employment law and public benefits, including: unemployment insurance applications and appeals with the EDD, recovery of unpaid wages (especially through small claims court), discrimination litigation, reinstatement or benefits, removal of barriers to employment, and DLSE administrative hearing, SSDI/SSI applications and appeals, and spending down when public benefit recipients get a settlement or inheritance. These areas help advance the rights and protections of older adults and the disabled. As the senior attorney, she is responsible for managing the team's performance and legal outcomes, long-term strategy and capacity-building for the team, and participating in external partnerships.	Staff time and costs were estimated
10	Family Law Attorneys		0.40	\$ 38,800	Provides legal services, including conducting and participating in client intakes for dissolution, child custody, visitation, child support, domestic violence, and guardianship matters. Responsibilities include representing survivors at child support and Domestic Violence Restraining Order (DVRO) hearings in San Francisco, as well as preparing legal documents such as financial disclosures, declarations, and Marital Settlement Agreements (MSAs) through thorough research, organization, and client collaboration.	Staff time and costs were estimated
11						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE					
			Fiscal Year			
4	Prop C		FY25-26			
			<u>Adjusted</u>	<u>Budgeted</u>		
5	<u>Salaries & Benefits</u>		<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Paralegals		1.20	\$ 105,600	Provides legal and administrative support within the assigned practice area to ensure the effective delivery of client-centered legal services. Assists attorneys with case preparation, including drafting and organizing documents, filings, service of process, investigations, and discovery. Conducts client intakes, maintains case files, and communicates with clients and external partners as needed. Supports program operations by tracking deadlines and ensuring compliance with procedural requirements. All work is carried out using a trauma-informed, culturally responsive approach.	Staff time and costs were estimated
12	Frontline Partners		2.45	\$ 213,150	Serves as the primary point of contact for all potential and current clients at each Open Door Legal office, ensuring a welcoming and accessible experience. Responsibilities include scheduling client intakes, collecting documentation, assisting with intake screening forms, providing referrals to social service agencies, and completing follow-up tasks. Frontline Partners deliver trauma-informed, disability-accommodating, and culturally humble support. In the Bayview and Excelsior offices, bilingual Spanish-speaking Frontline Partners enhance accessibility for Spanish-speaking clients. All Frontline Partners also engage in community outreach and cultivate referral relationships with local community-based organizations.	Staff time and costs were estimated
13	Social Worker		0.25	\$ 21,250	Ensures the provision of client-centered and supportive case management to individuals and families engaged in legal services. Conducts client assessments, strategy, and ensures clients connection to internal and community-based resources to address social, emotional, and practical needs that may impact legal outcomes. Collaborates closely with attorneys and support staff to support holistic service delivery, crisis response, and client stability to achieve desired legal outcomes. All work is carried out using a trauma-informed, culturally responsive approach that promotes client safety, dignity, and self-determination.ons.	Staff time and costs were estimated
14	Managing Attorneys		2.40	\$ 254,400	Ensures the provision of legal services and supportive case management to individuals and families engaged in legal services. Oversees client assessments and legal strategy, to achieve desired legal outcomes.	Staff time and costs were estimated
15	Director of Legal Services		0.10	\$ 15,150	Responsible for ensuring the quality and effectiveness of all legal program services, including full-scope representation, brief services, and client support. Provides strategic leadership in program operations, collaborates with the executive team on organizational planning, and serves as a liaison to relevant board committees, including participation in board meetings to support governance and mission alignment.	Staff time and costs were estimated
16						
48	TOTAL		9.36	\$ 896,670		
49	Employee Fringe Benefits		18%	\$ 161,401	Includes FICA, SSUI, Workers Compensation and Medical calculated at 18% of total salaries.	
50	TOTAL SALARIES & BENEFITS			\$ 1,058,071		
51						
			<u>Budgeted</u>			
52	<u>OPERATING EXPENSES</u>		<u>Expense</u>		<u>Justification</u>	<u>Calculation</u>
	Rental of Property		\$	32,000	Represents the allocated portion of rent for the Bayview, Western Addition, Excelsior, and Sunset offices (including a new office in the Mission - do not invoice until site is identified).	Based on prorated FTE time & efforts
53						
	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$	6,000	Includes allocated utility expenses for our office locations, such as electricity, water, gas, internet, and waste services.	Based on prorated FTE time & effort
54						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE					
			Fiscal Year			
4	Prop C		FY25-26			
			<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
5	Salaries & Benefits		<u>Budgeted</u>	<u>Salary</u>		
			<u>FTE</u>			
55	Office Supplies, Postage			\$ 8,800	Represents the allocated cost of general office supplies, including paper and postage.	Based on prorated FTE time & effort
57	Printing and Reproduction			\$ 1,720	Represents the allocated cost of printing materials for client services	Based on prorated FTE time & effort
	Insurance			\$ 21,200	Reflects the organization's allocated costs for comprehensive insurance coverage, including general liability, workers' compensation, automobile, and sexual misconduct and molestation insurance. These policies are critical to ensuring legal compliance, mitigating operational risks, and protecting staff, clients, and organizational assets. Coverage supports the safe delivery of services and reinforces our commitment to accountability and organizational resilience.	Based on prorated FTE time & effort
58	Staff Training			\$ 23,500	Includes allocated expenses related to staff and attorney professional development, such as California State Bar dues, legal training events, conferences, and resource materials. This line item also supports onboarding and foundational training for newly hired attorneys to ensure they are fully prepared to provide high-quality legal services. Trainings include both internal sessions hosted by Open Door Legal and external opportunities—such as webinars and public conferences—that fulfill Continuing Legal Education (CLE) requirements for attorneys.	Based on prorated FTE time & effort
59	Staff Travel - (Local & Out-of-Town)			\$ 3,080	Includes costs associated with staff travel between the office and court locations or client residences, including Lyft rides, public transportation fares, and parking fees.	Based on prorated FTE time & effort
60						
100						
101	TOTAL OPERATING EXPENSES			\$ 96,300		
102	Indirect Cost		15.0%	\$ 173,374		
103						
104						
105	OTHER EXPENSES (Not Eligible for Indirect Cost %)			<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
	Telecommunications			\$ 7,000	Includes allocated costs for staff phone reimbursements (\$30/month) and Dialpad, our business phone service. Dialpad provides all staff and volunteers with a dedicated business line accessible via mobile app and integration with Salesforce, enabling secure communication and retention of text and call records for proper client documentation.	Based on prorated FTE time & effort
106	Technology			\$ 32,000	Part of our mission to provide universal access includes leveraging sophisticated technology to be more efficient, and we've invested heavily in our CMS, built on the Salesforce platform. This expense, along with other hosted software's is crucial to our success.	Based on prorated FTE time & effort
107	Library			\$ 922	Includes costs for legal reference and research materials, primarily Westlaw subscriptions, which are essential to ensuring high-quality legal services and maintaining compliance with professional standards.	Based on prorated FTE time & effort
108	Litigation			\$ 25,250	Represents a range of costs incurred directly in the course of client representation. While many clients qualify for fee waivers based on income, certain expenses remain that are not covered by the client or applicable waivers. These may include filing fees, process server charges, language translation services, records requests, and virtual court appearance fees (e.g., CourtCall). In cases that proceed to litigation, additional costs may arise, such as court reporter fees, transcript requests, deposition expenses, and investigative services.	Based on prorated FTE time & effort
109						
121	<u>Subcontractors:</u>					
132						
133	TOTAL OTHER EXPENSES			\$ 65,172		
134						