

# KANSAS LEGAL SERVICES

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**NATHAN ELLIOTT**  
President, Board of Directors

**MATTHEW D. KEENAN**  
Executive Director

June 17, 2024

Access to Justice Grant  
Attn: Jeff Peter  
Office of Judicial Administration  
301 West 10th Street, Room 337  
Topeka, KS 66612-1507

Access to Justice Committee:

Please find enclosed Kansas Legal Services' Access to Justice Fund grant proposal for State Fiscal Year 2025 and all supporting documents. Kansas Legal Services, Inc. is requesting a total of \$803,306 in Access to Justice Funds. This includes \$477,965 for programs that will provide legal counsel in domestic and other civil legal matters; \$128,894 for legal assistance to self-represented litigants at Help Centers; \$75,000 for a statewide Access to Justice Advice Line; \$60,406 for Alternative Dispute Resolution Services; and \$61,041 for the operation of the Guardian *ad Litem* Support Center.

Our programs are designed to lessen the burden imposed on the Kansas District Courts by self-represented litigants and to make the court system more accessible to Kansans with low incomes. Access to Justice Funds received by Kansas Legal Services will be used statewide in order to make legal and mediation services more accessible to low income persons in all 105 Kansas counties. Access to Justice funds are an increasingly critical component in our effort to maintain the availability of direct legal assistance to low income Kansans as the demand for free legal aid has increased.

Kansas Legal Services will continue to be a cooperative and accountable recipient of Access to Justice funding. We will work cooperatively with the Office of Judicial Administration to regularly evaluate and improve the quality of services provided by Access to Justice funded programs.

Please note that we have attached original and copies of letters of support that we have received. Other individuals may be sending their letters of support directly to the Office of Judicial Administration.

All Access to Justice funds will be used solely for the activities specified in the grant proposal. KLS will not expend any funds for any activity prohibited by the Legal Services Corporation Act, 42 U.S.C. 2996 et seq. or by Public Law 104-134.



**Kansas Legal Services**

We are legal aid in Kansas, providing equal access to justice for the most vulnerable Kansans.  
[kansaslegalservices.org](http://kansaslegalservices.org)

Access to Justice Committee  
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If additional information would be helpful please contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Matthew", with a long horizontal flourish extending to the right.

Matthew D. Keenan  
Executive Director

Enclosures

MK/tks

**SFY 2025 ACCESS TO JUSTICE GRANT REQUEST**

**ORGANIZATION:** Kansas Legal Services, Inc.  
712 South Kansas Avenue, Suite 200  
Topeka, Kansas 66603  
785.233.2068  
[www.kansaslegalservices.org](http://www.kansaslegalservices.org)

**KLS DESCRIPTION:** We are legal aid in Kansas, providing equal access to justice for the most vulnerable Kansans.

**CONTACT PERSON(S):** Matthew K. Keenan, Executive Director,  
[keenanm@klsinc.org](mailto:keenanm@klsinc.org)  
Jim Murphy, Chief Financial Officer,  
[murphyj@klsinc.org](mailto:murphyj@klsinc.org)  
Theresa K. Shively, Director of Research and Program Development, [tkshively@klsinc.org](mailto:tkshively@klsinc.org)

**SERVICE AREA:** Kansas, statewide.

**AMOUNT REQUESTED:** \$803,306 Total

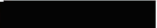
\$477,965 Legal Assistance including advice, representation, brief service

\$128,894 Help Centers

\$75,000 Advice Line

\$61,041 Guardian ad Litem Support Center

\$60,406 Alternative Dispute Resolution Services

**TAX ID NUMBER:** 

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form**

1. Project Title: Legal Advice and Representation
2. Project Narrative

Kansas Legal Services, Inc. (KLS) worked closely with the staff of the Kansas Bar Association and the Office of Judicial Administration to have the Access to Justice Fund included in House Bill 3033, passed by the 1996 Kansas Legislature. KLS also collaborated with the University of Kansas School of Law, the Kansas Trial Lawyers Association and many other organizations to create this important source of funding for civil legal services for low income Kansans. Kansas Legal Services assisted the Office of Judicial Administration during the 2000 Kansas Legislature to ensure inclusion of funding for the Guardian *Ad Litem* Support Center as an additional component of the Access to Justice Fund.

The 2013 Kansas Legislature shifted docket fees from a Legislature-established Access to Justice Fund to the Judicial Branch starting in FY 2014. This shift was based on recommendations from the Kansas Supreme Court's Blue Ribbon Commission. Since that time, the distribution of the Access to Justice Funds has been determined by the Court. KLS has applied for ATJ funding every year since its inception, and has been awarded ATJ Funds every year.

The Access to Justice Fund is to be used for the purpose of making grants for operating expenses to programs, including dispute resolution programs, which provide access to the Kansas civil justice system for persons who would otherwise be denied access to civil justice. It further specifies that such programs may provide legal assistance to self-represented litigants, legal counsel for civil and domestic matters, and other legal services in accordance with grant guidelines promulgated by the Supreme Court of Kansas.

With Access to Justice funding, KLS employs an integrated system of direct legal service delivery through several avenues of referrals. First, when clients are referred by the Courts to the Access to Justice Advice Line, the Advice Line Attorney may determine that the client needs more extensive legal services than brief advice. The Advice Line Attorney can make a referral for extended

representation directly to one of the 11 KLS field office locations. Secondly, KLS staff providing legal assistance through court-based self-help centers may help a self-represented litigant (SRL) whose legal needs go beyond what the SRL can accomplish without the help of an attorney. The KLS attorney may recommend that the SRL apply for extended representation through KLS to resolve the legal issue. Thirdly, significant parts of Kansas are legal deserts with few private attorneys and with no court legal self-help centers yet available for low income persons wishing to get legal assistance or to represent themselves. These persons often go to their local court with questions about their legal problems. Judges or court personnel may recommend that person go into their local KLS office and apply for services. Or the person may self-refer by walking into a local KLS office and completing an application for assistance.

Kansas Legal Services has been able to significantly increase services to low income Kansans as a result of Access to Justice funding. Although clients seeking legal assistance in family law matters have benefited from Access to Justice funding, KLS has been able to serve a significant number of clients in civil matters other than family law; primarily with debt collection, consumer and housing matters. The funding provided by the Access to Justice Fund has enabled KLS to make significant progress toward meeting more of the legal needs of low income Kansans.

The demand for free civil legal assistance in Kansas is greater than ever. The Access to Justice Fund has been invaluable in ensuring that Kansas Legal Services meets that demand. Representing vulnerable individuals and families goes to the very heart of the American legal system by promoting the belief that everyone should have access to justice. Equal Access to Justice is the primary mission of Kansas Legal Services.

During the first three quarters of State Fiscal Year 2024 (SFY24), KLS provided services to 912 clients seeking advice or representation in family law matters with Access to Justice Funds. Of the 912 clients served, 834 persons received legal advice and 78 were provided legal representation. Access to Justice funded 1,063 cases involving civil matters other than family law during State Fiscal Year 2024. Of these 1,063 clients, 969 were advised and 94 were provided legal representation. Many more would benefit from representation but funding levels limit this.

Many low income Kansans served by ATJ funding for extended legal representation are first referred to KLS field offices by the Access to Justice Advice Line Attorney. The Advice Line began operation on February 7, 1997. After the KLS Central Intake Unit screens the callers to the Advice Line, the Access to Justice Advice Line Attorney triages the legal problem of the caller and considers the priority of the problem identified. If extended representation is needed, and the applicant meets the income qualifications for Access to Justice representation set at 150% of the Federal Poverty Level, the caller is referred to the appropriate field office for further services. The Access to Justice Advice Line Attorney submits the application directly to the field office for the referred individual.

KLS believes that most, if not all, of the persons provided advice or full representation under the Access to Justice grant would otherwise be self-represented litigants. A clear interest has been expressed by the District Courts in having this service. The nature of this assistance depends upon the needs of each Court and individual clients. Services vary from drafting orders to giving advice or, when appropriate, providing representation rather than the client continuing as a self-represented litigant.

Several thousand self-represented litigants a year access divorce forms through the KLS website, which, when added to the persons who apply to KLS for direct legal assistance in family law cases, adds up to tens of thousands of Kansans who are helped by KLS directly and indirectly to resolve family law issues. Divorce is the number one form accessed from the website. We directly serve thousands of applicants experiencing domestic violence through advice and representation through ATJ and many other funding sources. Although we have other sources to help fund these efforts, we depend on Access to Justice funding as a valuable resource that helps us meet the great demand.

The KLS website's maintenance and updating is funded by the Legal Services Corporation. KLS has a dedicated page on its website for free forms and many other topic-specific pages with links to free forms, legal education and "Frequently Asked Questions" components. The free legal forms page is the second most used page on the website (after the homepage), viewed an average of over 4,400 times a month. The number of users may be three to four times this figure when one considers that free legal forms are placed on multiple pages of the website, depending on the legal category.

KLS currently provides divorce pleadings for couples that are based on the forms that the Judicial Council created and the Supreme Court approved. The upkeep of forms takes some effort such as updating filing fees or statutory language changes. In addition, the demand for more forms for self-represented litigants continues to grow. KLS provides opportunities for feedback from users on many pages to determine whether or not users are finding useful information and locating the forms that they need. Many times, users of the forms will realize they need an attorney for a more complex issue than could be handled through self-representation.

In 2014, KLS created an online application posted on the public website, to allow the low income public to apply for legal assistance at their convenience, also available in Spanish. The online application is an alternative to dialing the Application Line if the applicant has conflicts with the Application Line's hours, or wants the convenience of applying in privacy and at their own pace. The online application is available after business hours and on weekends and holidays. KLS can handle online intakes more efficiently than telephone applications. All information provided in online applications is confirmed by telephone before services are provided.

Historically, KLS research has found domestic, housing, debt collection and consumer law matters to be the areas of greatest unmet need among low income Kansans. KLS completed a comprehensive legal needs assessment in 2020 to evaluate needs as well as get feedback from Kansans on if and how the pandemic affected their lives. KLS plans on initiating another statewide needs assessment in summer, 2024.

The top four needs reported by consumers in the KLS 2020 legal needs assessment were problems with housing, debt collection, barriers to employment and/or housing; and domestic abuse or violence. A significant number of professionals and Court personnel (about two thirds of each) named domestic abuse and/or protection orders as the number one legal issue facing low income Kansans. The legal needs identified by consumers, professionals and Court personnel are the types of legal issues addressed with Access to Justice funding.

Family and debt collection/consumer problems were among the top legal issues cited by all households in the last four KLS legal needs assessments – in 2004, 2011, 2015 and 2020. KLS's continued focus on family, housing and consumer law is a much-needed response to these urgent

legal matters. The majority of service providers surveyed described KLS as having a unique ability to offer free, *direct* advice and representation.

A 2023 study on the benefits of legal assistance in domestic violence cases found that while self-help options were shown to decrease public costs, they only had a minimal impact on the safety and stability of individuals who participated in them. Conversely, full legal representation consistently resulted in improvement in individual situations for safety and stability and overall societal benefit. This suggests that those creating civil legal assistance programs should aim to provide full representation when possible. While self-help options and partial representation are better than no assistance, full representation is going to provide the most consistent positive results (Anderson, K., 2023, University of South Dakota).

KLS has seen an increase in cases of low income persons experiencing persistent legal barriers to safe and affordable housing, family supporting employment and debt collection abuses by collectors. Unfair debt collection tactics are against the law, and many Kansans do not find this out until a KLS attorney assisted in obtaining debt relief for their issue. Thousands of cases that KLS has handled and resolved in the past few years have made life-changing, positive impacts on families across Kansas.

In addition to legal needs assessments and database-recorded outcomes, KLS takes the lead from the Access to Justice Committee and our own experience with clients to determine what legal needs are continuing, emerging and affecting the quality of life for Kansans. We use this information to inform our strategic planning and set priorities for case acceptance.

3. Funding Amount Requested

The total requested for this project is \$477,965.

Legal Assistance, Advice, Representation, and Brief Service is estimated to be \$477,965 in Access to Justice Funds. A separate budget and narrative is attached to the application.

4. If your proposed project aligns with one or more of the grant priority areas referenced in section II(e) above, please list which area(s) and explain how your projects fits that area:



The funding from ATJ enables KLS to provide legal services through attorneys and paralegals in our eleven field office locations providing free direct services statewide.

The priorities to be met through this project include:

Priority 1. Full or limited scope pro bono legal services for litigants involved in Kansas district court proceedings.

This project proposes KLS will provide direct legal services at no cost to clients within priorities and focus on family, housing, debt collection and consumer issues through attorneys and paralegals in our field office locations. The project proposes to provide advice, information and representation throughout Kansas.

Priority 2. Scalable projects that utilize innovative strategies for providing legal information and brief legal advice to large numbers of district court patrons, particularly in quick moving limited civil actions cases.

KLS proposes to continually expand availability of accurate, up-to-date legal information through the KLS website and social media campaigns as well as through media outlets and public events in its eleven field office locations across the state.

Priority 6. Projects that focus on addressing unmet legal needs and do not duplicate existing services for which other funds are available.

KLS has historically focused on addressing unmet legal needs since its inception in 1977 and is the only statewide law firm that provides free civil legal assistance to low income Kansans, covering all 105 counties. KLS conducts legal needs assessments every four or five years to ascertain any legal needs that are not being met for vulnerable individuals in Kansas.

Through regular statewide video conferences, KLS staff discuss emerging trends or notable barriers within their jurisdictions in order to assess and address the needs of our clients.

KLS field offices hold regular advisory council meetings that include an appraisal of client needs. Client-eligible individuals are recruited to serve on these advisory councils. Specific legal needs or service gaps identified in any of these forums are communicated in regular KLS management meetings.

KLS will follow the guidance of OJA on prioritizing services if a revision is needed.

5. What types of cases will this project address (e.g., domestic, eviction, debt collection)?

This project will provide free direct legal assistance by KLS attorneys and paralegals in family law, consumer law, for survivors of domestic violence, precarious housing issues for Kansas renters, persons with serious barriers to employment and housing that can be resolved with legal assistance, settling unfair debt collection activities, other consumer disputes, and other civil legal issues needing resolution..

6. Is this project new? If not, how long has this project been in existence?

The Access to Justice Fund has been a part of KLS' core activities since it was first awarded in December, 1996.

7. If you have operated a project of this type in the past, please list statistical or other data that identifies the project's track record of success.

KLS has applied for ATJ funding since the funding began in 1996, and has been awarded ATJ funding for 28 years. KLS has reported on all funded activities in accordance with ATJ reporting requirements. KLS has met its proposed goals and outcomes, and assisted thousands of Kansans with their legal needs through this project, with needs met through a combination of direct legal assistance, legal education and supportive resources for self-represented litigants.

8. What eligibility criteria will you apply to determine who will receive services through your project?

KLS will adhere to the eligibility criteria stated on page 2 of the ATJ FY2025 Grant Application Packet, under "II. Eligibility Standards," A. 3. a. & b.

3. The applicant must certify that it will use grant funds to provide services to individuals and families that meet the following income qualifications:

- a. For programs or projects that provide brief legal advice or information for pro se litigants, individuals and families at any income level.
- b. For all other programs or projects, individuals and families must be at or below 150% of the Federally established poverty level.

KLS receives a major portion of its funding from the Legal Services Corporation (LSC), which requires eligibility requirements for service that include an income at or below 125% of the Federal Poverty Level as well as an attestation of legal U.S. citizenship status. KLS is prohibited by LSC funding from providing assistance to undocumented immigrants. This project will follow the requirements listed on page 2 of the ATJ Grant Application Packet that specify persons served with direct legal assistance have incomes at or below 150% of the Federal Poverty Level. Other funded programs at KLS are project-specific and do not have the leeway of ATJ to serve a variety of legal needs. ATJ gives KLS the ability to meet a wide range of unmet legal needs in domestic, housing, consumer and other areas.

9. How many people do you expect to serve through this project during the grant period?

With funding through this project in SFY25, KLS will provide legal assistance as follows:

Approximately 2,100 individuals will receive legal advice outside of a self-help center setting and an additional 250 persons will be provided extended legal representation. Advice and representation will be provided in family law matters and with other civil legal matters, primarily debt collection, housing and consumer protection issues.

This project will support the equivalent of 2.80 Attorney FTE for legal assistance (advice, representation, brief service).

This project will support the equivalent of 1.95 Paralegal FTE for legal assistance (advice, representation, brief service).

This project will support the equivalent of 0.70 Clerical FTE for legal assistance (advice, representation, brief service).

10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?

KLS prioritizes services for those clients who are in the greatest need. The needs range from low to no income levels, those in immediate crisis (i.e., fleeing domestic violence, facing eviction) and those needing legal remedies to obtain employment and housing security. KLS will continue

communicating with the Courts to get input on emerging legal issues and if priorities are meeting the needs of clients. KLS will be guided by priorities set by, and the direction provided, by OJA.

11. If you are proposing offering services at a self-help center, please list the district court self-help center locations(s) and number of hours you would provide at the center on a monthly basis.

This section is not applicable.

12. If you are willing to provide remote legal services at district self-help centers throughout the state, please list the number of hours you would provide on a monthly basis.

This section is not applicable.

13. How will the project's results be evaluated?

KLS will comply with all reporting requirements detailed in the ATJ FY 2025 Grant Application Packet on pages 3 and 4 under "III. Proposal Guidelines," C. Evaluation: 1 through 2.

This project will be evaluated through data collected and retained in the case management database, LegalTrek, which is used to manage every KLS case. The data includes demographics (income, age, gender, race, ethnicity, marital status, family size, contact information) of clients served, actual service provided (description and hours spent), and outcomes of services in extended representation cases. Clients are given the opportunity to complete a satisfaction survey about their experience with KLS, either online or in a paper copy. The measure of success for this project is to meet the goal of number of persons served and resolution of the legal matter through advice and/or representation.

14. Have you ever received Access to Justice Grant funds for this project in the past? If so, identify the year(s) in which funds were received, the number of persons served through the project in the relevant year.

KLS has applied for funding from the Access to Justice Fund from the inception of the Fund and has been awarded funding each year since December, 1996. Funding has been continuous from December, 1996, through every state fiscal year. Funding varied by year depending on docket fees collected or funds appropriated by the Legislature.

Year	Advice Domestic Advocacy	Representation Domestic Advocacy	Advice Other Advocacy	Representation Other Advocacy	Advice Pro Se**	Representation Pro Se**
1997*	3,255	768	896	11	516	199
1998	4,251	1,550	1,887	48	448	216
1999	3,364	798	2,201	85	388	343
2000	3,359	1,071	3,826	229	338	71
2001	4,561	1,129	3,817	182	624	179
2002	4,451	963	1,959	141	505	67
2003	3,097	553	2,359	366	358	87
2004	3,949	737	2,491	273	535	79
2005	2,972	798	1,514	202	590	143
2006	2,872	679	1,404	193	389	97
2007	3,334	775	1,323	211	124	114
2008	2,456	482	1,110	107	550	90
2009	2,095	480	1,583	145		
2010	2,621	434	1,791	131		
2011	2,308	446	1,237	106		
2012	2,077	380	1,041	93		
2013	2,059	333	917	80		
2014	1,720	367	862	70		
2015	1,818	297	1,008	72		
2016	1,333	342	597	91		
2017	1,068	269	647	82		
2018	869	225	628	107		
2019	1,014	202	513	148		
2020	728	141	563	93		
2021	551	119	491	40		
2022	1,070	222	591	63		
2023	1,140	168	1,408	112		
2024	834	78	969	94		

\*1997 was a 13 month year

\*\*Pro Se Assistance was no longer a stand-alone project after 2008. All those served under ATJ would have been pro se except for the services provided by these funds.

15. What is the total estimated cost for this project during the grant period from all funding sources?

Access to Justice Funds total \$477,965 and all other sources total \$3,750,452.

16. If this project will not be fully funded by ATJ grant funds, what are your other sources of funding for the project?

Sources of other funding include Legal Services Corporation, Interest on Lawyer's Trust Account (IOLTA), various United Ways, various city/county grants, and Victim of Crime Act grant. However, these sources of funding have limitations on who can be served through such as persons at or below 125% of poverty, victims of crime, or county specific areas.

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form  
Legal Assistance**

17. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts.

Item	ATJ	Other	Total
Personnel Costs			
Professional salaries	305,592	2,417,757	2,723,349
Support Salaries	25,248	244,182	269,430
Employee Benefits	91,061	705,538	796,599
Total Personnel Costs	421,901	3,367,477	3,789,378
Non-personnel Costs			
Capital Expenditures	0	0	0
Non-capital Expenditures	33,282	33,132	66,414
Supplies	1,995	58,480	60,475
Travel	1,034	77,063	78,097
Insurance	3,851	27,607	31,458
Audit	523	32,172	32,695
Telephone/Communications	1,484	60,376	61,860
Other	13,895	94,145	108,040
Total Non-personnel Costs	56,064	382,975	439,039
<b>Total</b>	<b>477,965</b>	<b>3,750,452</b>	<b>4,228,417</b>

Other sources of funding includes funding from the Legal Services Corporation which is limited to persons at or below 125% percent of the Federal Poverty Level.

Victims of Crime Act funding is limited to providing services to victims of crime.

United Way, IOLTA, and local city/county grants are restricted to specific purposes or location.

**Access to Justice - Advice, Representation, Brief Service**  
**\$477,965**

18. Budget narrative – explain how you will use the requested funds for each of the categories shown below. If a category does not apply, write “N/A.” If you will use funds to pay salaries, include the names and titles of employees or contractors who will be funded through the grant (if known).

a. Personnel Costs

i. Professional Salaries

Candace Bridgess, Managing Attorney, Hays, Hutchinson, Salina  
Ty Wheeler, Project Director (Attorney), Emporia  
Alexandra English, Managing Attorney, Kansas City  
Corinne Petrik, Managing Attorney, Manhattan and Seneca  
Clifford Lee, Managing Attorney, Pittsburg  
Brynn Blair, Managing Attorney, Topeka  
Rhonda Sullivan, Managing Attorney, Wichita  
Attorneys in all 11 field offices.  
This project will support the equivalent of 2.80 FTE.

Paralegals in Emporia, Hutchinson, Kansas City, Manhattan, Pittsburg, Topeka  
and Wichita  
This project will support the equivalent of 1.95 FTE.

ii. Support Salaries -

Secretarial staff in all 11 offices.  
This project will support the equivalent of 0.70 FTE.

iii. Employee Benefits

Employee benefits include FICA, Unemployment Tax (.1% of the first \$14,000 in wages), Retirement (2% of Salaries), Health Insurance (\$830 per month x FTE x 12 months), Worker’s Compensation (0.07% x FTE), Long Term Disability (0.49% of Salaries), and Group Life Insurance (\$7.00 per month x FTE x 12 months).

b. Non-personnel Costs

i. Capital expenditures  
N/A

ii. Non-capital expenditures

Office space, parking, utilities, and maintenance for the project (\$449.87 x 5.45 FTE x 12 months). Equipment rental is for the rental costs associated with photocopiers in each office (\$59.04 x 5.45 FTE x 12 months).

iii. Supplies

Includes general office supplies such as paper and envelopes needed for the general operation of the program. Postage includes postage which will be used for the project. Printing costs includes general copies and outreach materials (\$30.51 x 5.45 FTE x 12 months).



- iv. Travel  
Program travel expenses are for mileage to court appearances and client visits (2,200 miles x \$0.47 per mile).
- v. Insurance  
General Insurance coverage for the project ( $\$31.05 \times 5.45 \text{ FTE} \times 12 \text{ months}$ ) and Malpractice Insurance ( $\$650.00 \times 2.80 \text{ Attorney FTE} \times 12 \text{ months}$ ).
- vi. Audit  
Share of Audit expenses ( $\$8.00 \times 5.45 \text{ FTE} \times 12 \text{ months}$ )
- vii. Telephone/Communications  
Telephone costs are basic charges for the employees which includes the internet and phone service for employees in each office ( $\$22.69 \times 5.45 \text{ FTE} \times 12 \text{ months}$ ).
- viii. Other  
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law ( $\$25.96 \times 5.45 \text{ FTE} \times 12 \text{ months}$ ). The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials ( $\$77.16 \times 5.45 \text{ FTE} \times 12 \text{ months}$ ). It also includes litigation & translation expenses (\$2,000), membership and registration fees (\$1,498), consulting fees and advertising ( $\$55.86 \times 5.45 \text{ FTE} \times 12 \text{ months}$ ).



## Kansas Judicial Branch Access to Justice Grant Project Proposal Form

1. Project Title: Kansas Legal Services Legal Assistance at Self-Help Centers

2. Project Narrative:

The civil justice gap leaves millions of Americans without legal assistance to navigate the complex civil legal system. Self-help centers play a pivotal role in expanding access and bridging the justice gap. Self-help centers empower litigants and benefit the courts by reducing reliance on clerks, improving legal filings, and enhancing litigant preparedness.

Utilizing funding from various resources other than ATJ, Kansas Legal Services has been instrumental in the establishment of court-based self-help centers in many locations around the state. Starting in 2017 within the 4<sup>th</sup> Judicial District, KLS created a self-help homepage for a computer that was set up for use by self-represented litigants in the Courthouse in Ottawa. In addition to the 4<sup>th</sup> Judicial District, KLS has set up self-help homepages for public use computers in county courthouses in the 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 29<sup>th</sup> districts. These pages are hosted on the KLS website and KLS staff keep the links up-to-date. Information on a range of legal issues and free forms is provided in live links, as well as links to the Judicial Branch Self-Help webpage and the Judicial Council Forms webpage. Also included are links specific to the judicial district. KLS hosts self-represented litigants homepages for the Lyon County Law Library and the KLS – Kansas City field office that are in the same format as the District Court homepages.

KLS will continue to be a resource for courts who want KLS to host a homepage for an online self-help center option for the public. If requested by any District Court, we will provide an online homepage customized for the jurisdiction with their preferences of content, for a dedicated public use computer in the courthouse. Using KLS resources in court-based help centers makes sense. We have ready access to resources, including Supreme Court-approved forms, and we monitor and update our website and free legal forms.

In addition to online resources for self-represented litigants, KLS provides direct legal services by locating KLS staff at District Court self-help centers funded by ATJ grants. The recognition of the need for legal self-help centers located in courthouses has sparked a growing movement

in Kansas. Over the past two or three decades, the number of self-represented litigants (SRLs) has grown significantly. SRLs often demand information and answers to legal questions from court personnel. The courts realized that frustrated court personnel needed help to meet the needs of SRLs without giving legal advice. Legal self-help centers in Kansas are in an evolving framework for persons needing to find legal information and resources for self-representing.

Currently, we provide KLS attorney or pro bono time through nine county self-help centers: Douglas, Ellis, Franklin, Harvey, Johnson, Miami, Sedgwick, Thomas and Wyandotte Counties. KLS also provides KLS staff assistance at the self-help center in Butler County, paid through ATJ funding in the category listed in the FY 24 Award Agreement, page 2, Schedule of District Court Self-Help Center Visits, “i. 16 hours of remote service available to self-help centers on an as-needed basis.” Services vary from drafting orders to giving advice or, when appropriate, providing representation rather than the client continuing as a self-represented litigant. Through ATJ funding, we propose to broaden this project to provide assistance in three more self-help centers in Geary, McPherson and Sumner Counties, and provide remote legal services to self-represented litigants in Bourbon, Dickinson and Lyon Counties.

Self-help centers are geared for the needs of each District Court. KLS field offices work with the courts to determine what set-up for services works best for the specific jurisdiction. This can range from serving walk-in traffic, scheduling appointments at the self-help center with clients in advance, or providing services remotely. Once a self-help center framework has been established, KLS has the ability to adapt our delivery model to best fit the needs of a particular jurisdiction. KLS strives to efficiently and effectively serve the SRLs in a manner that maximizes services and decreases downtime. KLS will continue to work with the Court system to make greater investments in supporting the needs of low income litigants. This includes supporting current resources and creating new content that meet the needs of SRLs.

KLS maintains contact with clerks’ offices to hear about problems experienced by users of the online forms or website resources needing updates. Feedback is also provided by self-represented litigant users of the resources, allowing KLS to respond to problems as they occur. A feedback form is available on the majority of the pages on the website. Finally, KLS promotes the forms and conducts outreach, encouraging courts to link to these forms from their

websites as an aid to clerks and self-represented litigants. KLS employs Google Analytics to monitor the usage of the twelve District Court online-self-help homepages that are currently in place, and updates/revises information when needed.

A new service that KLS will offer through the self-help centers and District Courts is alternative dispute resolution, or mediation, for landlord-tenant disputes, specifically, eviction prevention. KLS has operated Midland Mediation and Settlement Services (MMSS) as part of its range of assistance for low income Kansans since 1994. MMSS mediators are certified by the Office of Judicial Administration and have direct experience in eviction mediation in Kansas, as well as in areas of family law, civil rights, education and employment issues. KLS proposes to offer mediation for parties in housing disputes with the goal of preventing eviction for low income Kansan renters. Mediation for eviction prevention will be offered as an option when needed at each legal self-help center served by KLS. An evaluation study done on eviction prevention mediation programs in Hawaii in October, 2022, found that 85% of eviction prevention mediations that were conducted pre-litigation resulted in the tenants remaining in their homes.<sup>1</sup> Eviction prevention mediation has been rated as an effective means to reduce trauma and keep families stable and in their homes.

3. Funding amount requested:

\$128,894

4. If your proposed project aligns with one or more of the grant priority areas referenced in section II(g) above, please list which area(s) and explain how your project fits that area:

This proposal covers the grant priority areas referenced in section II(g):

1. full or limited scope pro bono legal services for litigants involved in Kansas district court proceedings;
2. scalable projects that utilize innovative strategies for providing legal information and brief legal advice to large numbers of district court patrons, particularly in quick-moving limited civil actions cases;
3. services that enhance the availability of onsite legal information, brief legal advice, and pro bono legal services at district court self-help centers in the following locations:

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<sup>1</sup> Hawai'i Appleseed Center for Law & Economic Justice, Eviction Prevention Through Hawai'i's Tenant-Landlord Mediation Program, October, 2022, Honolulu, HI <https://hiappleseed.org/publications/eviction-prevention-mediation-hawaii>

Douglas County  
Ellis County  
Franklin County  
Geary County  
Harvey County  
Johnson County  
McPherson County  
Miami County  
Sedgwick County  
Sumner County  
Thomas County  
Wyandotte County.

4. services that provide a centralized, remote solution for legal information, brief legal advice, and pro bono legal services at district court self-help centers in other counties throughout the state, including Bourbon County, Dickinson County, and Lyon County.

As described in the narrative in #2, this proposal will place KLS legal staff and pro bono attorneys, and offer eviction prevention mediation services when appropriate, in self-help centers in the counties listed (as well as Butler County) and will provide remote legal services in Bourbon, Dickinson and Lyon Counties.

5. What types of cases will this project address (e.g., domestic, eviction, debt collection)?

This project will provide free direct legal assistance by KLS attorneys, paralegals and mediators in family law, housing law, survivors of domestic violence, landlord/tenant disputes to prevent eviction, as well as settling debt collection and other consumer problems. The project will also provide a wide array of resources that are funded by other sources for self-represented litigants, through its website legal education and forms, LiveChat on the website and in the legal forms.

6. Is this project new? If not, how long has this project been in existence?

The Access to Justice Grant has been a part of KLS' core activities since KLS applied for the funding and it was first awarded in December, 1996. The Self Help Center Project has been a stand-alone award from ATJ beginning in SFY 2023. The eviction prevention mediation portion of this proposal is new for SFY 2025.

7. If you have operated a project of this type in the past, please list statistical or other data that identifies the project's track record of success.

KLS has applied for and been awarded ATJ funding for 28 years and has reported on all funded activities in accordance with ATJ reporting requirements. KLS has met its proposed goals and outcomes, and assisted thousands of Kansans with their legal needs through this project, using a combination of direct legal assistance, legal education and supportive resources for self-represented litigants. Kansas Legal Services has been instrumental in the establishment of court-based self-help centers in many locations around the state. Starting in 2017 within the 4<sup>th</sup> Judicial District, KLS created a self-help homepage for a computer that was set up for use by self-represented litigants in the Courthouse in Ottawa. In addition to the 4<sup>th</sup> Judicial District, KLS has set up self-help homepages for public use computers in county courthouses in the 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 29<sup>th</sup> districts. These pages are hosted on the KLS website and KLS staff keep the links up-to-date. Information on a range of legal issues and free forms is provided in live links, as well as links to the Judicial Branch Self-Help webpage and the Judicial Council Forms webpage. Also included are links specific to the judicial district. KLS hosts self-represented litigant's homepages for the Lyon County Law Library and the KLS – Kansas City field office that are in the same format as the District Court homepages.

8. What eligibility criteria will you apply to determine who will receive services through your project?

KLS will adhere to the eligibility criteria stated on page 2 of the ATJ FY2025 Grant Application Packet, under "II. Eligibility Standards," A. 3. a. & b.

- a. for programs or projects that provide brief legal advice or information to *pro se* litigants, individuals and families at any income level. Programs or projects that fall under this income eligibility framework must not exceed 25% of the applicant's proposal;
- b. for all other programs or projects, or for brief advice services that exceed 25% of an applicant's proposal, individuals and families at or below 150% of the federally established poverty level.

KLS receives a major portion of its funding from the Legal Services Corporation (LSC), which has eligibility requirements for service that include an income at or below 125% of the

Federal Poverty Level as well as an attestation of legal U.S. citizenship status. KLS is prohibited from serving undocumented immigrants by Legal Services Corporation funding. This project will follow the requirements listed on page 2 of the 2025 ATJ Grant Application Packet that specify persons served with direct legal assistance have incomes at or below 150% of the Federal Poverty Level, and persons served through the Advice Line and at courthouse self-help centers will have no income requirements to receive service. Other funded programs at KLS are project-specific and do not have the leeway of ATJ to serve a variety of legal needs. ATJ gives KLS the ability to meet a wide range of unmet legal needs in domestic, consumer and other areas.

9. How many people do you expect to serve through this project during the grant period?

Approximately 2,300 individuals at a minimum will apply for services, and approximately 1,550 will receive legal advice, brief services or representatives at self-help centers. Approximately 5 to 10 individuals will receive mediation services to prevent eviction proceedings through this funding source. It is anticipated that the number of mediations will increase as awareness of the service is raised.

This project will support the equivalent of 1.00 Attorney FTE, which will be for legal assistance (advice, representation, brief service) for the Help Centers.

This project will support the equivalent of 0.08 Paralegal FTE for the Help Centers.

This project will support the equivalent of 0.20 Clerical FTE, which will be for legal assistance (advice, representation, brief service) for the Help Centers.

This project will support the equivalent of 0.02 Mediation FTE, which will be for mediation services for the prevention of evictions.

10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?

KLS prioritizes services for those clients who are in the greatest need. The needs range from low to no income levels, those in immediate crisis (i.e., fleeing domestic violence, facing eviction) and those needing legal remedies to obtain employment and housing



security. KLS will continue communicating with the courts to get input on emerging legal issues and if priorities are meeting the needs of clients.

KLS anticipates that as the number of courthouse self-help centers increase, the demand for attorney time at the centers will have an effect on the level of full representations provided. KLS will be guided by priorities set by, and the direction provided, by OJA.

11. If you are proposing offering services at a self-help center, please list the district court self-help center location(s) and number of hours you would provide at the center on a monthly basis.

KLS proposes to provide on-site legal services to the following self-help centers for the monthly hours listed:

<b>Self-Help Center</b>	<b>Monthly Hours</b>
Butler County	8
Douglas County	16
Ellis County	8
Franklin County	8
Geary County	8
Harvey County	8
Johnson County	32
McPherson County	8
Sedgwick	32
Sumner	8
Wyandotte County	32
<b>Total Hours</b>	<b>168</b>

12. If you are willing to provide remote legal services at district self-help centers throughout the state, please list the number of hours you would provide on a monthly basis.

KLS proposes to provide remote legal services to the following district self-help centers for the monthly hours listed:

<b>Self-Help Center</b>	<b>Monthly Hours</b>
Bourbon County	8
Dickinson County	8
Lyon County	8
Miami County	8
Thomas County	8
<b>Total Hours</b>	<b>40</b>

13. How will the project's results be evaluated?

KLS will comply with all reporting requirements detailed in the ATJ FY 2025 Grant Application Packet on pages 3 and 4 under "III. Proposal Guidelines," C. Evaluation: 1 through 2.

This project will be evaluated through data collected and retained in the case management database, LegalTrek, which is used to manage every KLS case. The data includes demographics (income, age, gender, race, ethnicity, marital status, family size, contact information) of clients served, actual service provided (description and hours spent), and outcomes of services. Clients are given the opportunity to complete a satisfaction survey about their experience with KLS, either online or in a paper copy. The measure of success for this project is to meet the goal of number of persons served and resolution of the legal matter through advice and/or representation.

14. Have you ever received access to justice grant funds for this project in the past? If so, identify the year(s) in which funds were received, the number of persons served through the project in the relevant year.

KLS has applied for and been awarded Access to Justice Funding has been continuous from December, 1996, through every state fiscal year. Implementation of ATJ funded self-help centers began in the fall of SFY 23.

	SFY 2023	SFY 2024
Applications Received	704	1,567
Brief Advice - completed	512	1,002
Representation - completed	23	40

15. What is the total estimated cost for this project during the grant period from all funding sources?

\$128,894

16. If this project will not be fully funded by ATJ grant funds, what are your other sources of funding for this project?

This project is fully funded by Access to Justice Funds. If funding is reduced, we will adjust services accordingly.

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form  
Help Centers**

17. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts.

Item	ATJ	Other	Total
Personnel Costs			
Professional salaries	\$83,552	\$0	\$83,552
Support Salaries	7,214	0	7,214
Employee Benefits	23,005	0	23,005
Total Personnel Costs	\$113,771	\$0	\$113,771
Non-personnel Costs			
Capital Expenditures	0	0	0
Non-capital Expenditures	\$7,939	\$0	\$7,939
Supplies	476	0	476
Travel	705	0	705
Insurance	1,134	0	1,134
Audit	0	0	0
Telephone/Communications	354	0	354
Other	4,515	0	4,515
Total Non-personnel Costs	\$15,123	\$0	\$15,123
<b>Total</b>	<b>\$128,894</b>	<b>\$0</b>	<b>\$128,894</b>

**Access to Justice - Help Centers**  
**\$128,894**

18. Budget narrative – explain how you will use the requested funds for each of the categories shown below. If a category does not apply, write “N/A.” If you will use funds to pay salaries, include the names and titles of employees or contractors who will be funded through the grant (if known).

a. Personnel Costs

i. Professional Salaries

Candace Bridgess, Managing Attorney, Hays & Salina  
Alexandra English, Managing Attorney, Kansas City  
Rhonda Sullivan, Managing Attorney, Wichita  
Corinne Petrik, Managing Attorney, Manhattan  
Ty Wheeler, Managing Attorney, Emporia  
Cliff Lee, Managing Attorney, Pittsburg  
Attorneys in Hays, Kansas City and Wichita offices  
This project will support the equivalent of 1.0 FTE in attorney time.

Randy Hoerschgen, Director of Mediation Services (0.02 FTE)

Paralegals in Kansas City, Manhattan, Emporia, Salina and Wichita  
This project will support the equivalent of 0.08 FTE.

ii. Support Salaries

Secretarial staff in the 8 field offices.  
This project will support the equivalent of 0.20 FTE.

iii. Employee Benefits

Employee benefits include FICA, Unemployment Tax (.1% of the first \$14,000 in wages), Retirement (2% of Salaries), Health Insurance (\$830 per month x FTE x 12 months), Worker’s Compensation (0.07% x FTE), Long Term Disability (0.49% of Salaries), and Group Life Insurance (\$7.00 per month x FTE x 12 months).

b. Non-personnel Costs

i. Capital expenditures

N/A

ii. Non-capital expenditures

Office space, parking, utilities, and maintenance for the project (\$449.87 x 1.30 FTE x 12 months). Equipment rental is for the rental costs associated with photocopiers in each office (\$59.04 x 1.30 FTE x 12 months).

iii. Supplies

Includes general office supplies such as paper and envelopes needed for the general operation of the program. Postage includes postage which will be used for the project. Printing costs includes general copies and outreach materials (\$30.51 x 1.30 FTE x 12 months).

- iv. Travel  
Program travel expenses are for mileage to court appearances and client visits (1,500 miles x \$0.47 per mile).
- v. Insurance  
General Insurance coverage for the project (\$31.05 x 1.30 FTE x 12 months) and Malpractice Insurance (\$650.00 x 1.0 Attorney FTE x 12 months).
- vi. Audit  
N/A
- vii. Telephone/Communications  
Telephone costs are basic charges for the employees which includes the internet and phone service for employees in each office (\$22.69 x 1.30 FTE x 12 months).
- viii. Other  
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law (\$25.96 x 1.30 FTE x 12 months). The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials (\$77.16 x 1.30 FTE x 12 months). It also includes litigation & translation expenses (\$1,500), membership and registration fees (\$535), consulting fees and advertising (\$55.86 x 1.30 FTE x 12 months).



## Kansas Judicial Branch Access to Justice Grant Project Proposal Form

1. Project Title: Access to Justice Advice Line

2. Project Narrative:

With Access to Justice funding, Kansas Legal Services (KLS) employs an integrated system of legal service delivery comprised of three components: 1. KLS provides direct legal services when clients are referred by the courts to the Access to Justice Advice Line Attorney and need simple legal advice or information. 2. If more extensive legal aid is possible, extended representation is provided by KLS staff in one of the 11 field office locations across Kansas. 3. KLS stations KLS attorneys at courthouse self-help centers in several locations to provide assistance to self-represented litigants.

The Access to Justice Advice Line began operation on February 7, 1997. After the KLS Central Intake Unit screens the callers to the Advice Line, the Access to Justice Advice Line Attorney triages the legal problem of the caller and determines the priority of the problem identified. The Advice Line Attorney provides brief, direct advice during the initial consultation for all eligible persons. The Access to Justice Advice Line staff also assists self-represented litigants as requested by the courts and may refer the caller to mediation services either within KLS or to other providers. If extended representation is needed, and the applicant meets the income qualifications for Access to Justice representation set at 150% of the Federal Poverty Level, the caller is referred to the appropriate field office for further services.

The Advice Line provides comprehensive access for low income people to receive advice in family, consumer and housing law matters, or assistance to self-represented litigants. The Advice Line number has been provided directly to Kansas District Courts as a resource available to offer services to lessen the burden on courts of self-represented litigants, make referrals to mediation services, and respond to the need for legal advice and guidance that the clerks are not able to provide.

KLS staff have met with District Court Clerks and OJA to receive additional recommendations for program improvement. Staff from KLS distribute cards with information about the Access to Justice Advice Line and presents at the annual District Court Clerks meeting when requested.

The Advice Line Attorney and Central Intake Staff may refer callers to the KLS dedicated page on its website for free forms and many other specialty pages with free forms, education and Frequently Asked Question components. The free legal forms page is the second most used page on the website (after the homepage), viewed an average of over 4,000 times a month. The number of users may be three to four times this figure when one considers that free legal forms are placed on multiple pages of the website. KLS provides opportunities for feedback from users on some pages to determine whether or not users are finding useful information and locating the forms that they need.

The LiveChat feature on the website and in the legal forms offers even more assistance to self-represented litigants in real time, where they can receive one-on-one assistance as they are actually working on their documents or looking for information. In early 2023, the Advice Line Attorney trained KLS staff members to support LiveChat, on a rotating basis. The LiveChat Manual, used by KLS staff, was also updated. These additional staff and the LiveChat subscription fees are paid by funding other than ATJ. This maximizes the accessibility and benefit of providing LiveChat, without using ATJ program dollars.

Before LiveChat interacts with a user, the user must agree that KLS is providing them information, not legal advice. KLS does not consider them clients, enter them into the client database, or do a conflicts check. LiveChat staff guides users on the forms and how to use them. This feature is built into courthouse-based self-help center resources as well.

With funding from another grant, KLS developed an interactive chatbot that guides users to what they need, and answers simple questions on the website. If the chatbot doesn't have the "canned" answer for a user question or the question is too complex, it asks the user if they would like to use LiveChat. The chatbot has been operational since Fall, 2023. This is a resource that enables users to readily find information quickly, and if they need different information or have more complex questions, can be helped by a live staff person.

### 3. Funding amount requested:

Access to Justice Funds will provide \$75,000 and matching funds will be \$77,777.



4. If your proposed project aligns with one or more of the grant priority areas referenced in section II(g) above, please list which area(s) and explain how your project fits that area:

The priorities to be met through this project include:

*Priority 1. Full or limited scope pro bono legal services for litigants involved in Kansas district court proceedings.*

The project proposes to staff the ATJ Legal Advice Line with a full-time attorney to give free legal advice and information to persons referred by the courts. In addition to services through the ATJ Advice Line, the Advice Line Attorney will recommend extended representation by local KLS field office attorneys when appropriate.

*Priority 2. Scalable projects that utilize innovative strategies for providing legal information and brief legal advice to large numbers of district court patrons, particularly in quick-moving limited civil actions cases.*

The ATJ Advice Line Attorney will provide free legal advice and or education to clients referred to the Advice Line by court personnel. Through other funding, KLS proposes to continue expanding availability of accurate, up-to-date legal information through the KLS website and social media campaigns as well as through media outlets and public events in its eleven field office locations across the state. KLS also proposes to provide extensive support for self-represented litigants through its website, paid by other funding sources.

*Priority 6. Projects that focus on addressing unmet legal needs and do not duplicate existing services or for which other funds are available.*

KLS has historically focused on addressing unmet legal needs since its inception in 1977, and is the only law firm in the state that provides statewide, free civil legal assistance to low income Kansans. KLS conducts legal needs assessments every 4 – 5 years to ascertain any legal needs that are not being met for vulnerable individuals in Kansas. KLS receives a major portion of its funding from the Legal Services Corporation (LSC), which requires eligibility requirements for service that include an income at or below 125% of the Federal Poverty Level as well as an attestation of legal U.S. citizenship status. LSC funding to KLS prohibits us from providing legal services to undocumented immigrants. ATJ funding allows KLS to provide services that other funding sources do not allow.

Through regular statewide video conferences, KLS staff discuss emerging trends or notable barriers within their jurisdictions in order to assess and address the needs of our clients.

KLS will follow the guidance of OJA on prioritizing services if a revision is needed.

5. What types of cases will this project address (e.g., domestic, eviction, debt collection)?

This project will provide free direct legal assistance by the ATJ Advice Line Attorney to those needing advice in family law, housing law, survivors of domestic violence, landlord/tenant disputes to prevent eviction, as well as settling debt collection and other consumer problems. The Advice Line Attorney will refer clients for further legal assistance from KLS when appropriate.

6. Is this project new? If not, how long has this project been in existence?

KLS has applied for ATJ funding every year since it was started in 1996. The ATJ Fund has been a part of KLS' core activities since it was first awarded to KLS in December, 1996 with the inclusion of the Advice Line from the very beginning.

7. If you have operated a project of this type in the past, please list statistical or other data that identifies the project's track record of success.

KLS has applied for and been awarded ATJ funding for 28 years and has reported on all funded activities in accordance with ATJ reporting requirements. KLS has met its proposed goals and outcomes, and assisted thousands of Kansans with their legal needs through this project, with a combination of direct legal assistance, legal education and supportive resources for self-represented litigants. The Advice Line has received 205,347 calls since its inception and processed intakes on 65,802.

8. What eligibility criteria will you apply to determine who will receive services through your project?

KLS will adhere to the eligibility criteria stated on page 2 of the ATJ FY2025 Grant Application Packet, under "II. Eligibility Standards," A. 3. a. & b.

3. The applicant must certify that it will use grant funds to provide services to individuals and families that meet the following income qualifications:

- a. For programs or projects that provide brief legal advice or information for pro se litigants, individuals and families at any income level.
- b. For all other programs or projects, individuals and families must be at or below 150% of the Federally established poverty level.

KLS receives a major portion of its funding from the Legal Services Corporation (LSC), which requires eligibility requirements for service that include an income at or below 125% of the Federal Poverty Level as well as an attestation of legal U.S. citizenship status. LSC funding to KLS prohibits us from providing legal services to undocumented immigrants. This project will follow the requirements listed on page 2 of the ATJ Grant Application Packet that specify persons served with direct legal assistance have incomes at or below 150% of the Federal Poverty Level, and persons served through the Advice Line and at courthouse self-help centers will have no income requirements to receive service. Other funded programs at KLS are project-specific and do not have the leeway of ATJ to serve a variety of legal needs. ATJ gives KLS the ability to meet a wide range of unmet legal needs in domestic, consumer and other areas.

9. How many people do you expect to serve through this project during the grant period?

Approximately 1,950 calls will be received on the ATJ Advice Line, 1,410 will complete the intake process, and approximately 1,040 of the callers will receive legal advice from the Advice Line Attorney after completing an application for services. Not every call received on the Advice Line results in an application for services for a variety of reasons. The Advice Line will be staffed with 1.02 Attorney FTE partially paid for with ATJ Funds. Central Intake Staff and staff to answer LiveChat are funded through other resources.

10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?

KLS prioritizes services for those clients who are in the greatest need. The needs range from low to no income levels, those in immediate crisis (i.e., fleeing domestic violence, facing eviction) and those needing legal remedies to obtain employment and housing security. KLS will continue communicating with the courts to get input on emerging legal issues and if priorities are meeting the needs of clients.

11. If you are proposing offering services at a self-help center, please list the district court self-help center location(s) and number of hours you would provide at the center on a monthly basis.

Not applicable.

12. If you are willing to provide remote legal services at district self-help centers throughout the state, please list the number of hours you would provide on a monthly basis.

Not applicable.

13. How will the project's results be evaluated?

KLS will comply with all reporting requirements detailed in the ATJ FY 2025 Grant Application Packet on pages 3 and 4 under "III. Proposal Guidelines," C. Evaluation: 1 through 2.

This project will be evaluated through data collected and retained in the case management database, LegalTrek, which is used to manage every KLS case. The data includes demographics (income, age, gender, race, ethnicity, marital status, family size, contact information) of clients served, actual service provided (description and hours spent), and outcomes of services. Clients are given the opportunity to complete a satisfaction survey about their experience with KLS, either online or in a paper copy. The measure of success for this project is to meet the goal of number of persons served and resolution of the legal matter through advice and/or representation.

14. Have you ever received access to justice grant funds for this project in the past? If so, identify the year(s) in which funds were received, the number of persons served through the project in the relevant year.

KLS has applied for Access to Justice Funds from the inception of the Fund, has been awarded funds, and began providing services in December, 1996. KLS has received a grant every year since then. Funding has been continuous from December, 1996, through every state fiscal year although amounts of funding have varied.

<b>Year</b>	<b>Calls to Advice Line</b>	<b>Calls Processed</b>
1997*	9,439	3,929
1998	11,598	4,635
1999	9,361	3,932
2000	10,620	5,203
2001	13,328	5,110
2002	13,267	3,922
2003	11,158	3,601
2004	11,149	3406
2005	8,965	3144
2006	10,757	2,734
2007	8,177	2,228
2008	9,038	2,385
2009	9,911	2,636
2010	8,338	2,181
2011	7,485	1,962
2012	7,249	1,901
2013	6,457	1,693
2014	6,683	1,748
2015	4,909	1,531
2016	3,807	944
2017	3,618	796
2018	3,166	863
2019	4,024	662
2020	3,038	657
2021	2,616	761
2022	3,534	907
2023	3,195	1,543
2024	1,460	1,058

\*1997 was a 13 month year due to the start of ATJ.

15. What is the total estimated cost for this project during the grant period from all funding sources?

Access to Justice Funds total \$75,000 and all other sources total \$77,777.

16. If this project will not be fully funded by ATJ grant funds, what are your other sources of funding for the project?

Sources of other funding include Legal Services Corporation, Interest on Lawyer's Trust Account (IOLTA), various United Ways, various city/county grants, and Victim of Crime Act grant.

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form**  
**Advice Line**  
**\$75,000**

17. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts.

<b>Item</b>	<b>ATJ</b>	<b>Other</b>	<b>Total</b>
Personnel Costs			
Professional salaries	\$56,377	\$20,925	\$77,302
Support Salaries	0	30,992	30,992
Employee Benefits	15,299	16,593	31,892
Total Personnel Costs	\$71,676	\$68,510	\$140,186
Non-personnel Costs			
Capital Expenditures	0		0
Non-capital Expenditures	\$2,192	\$2,217	\$4,409
Supplies	134	137	271
Travel	116	119	235
Insurance	612	620	1,232
Audit	0	0	0
Telephone/Communications	152	1,668	1,820
Other	118	4,506	4,624
Total Non-personnel Costs	\$3,324	\$9,267	\$12,591
<b>Total</b>	<b>\$75,000</b>	<b>\$77,777</b>	<b>\$152,777</b>

Other sources of funding includes funding from the Legal Services Corporation which is limited to persons at or below 125% percent of the Federal Poverty Level and the Independence Charitable Trust.

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form**  
**Advice Line**  
**\$75,000**

18. Budget narrative – explain how you will use the requested funds for each of the categories shown below. If a category does not apply, write “N/A.” If you will use funds to pay salaries, include the names and titles of employees or contractors who will be funded through the grant (if known).

a. Personnel Costs

- i. Professional Salaries  
Becky Hesse, Attorney (.02 FTE Supervisor)  
Aimee Walkiewicz, Advice Line Attorney (1.0 FTE)
- ii. Support Salaries (Other Sources of Funding)  
Central Intake Staff (0.87 FTE)  
Amy Chang, Paralegal (0.05 FTE)  
Destiny Palmer, Administrative Assistant (0.05 FTE)

Central Intake Staff answer the toll free Advice Line phone number and screen callers.

This project will use 0.10 FTE to answer LiveChat. Staffing will be increased if necessary to ensure that LiveChat is answered in real time during regular business hours.

- iii. Employee Benefits  
Employee benefits include FICA, Unemployment Tax (.1% of the first \$14,000 in wages), Retirement (2% of Salaries), Health Insurance (\$830 per month x FTE x 12 months), Worker’s Compensation (0.07% x FTE), Long Term Disability (0.49% of Salaries), and Group Life Insurance (\$7.00 per month x FTE x 12 months).

b. Non-personnel Costs

- i. Capital expenditures  
N/A
- ii. Non-capital expenditures  
Office space, parking, utilities, and maintenance for the project (\$130 x 1.99 FTE x 12 months). Equipment rental is for the rental costs associated with photocopiers (\$54.63 x 1.99 FTE x 12 months).
- iii. Supplies  
Includes general office supplies such as paper and envelopes needed for the general operation of the program. Postage includes postage which will be used for the project. Printing costs includes general copies and outreach materials (\$11.36 x 1.99 FTE x 12 months).

- iv. Travel  
Program travel expenses are for mileage to trainings and other travel (500 miles x \$0.47 per mile).
- v. Insurance  
General Insurance coverage for the project (\$23.83 x 1.99 FTE x 12 months) and Malpractice Insurance (\$650.00 x 1.02 Attorney FTE x 12 months).
- vi. Audit  
N/A
- vii. Telephone/Communications  
Telephone costs are basic charges for the employees which includes the internet and phone service for employees in each office (\$22.69 x 1.30 FTE x 12 months) and \$719 per year for software and telecommunications expenses related to the operation of Central Intake.
- viii. Other  
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law (\$13.95 x 1.99 FTE x 12 months). The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials (\$36.09 x 1.99 FTE x 12 months). Membership and registration fees (\$535), consulting fees and advertising (\$22.27 x 1.99 FTE x 12 months). LiveChat subscription fee (\$196 per month x 12 months).





## Kansas Judicial Branch Access to Justice Grant Project Proposal Form

1. Project Title: Guardian *ad Litem* Support Center (GALSC)

2. Project Narrative:

The Guardian *ad Litem* Support Center (GALSC) was created by the Legislature in 2000 Senate Substitute for House Bill 2027 which increased funding to the Access to Justice Fund for Kansas Legal Services (KLS) to operate a statewide GALSC. The Legislature's intent for the GALSC was to provide "statewide foster care legal services, including Guardian *ad Litem* and other representation services." Kansas Legal Services certifies that it meets the eligibility standards set forth in the FY 2025 Grant Application Packet.

The GALSC provides technical assistance to Guardians *ad Litem*, Prosecutors, and legal representation to parties involved in child-in-need-of-care (CINC) cases to promote permanency for children in the custody of the State of Kansas. The GALSC also coordinates with key agencies, including the Office of Judicial Administration (OJA), to relay public information and ensure proper compliance with statutes that govern a highly specified area of law. The GALSC is dedicated to providing legal and support services for Kansas children in foster care, as well as children at risk of being placed in foster care due to homelessness, abuse, and restrictive access to public benefits or other critical services. The services are free.

Key to the provision of services is the toll-free Guardian *ad Litem* Foster Care Helpline. Since its inception in 2002, the Helpline has provided assistance to thousands of callers. The Guardian *ad Litem* Foster Care Helpline is the only project of its kind in Kansas that provides legal assistance to children in foster care, foster parents, non-parent relatives of the children and others affected by an ongoing CINC case. The Helpline provides expertise and guidance in the accessibility of resources, legal advice and intervention in remote communities and courts. The goal is to help youth overcome barriers to achieving permanency by providing legal services.

With this and federal Family First funding, first received in 2019 through the Department for Children and Families and since renewed yearly, KLS staff provides comprehensive services for many persons involved with the foster care system in Kansas who have no other means to secure representation. The Family First program, in tandem with GALSC's services, helps

individuals understand and navigate the complexities of child welfare law. The assistance provided includes in-depth advice, and often results in extended legal representation.

The services provided by the GALSC project are unique because they are available to anyone dealing with the state's foster care system, other than those already represented by counsel. With the appearance of counsel for these relatives or "interested parties," the average length of time the child remains in custody can be decreased compared to that of a child placed with a relative who is without access to representation or legal services.

The impact of this project reaches from a local level to a statewide level, with an emphasis on intervening in cases that have the possibility of effectuating the greatest impact. For example, GALSC staff may learn that a rural court is not providing counsel to a minor parent in CINC proceedings and GALSC staff may intervene on a one-time basis that effectively amends local court procedure from that appearance forward. On a larger scale, project staff successfully appealed *In the Interest of N.A.C.* to the Kansas Supreme Court and clarified the legislative intent with regards to the appealable orders in CINC proceedings, thereby overturning a Kansas Appellate Court decision that would have effectively made every order appealable and created an overly litigious environment in these cases.

The trends in foster care and areas of concern regarding variations in judicial proceedings across Kansas under the Revised Kansas Code of Care for Children, are documented and reviewed through 1) calls to the Foster Care Helpline, 2) requests for technical assistance or support from Guardians *ad Litem* through the GALSC, and 3) referrals from social workers, agency administrators, and other community service providers.

The GALSC continues to see calls and requests for service due to the high number of children in foster care. Calls concern barriers for access to services by already overburdened and strained court-appointed panels, the loss of services for foster children, and restrictive access to state benefits for relative placements and other foster parents. The program is contacted by foster children, attorneys and other court personnel, prosecutors, law enforcement officers, child welfare and school social workers, as well as relative and foster placements. GALSC identifies the needs for education through the trends presented by callers and responds to those

needs through direct representation, legal advice, resource referrals, brochures, outreach and community legal events.

KLS will work with OJA staff, court personnel and Guardians *ad Litem* to meet identified needs within the foster care and Guardian *ad Litem* system in Kansas. GALSC funding will be used to support the Guardian *ad Litem* Foster Care Helpline. The calls received by the Helpline overlap in substantive issues with the GALSC and provides individuals with nearly immediate access to legal support or intervention.

3. Funding amount requested:

\$61,041

4. If your proposed project aligns with one or more of the grant priority areas referenced in section II(g) above, please list which area(s) and explain how your project fits that area:

The GALSC project aligns with the priorities of 1) full or limited scope pro bono for litigants involved in Kansas district court proceedings; and 6) projects that focus on addressing unmet legal needs and do not duplicate existing services or for which other funds are available.

Family and consumer problems were among the top legal issues cited by all households in 2004, 2011, 2015 and 2020 in KLS legal needs assessments. KLS' continued focus on family and consumer law is a much needed response to these urgent legal matters. The majority of service providers surveyed described KLS as having a unique ability to offer free, *direct* advice and representation.

This project will provide direct legal services to families at no cost to the client with priorities on family and foster care issues. The project will provide technical assistance to those who serve these families, Guardians *ad litem*, Prosecutors and others affected by an ongoing CINC case. KLS also proposes to expand availability of accurate, up-to-date legal information for families and child advocates through the KLS website and social media.

5. What types of cases will this project address (e.g., domestic, eviction, debt collection)?

The GALSC provides technical assistance to Guardians *ad Litem*, Prosecutors, and legal representation to parties involved in CINC cases to promote permanency for children in the

custody of the State of Kansas, and coordinates with key agencies, to relay public information and ensure proper compliance with statutes that govern a highly specified area of law. The GALSC is also dedicated to providing legal and support services for Kansas children in foster care, as well as children at risk of being placed in foster care due to homelessness, abuse, and restrictive access to public benefits or other critical services.

6. Is this project new? If not, how long has this project been in existence?

KLS assisted OJA during the 2000 Kansas Legislative session to ensure inclusion of funding for the GALSC as an additional component of the Access to Justice Fund.

7. If you have operated a project of this type in the past, please list statistical or other data that identifies the project's track record of success.

KLS has operated the GALSC since 2000. The Legislature, in 2000 Senate Substitute for House Bill 2027, increased funding to the Access to Justice Fund for Kansas Legal Services to operate a statewide Guardian *Ad Litem* Support Center. The Legislature's intent for the GALSC was to provide "statewide foster care legal services, including Guardian *ad Litem* and other representation services." Quarterly and year to date reports have been submitted to the OJA from the inception of the program. In 24 years, KLS has provided advice and representation to 3,948 people. Our Helpline has received over 10,700 calls.

8. What eligibility criteria will you apply to determine who will receive services through your project?

The GALSC provides technical assistance to Guardians *ad Litem*, Prosecutors, and legal representation to parties involved in CINC cases.

When callers contact the Helpline, we decide whether to have the caller go through the intake process, or if we are going to provide quick guidance without an intake. If the call regards a matter outside our priorities or jurisdiction, we provide assistance over the phone without an intake. This prevents the creation of conflicts, the establishment of attorney/client relationships and allows a quicker response to the Helpline calls. If there is any likelihood that we may consider extended advice or representation, we have the caller complete the full intake process.

9. How many people do you expect to serve through this project during the grant period?

Access to Justice Funds will provide assistance to Guardians *ad Litem*, prosecutors, judges, social workers and others affected by an ongoing CINC case. It is estimated that advice, representation and technical assistance will be provided in 85 cases (60 representations and 25 advices). The Guardian *ad Litem* Foster Care Helpline will receive approximately 275 calls during State Fiscal Year 2025 and approximately 125 of these calls will be processed as case intakes.

10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?

KLS prioritizes services for those clients who are in the greatest need. The needs range from low to no income levels, those in immediate crisis and those needing legal remedies to keep children out of foster care. KLS will request guidance from OJA if greater demand affects the priorities.

11. If you are proposing offering services at a self-help center, please list the district court self-help center location(s) and number of hours you would provide at the center on a monthly basis.

Not applicable.

12. If you are willing to provide remote legal services at district self-help centers throughout the state, please list the number of hours you would provide on a monthly basis.

Not applicable.

13. How will the project's results be evaluated?

This project will be evaluated through data collected and retained in the case management database, LegalTrek, which is used to manage every KLS case. The data includes demographics (income, age, gender, race, ethnicity, marital status, family size, contact information) of clients served, actual service provided (description and hours spent), and outcomes of services. Clients are given the opportunity to complete a satisfaction survey about their experience with KLS, either online or in a paper copy. The measure of success for this project is to meet the goal of number of persons served and resolution of the legal matter through advice and/or representation.

KLS will provide quarterly reports with the information required under the FY 2025 Grant Application Packet and the Office of Judicial Administration.

14. Have you ever received access to justice grant funds for this project in the past? If so, identify the year(s) in which funds were received, the number of persons served through the project in the relevant year.

Funding for the GALSC began in 2000 and has been continuous since 2000 although amounts of funding have varied. KLS has operated the GALSC since 2000.

Year	Advise/Rep	Foster Care Helpline	Trainings	Newsletters
2000	65	NA	400	1,400
2001	164	NA	210	1,500
2002	218	373	200	1,500
2003	86	392	247	1,100
2004	292	425	224	1,263
2005	278	574	188	1,449
2006	206	315	196	1,469
2007	216	290	190	1,467
2008	218	385	221	1,437
2009	230	483	285	1,562
2010	258	617	244	1,561
2011	232	783	291	1,608
2012	189	835	337	1,608
2013	188	843	330	1,608
2014	152	839	206	1,652
2015	128	622	NA	NA
2016	129	456	NA	NA
2017	137	342	NA	NA
2018	105	316	NA	NA
2019	77	357	NA	NA
2020	99	384	NA	NA
2021	76	332	NA	NA
2022	59	325	NA	340
2023	113	283	NA	561
2024	33	192	NA	170

15. What is the total estimated cost for this project during the grant period from all funding sources?

The Guardian *ad Litem* Support Center will be staffed with an attorney (0.30 FTE) and paralegal (0.31 FTE) and cost approximately \$53,636.

The Guardian *ad Litem*-Foster Care Helpline will be staffed with an attorney (0.02 FTE) and a paralegal (0.07 FTE) and cost approximately \$7,405.

Total Project cost is \$61,041.

16. If this project will not be fully funded by ATJ grant funds, what are your other sources of funding for the project

The GALSC is fully funded by ATJ funds. If funding is reduced, we will adjust services accordingly.



**Kansas Judicial Branch Access to Justice Grant Project Proposal Form**  
**Guardian *ad Litem* Support Center**

17. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts.

Item	ATJ	Other	Total
Personnel Costs			
Professional salaries	41,520		41,520
Support Salaries	0		0
Employee Benefits	11,590		11,590
Total Personnel Costs	53,110	0	53,110
Non-personnel Costs			
Capital Expenditures	0		0
Non-capital Expenditures	4,275		4,275
Supplies	256		256
Travel	235		235
Insurance	469		469
Audit	0		0
Telephone/Communications	191		191
Other	2,505		2,505
Total Non-personnel Costs	7,931	0	7,931
<b>Total</b>	<b>61,041</b>	<b>0</b>	<b>61,041</b>

18. Budget narrative – explain how you will use the requested funds for each of the categories shown below. If a category does not apply, write “N/A.” If you will use funds to pay salaries, include the names and titles of employees or contractors who will be funded through the grant (if known).

a. Personnel Costs

- i. Professional Salaries  
Brynn Blair, Managing Attorney, Topeka  
Diane Minear, Attorney, Topeka  
Rhonda Sullivan, Managing Attorney, Wichita  
Dwayna McFerren, Attorney, Wichita  
Linda Lichter, Paralegal, Topeka  
Monica Broz-Tanner, Paralegal, Wichita  
This project will support the equivalent of 0.70 FTE.
- ii. Support Salaries  
N/A
- iii. Employee Benefits  
Employee benefits include FICA, Unemployment Tax (.1% of the first \$14,000 in wages), Retirement (2% of Salaries), Health Insurance (\$830 per month x FTE x 12 months), Worker’s Compensation (0.07% x FTE), Long Term Disability (0.49% of Salaries), and Group Life Insurance (\$7.00 per month x FTE x 12 months) Office space, parking, utilities, and maintenance for the project (\$449.87 x 0.70 FTE x 12 months). Equipment rental is for the rental costs associated with photocopiers in each office (\$59.04 x 0.70 FTE x 12 months).

b. Non-personnel Costs

- i. Capital expenditures  
NA
- ii. Non-capital expenditures  
Office space, parking, utilities, and maintenance for the project (\$449.87 x 0.70 FTE x 12 months). Equipment rental is for the rental costs associated with photocopiers in each office (\$59.04 x 0.70 FTE x 12 months).
- iii. Supplies  
Includes general office supplies such as paper and envelopes needed for the general operation of the program. Postage includes postage which will be used for the project. Printing costs includes general copies and outreach materials (\$30.51 x 0.70 FTE x 12 months).
- iv. Travel  
Program travel expenses are for mileage to court appearances and client visits (500 miles x \$0.47 per mile).

- v. Insurance  
General Insurance coverage for the project ( $\$31.05 \times 0.70 \text{ FTE} \times 12 \text{ months}$ ) and Malpractice Insurance ( $\$650.00 \times 0.32 \text{ Attorney FTE} \times 12 \text{ months}$ ).
- vi. Audit  
N/A
- vii. Telephone/Communications  
Telephone costs are basic charges for the employees which includes the internet and phone service for employees in each office ( $\$22.69 \times 0.70 \text{ FTE} \times 12 \text{ months}$ ).
- viii. Other  
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law ( $\$25.96 \times 0.70 \text{ FTE} \times 12 \text{ months}$ ). The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials ( $\$77.16 \times 0.70 \text{ FTE} \times 12 \text{ months}$ ). It also includes litigation & translation expenses ( $\$1,000$ ), membership and registration fees ( $\$170$ ), consulting fees and advertising ( $\$55.86 \times 0.70 \text{ FTE} \times 12 \text{ months}$ ).



## Kansas Judicial Branch Access to Justice Grant Project Proposal Form

1. Project Title: Alternative Dispute Resolution

2. Project Narrative

Access to Justice funding enables Kansas Legal Services (KLS) to provide alternative dispute resolution services and other possible alternative dispute resolution services and promote its use for low income individuals primarily in domestic cases, as well as occasional family issues in Probate court, and child-in-need-of-care (CINC) issues in juvenile court. Mediation helps resolve issues to better address children's well-being and expedites legal processes to increase stability for children and their families. Similarly, family matters in Probate court can sometimes be resolved to the benefit of the family through mediation, and juvenile dependency matters in Juvenile court can sometimes be resolved through mediation, providing a pathway for parents to develop co-parenting plans that facilitate successful reintegration of children following placement in foster care. Matters may be referred for mediation at any point in court proceedings. The cases are primarily by way of court referral, but we also receive cases through attorney referrals and clients finding our project information on our website. Kansas Legal Services certifies that it meets the eligibility standards set forth in the FY 2025 Grant Application Packet.

Access to Justice mediations continue to be made available for residents in a wide array of judicial districts although urban areas such as Wichita continue to have large concentrations of low income people needing ATJ mediation services. Nevertheless, KLS will continue to work toward dispersed statewide mediation services. In targeting more rural areas, greater resources are required for travel, contact, and outreach for provision of mediation to more remote locations. KLS will also occasionally use highly qualified and vetted contract mediators to help provide services in instances of conflict of interest or to otherwise guarantee service provision to ATJ-qualified persons.

Kansas Legal Services will continue to gather information to identify the alternative dispute resolution needs of the courts and low income Kansans. KLS will also coordinate with the Dispute Resolution Coordinator to publicize and obtain Continuing Mediation Education (CME) approval for mediation trainings for ATJ mediators.

3. Funding Amount Requested

\$60,406 is requested of the Access to Justice funding.

4. If your proposed project aligns with one or more of the grant priority areas referenced in section II(e) above, please list which area(s) and explain how your projects fits that area:

The ADR project aligns with the priority of 1) full or limited scope pro bono legal services for litigants involved in Kansas district court proceedings, and 5) projects that propose innovative alternative dispute resolution strategies to aid in early resolution of Kansas district court cases. The KLS 2020 needs assessment of Kansans, community advocates and court personnel found family law as one of the top rated legal needs, with consumer and housing issues. Court personnel surveyed rated domestic law issues as their number one concern to prioritize for legal services for low income Kansans. The ATJ Alternative Dispute Resolution program prioritizes family law cases for civil mediations.

5. What types of cases will this project address (e.g., domestic, eviction, debt collection)?

The ATJ ADR project prioritizes family law cases including divorce, child custody and other domestic matters, as well as occasional family issues in Probate court and juvenile dependence issues in Juvenile court.

6. Is this project new? If not, how long has this project been in existence?

The Alternative Dispute Program has been in place since the inception of the Access to Justice Grant and has been a part of Kansas Legal Services' project since it was first awarded in December, 1996.

7. If you have operated a project of this type in the past, please list statistical or other data that identifies the project's track record of success.

Kansas Legal Services has operated the ADR project since December, 1996. Quarterly and year to date reports have been submitted to the Office of Judicial Administration from the inception of the project. Since December, 1996, KLS has completed 3,846 mediations with a settlement rate consistently 60 percent or higher. In State Fiscal Year 2023, KLS completed 79 Access to Justice Mediation cases. The settlement rate for these cases was 74.68 percent. In three quarters of SFY 2024, KLS has completed 63 cases with a settlement rate of 68.25 percent.

8. What eligibility criteria will you apply to determine who will receive services through your project?

Persons referred for mediation must have incomes at 150% or less of the federal poverty level.

9. How many people do you expect to serve through this project during the grant period?

Approximately 84 mediations will be conducted by KLS staff and contract mediators when necessary.

10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?

We expect to serve every referral that we receive using our permanent mediators and contracted mediators if needed.

11. If you are proposing offering services at a self-help center, please list the district court self-help center locations(s) and number of hours you would provide at the center on a monthly basis.

This section is not applicable.

12. If you are willing to provide remote legal services at district self-help centers throughout the state, please list the number of hours you would provide on a monthly basis.

This section is not applicable.

13. How will the project's results be evaluated?

We monitor success of the cases by way of case outcomes. We do not currently utilize surveys. Outcomes for cases are "settled" or "impasse." A settled case represents a good outcome for the mediation as it means all parties agree to the resolution. An impasse means that the parties could not reach an agreement and the mediation process was ended. From July 1, 2023, through March 31, 2024, 43 of the 63 mediations performed were settled, 20 mediations resulted in an impasse. This is a success rate of 68.25 percent. Settled cases may mean that a child custody dispute was worked out between parents, that the terms of a divorce were agreed upon, or that a child visitation plan was made that satisfied the needs of the parties involved. Frequently in these cases, a child has gone for an extended period of time without contact with a parent due to protracted parental conflict. Settled cases may mean contact between a parent and child has been restored, and parental conflict has been significantly reduced.

Kansas Legal Services will provide quarterly reports with the information required under the FY 2025 Grant Application Packet and the Office of Judicial Administration.

14. Have you ever received Access to Justice Grant funds for this project in the past? If so, identify the year(s) in which funds were received, the number of persons served through the project in the relevant year.

Kansas Legal Services has applied for and received Access to Justice Funds from the inception of the Fund and began providing services in December, 1996. The ADR project has received a grant every year since then. Funding has been continuous from December, 1996, through every state fiscal year although amounts of funding have varied.

Year	Mediations Completed
1997	80
1998	230
1999	259
2000	263
2001	192
2002	150
2003	185
2004	142
2005	120
2006	148
2007	117
2008	129
2009	152
2010	140
2011	118
2012	133
2013	116
2014	109
2015	133
2016	147
2017	118
2018	112
2019	109
2020	105
2021	107
2022	90
2023	79
2024	63



15. What is the total estimated cost for this project during the grant period from all funding sources?

The Project will be staffed with mediators (0.76 FTE) for a total cost of \$60,406. Mediation services will be provided at a cost of approximately \$359.56 per primary person served (excluding children).

16. If this project will not be fully funded by ATJ grant funds, what are your other sources of funding for the project?

This project is fully funded by Access to Justice Funds. If funding is reduced, we will adjust services accordingly.

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form  
Alternative Dispute Resolution Services**

17. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts.

<b>Item</b>	<b>ATJ</b>	<b>Other</b>	<b>Total</b>
<b>Personnel Costs</b>			
Professional salaries	\$42,235		\$42,235
Support Salaries	0		0
Employee Benefits	12,277		12,277
<b>Total Personnel Costs</b>	<b>\$54,512</b>	<b>\$0</b>	<b>\$54,512</b>
<b>Non-personnel Costs</b>			
Capital Expenditures	0		0
Non-capital Expenditures	\$3,046		\$3,046
Supplies	278		278
Travel	282		282
Insurance	283		283
Audit	0		0
Telephone/Communications	207		207
Other	1,798		1,798
<b>Total Non-personnel Costs</b>	<b>\$5,894</b>	<b>\$0</b>	<b>\$5,894</b>
<b>Total</b>	<b>\$60,406</b>	<b>\$0</b>	<b>\$60,406</b>

18. Budget narrative – explain how you will use the requested funds for each of the categories shown below. If a category does not apply, write “N/A.” If you will use funds to pay salaries, include the names and titles of employees or contractors who will be funded through the grant (if known).

a. Personnel Costs

i. Professional Salaries

Randy Hoerschgen, Director of Mediation Services (0.01 FTE)

Joy Marlin, Mediator (.75 FTE)

This project will support the equivalent of 0.76 FTE Mediators.

ii. Support Salaries

N/A

iii. Employee Benefits

Employee benefits include FICA, Unemployment Tax (.1% of the first \$14,000 in wages), Retirement (2% of Salaries), Health Insurance (\$830 per month x FTE x 12 months), Worker’s Compensation (0.07% x FTE), Long Term Disability (0.49% of Salaries), and Group Life Insurance (\$7.00 per month x FTE x 12 months).

b. Non-personnel Costs

i. Capital expenditures

N/A

ii. Non-capital expenditures

Office space, parking, utilities, and maintenance for the project (\$275.00 x .76 FTE x 12 months). Equipment rental is for the rental costs associated with photocopiers in each office (\$59.04 x .76 FTE x 12 months).

iii. Supplies

Includes general office supplies such as paper and envelopes needed for the general operation of the project. Postage includes postage which will be used for the project. Printing costs includes general copies, outreach materials, and court documents. (\$30.51 x .76 FTE x 12 months)

iv. Travel

Project travel expenses are for mileage to mediations and client visits (600 miles x \$0.47 per mile).

v. Insurance

General Insurance coverage for the project. (\$31.05 x .76 FTE x 12 months)

vi. Audit  
N/A

vii. Telephone/Communications  
Telephone costs are basic charges for the employees which includes the internet and phone service for employees. ( $\$22.69 \times .76 \text{ FTE} \times 12 \text{ months}$ )

viii. Other  
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law ( $\$25.96 \times .76 \text{ FTE} \times 12 \text{ months}$ ). The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials. ( $\$38.58 \times .76 \text{ FTE} \times 12 \text{ months}$ ). It also includes litigation/translation expenses (\$700) and other consulting contracting expenses and advertising ( $\$55.86 \times .76 \text{ FTE} \times 12 \text{ months}$ ).

# ATTACHMENTS

ACCESS TO JUSTICE GRANT APPLICATION  
SUBMITTED BY  
KANSAS LEGAL SERVICES, INC.  
FY 2025

1. Evidence of tax-exempt status;
2. A list of board of directors, indicating officers and any affiliations;
3. A copy of the organization's by-laws;
4. Applicant's current fiscal year budget;
5. Any support letters
6. Evidence of professional liability insurance policies; and
7. A copy of the applicant's most recent audit report, or a state that none exists.

Signed Forms:  
2018 Boycott of Israel Certification  
Sexual Harassment Policy Form

**Internal Revenue Service**

**Date:** April 20, 2007

KANSAS LEGAL SERVICES INC  
712 S KANSAS AVE STE 200  
TOPEKA KS 66603-3821

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Ms. Winkler 17-56985  
Custo

**Toll Free Telephone Number:**  
877-829-5500

**Federal Identification Number:**  
[REDACTED]

Dear Sir or Madam:

This is in response to your request of April 20, 2007, regarding your organization's tax-exempt status.

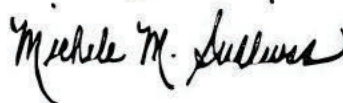
In May 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations 1

**2024  
KLS Board of Directors**

<p><b>Amy Bipes</b> Legal Assistance Office Of Staff Judge Advocate [Redacted] [Redacted] Second Term: 1/23 – 1/26</p>	<p><b>Stacey Blakeman</b> KU School of Law [Redacted] Attorney - KU School of Law First Term: 1/22 – 1/25</p>	<p><b>Daren Bruschi</b> T-Mobile US [Redacted] Attorney – Kansas City Area First Term: 1/24 – 1/27</p>	<p><b>Christy Campbell</b> Franklin Law Office [Redacted] Staff Representative First Term: 1/22 – 1/25</p>	<p><b>Paul Dean</b> Patton Puhnam &amp; Dean LLC [Redacted] Attorney – Emporia Service Area Second Term: 1/22 – 1/25</p>
<p><b>Alexus Dunaway</b> [Redacted] Client Rep – Manhattan Service Area First Term: 1/24 – 1/27</p>	<p><b>Nathan Elliott</b> Graybill &amp; Hazlewood LLC [Redacted] Attorney - KS Trial Lawyers Assoc. Second Term: 1/23 – 1/26 President</p>	<p><b>Jerry Fairbanks</b> [Redacted] Attorney - Hays Service Area First Term: 1/24 – 1/27</p>	<p><b>Abby Franco</b> [Redacted] Client Rep – Dodge City Service Area First Term: 1/21 – 1/24</p>	<p><b>Karen Hanneman</b> [Redacted] Client Rep – Topeka Service Area Second Term: 7/24 – 1/27 Secretary</p>
<p><b>Jared Hiatt</b> Clark Mize &amp; Linville, Chld. [Redacted] Attorney - Salina Service Area First Term: 1/22 – 1/25</p>	<p><b>Randall Hodgkinson</b> Washburn University School of Law [Redacted] Attorney - WU School of Law First Term: 1/22 – 1/25</p>	<p><b>Rebecca Long</b> [Redacted] Client Rep - Hays Service Area First First Term: 1/23 – 1/26</p>	<p><b>Angela Meyer</b> Meyer Law Firm, LLC [Redacted] Attorney - Pittsburg Service Area Second Term: 1/23– 1/26</p>	<p><b>Kenneth "Brent" McCann</b> [Redacted] Client Rep – Kansas City Service Area First Term: 7/24 – 1/26</p>
<p><b>Tim O'Brien</b> [Redacted] Attorney - KBA Representative First Term: 1/24 – 1/27 Executive Committee</p>	<p><b>William "Bill" Ossmann</b> Shawnee County Courthouse [Redacted] Attorney – At Large First Term: 1/24 – 1/27 Executive Committee</p>	<p><b>Jennifer Pesina</b> [Redacted] Client Rep – Emporia Service Area Second Term: 1/24– 1/27</p>	<p><b>Ben Swinnen</b> Heart Land Supports LLC [Redacted] Attorney – At Large First Term: 1/23 – 1/26 Treasurer</p>	<p><b>Maria Wood</b> [Redacted] Client Rep – Wichita Service Area First Term: 7/24 – 1/28</p>
<p><b>Molly Wood</b> Stevens &amp; Brand, LLP [Redacted] Attorney – Topeka Service Area First Term: 1/23 – 1/26 Vice-President</p>	<p><b>Sara Zafar</b> Franklin Law Office [Redacted] Attorney - Wichita Service Area First Term: 1/22 – 1/25</p>	<p><b>Vacant</b> Client Rep – Pittsburg Service Area</p>		<p style="text-align: right;">Updated 4/26/2024</p>

# **KANSAS LEGAL SERVICES, INC.**

## **BY-LAWS**

### **ARTICLE 1**

#### **SECTION 1: NAME**

This organization, incorporated under the Kansas Corporation Code, shall be known as Kansas Legal Services, Inc., hereinafter referred to as KLS, Inc.

#### **SECTION 2: PRINCIPAL OFFICE**

The principal office of KLS, Inc. shall be located in Topeka, Kansas, or in such other city in Kansas as shall be designated by the Board of Directors.

### **ARTICLE II**

#### **PURPOSE**

The objects and purposes of this Corporation shall be to provide, or help to provide, legal services for economically disadvantaged persons who are financially unable to obtain private counsel.

KLS, Inc. is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the United States Internal Revenue Code, and the Kansas Corporation Code.

The Corporation, in furtherance of these charitable and educational purposes, shall attempt to educate and serve indigent persons by:

1. Receiving grants of public and private funds as may be available for providing legal services to indigent citizens of Kansas;
2. Establishing or assisting in the creation and operation of professionally staffed legal assistance offices for indigents where needed;
3. Providing technical assistance and creating and encouraging educational programs relating to legal programs for the indigent; and
4. Carrying out any lawful activity necessary or convenient in connection with any of the foregoing purposes or powers enumerated in the Kansas Corporation Code.



## ARTICLE III

### BOARD OF DIRECTORS

#### SECTION 1: NUMBER AND COMPOSITION

The affairs of this Corporation shall be managed by its Board of Directors, which shall consist of twenty-three (23) members, all of whom shall be residents of the state of Kansas. The composition of the Board of Directors shall in all respects comply with Section 1607.3 and other applicable regulations promulgated by the Legal Services Corporation Act of 1974, Public Law 93-355.

#### SECTION 2: QUALIFICATIONS AND SELECTION OF BOARD MEMBERS

- A. Qualification. Members of the Board of Directors shall be supportive of the purposes of the Legal Services Corporation Act, and have interest in and knowledge of the delivery of quality legal services to indigent persons. At least one-third (1/3) of the KLS, Inc. Board of Directors shall be persons qualified for free legal services by KLS, Inc. at the time of their appointment to the Board of Directors and shall be selected to serve on the KLS, Inc. Board by the client members of their respective advisory councils. No person who is employed by KLS, Inc., or by any organization or agency who is receiving or has applied to receive funds from KLS, Inc. shall be eligible for membership on the Board of Directors.
- B. Selection. The board members shall be selected in the following manner:
1. One attorney designated by the Kansas Bar Association (KBA) Executive Council and one client representative in total from each of the following office-defined service areas: Topeka, Emporia, Pittsburg, Kansas City, Manhattan/Seneca, Hays, Wichita /Hutchinson.
  2. One attorney designated by the KBA Executive Council from either the Garden City/Dodge City service area or the Salina service area and one client representative from the service area in which the attorney is not designated. The board will make an effort to alternate these positions between the two service areas.
  3. One attorney chosen by the Executive Council of the KBA.
  4. One attorney chosen by the President of the Kansas Trial Lawyers Association (KTLA).
  5. One attorney designated by the KBA Executive Council representing the Washburn University School of Law.
  6. One attorney designated by the KBA Executive Council representing the Kansas University School of Law.
  7. Two attorneys selected at large by the KBA Executive Council.
  8. One representative of the Kansas Legal Services Staff Association, who may not be an employee of KLS, Inc. or the KLS Staff Association, or any organization receiving, or which has applied to receive funds from KLS, Inc.

- C. Attorney positions in paragraph B above shall be appointed by the KBA Executive Council to represent the service area, law schools, at large and KBA position, as described therein, except that the KsAJ shall appoint one attorney position. KLS, Inc. shall make recommendations to the KBA Executive Council for their consideration in making the respective appointments.
- D. Every reasonable effort will be made to recruit and appoint women and minority attorney members to the Board.

### **SECTION 3: TERM**

Board members shall be appointed for a term of three years. No member shall serve more than two consecutive terms.

### **SECTION 4: ANNUAL MEETINGS**

An annual meeting of the Board of Directors shall be held on the third Friday of January in each year at the principal office of KLS, Inc., or upon such other day and in such other place, within or without the state, as may be provided by resolution of the Board of Directors.

### **SECTION 5: REGULAR MEETINGS**

Regular meetings of the Board of Directors shall be held on the third Friday of January, April, and October and the second Friday of July of each year at the principal office of KLS, Inc. or upon such other day and in such other place as may be provided by resolution of the Board of Directors.

### **SECTION 6: NOTICE**

Written notice of each meeting, specifying the place, day, and hour, and in the case of the special meetings, the reason therefore shall be delivered to each director not less than ten (10) days and not more than forty (40) days before the date of the meeting, either personally, *electronically*, or by mail, at the direction of the resident of the Board of Directors or the other directors calling the meeting. A tentative agenda shall accompany each written notice of a meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the director at his address as it appears on the records of the Corporation, with postage prepaid.

It is provided, however, that whenever any notice is required to be given, a waiver thereof in writing, signed by persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to such notice having been properly given.

### **SECTION 7: QUORUM**

A majority of directors shall constitute a quorum for the transaction of business at any meeting of the Board. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or these By-laws.

## **SECTION 8: REMOVAL OF BOARD MEMBERS**

- A. The Board, by a vote of two-thirds (2/3) of the entire Board of Directors (although only a quorum need be present), shall have the authority to remove a director for good cause shown upon written notice of the intended action to the director in question at least ten (10) days prior to the vote.
- B. When a director shall fail to appear at three (3) consecutive meetings of the Board of Directors, or at one-half (1/2) of the meetings held during a two-year period, his or her membership on the Board of Directors shall automatically terminate, and he/she shall be notified by the Secretary in writing. However, such director may, upon his/her written request therefore, be allowed to appear at the next regular meeting of the Board of Directors to request reinstatement, and the Board may, upon a two-thirds (2/3) vote of the members present at the meeting, reinstate the person as a member of the Board for good cause shown.

## **SECTION 9: VACANCIES**

When vacancies occur on the Board, the organization which appointed or elected the departing director shall choose the successor to serve the unexpired term; provided, however, that if such organization shall fail to choose a successor within sixty (60) days after being given written notice of the vacancy, the Board may designate another qualified organization to make the appointment.

When vacancies occur on the Board as a result of the failure of the organization listed in Section II to appoint or elect a director to the Board at the initial annual meeting of the Board or at the expiration of the term of any director, the Board may appoint the director or directors by a majority vote at a duly-convened meeting.

In the event that the Board does select the successor director in either of the situations described above, such director shall meet the requirements of the position vacated and represent the organization failing to choose a successor.

## **SECTION 10: OPEN MEETINGS**

- A. All meetings for the conduct of the affairs of and the transactions of business by the Corporation through its Board of Directors shall be conducted in accordance with the open-meeting laws of the State of Kansas, K.S.A. 1977 Supp. 75-4318 et seq. as it may be hereafter amended.
- B. Notice of the date, time, and place of any meeting—annual, regular, or special—shall be furnished by the Secretary to any person requesting such information.
- C. Prior to any meeting hereinabove mentioned, any agenda relating to the business to be transacted at such meeting shall be made available by the Secretary to any person requesting said agenda.
- D. While physical presence is expected at Board meetings, members of the Board of Directors may participate in meetings electronically under exigent circumstances, at the discretion of the President, who shall make this decision based on the ability of the available communication

system to allow those members wishing to participate electronically to be meaningfully involved in the discussion surrounding the decisions made on issues by the Board.

#### **SECTION 11: POWER AND DUTIES**

The Board shall have, but shall not be limited to, the following powers, duties and responsibilities:

1. Set and review all policies for the operation of KLS, Inc., guidance of staff and local advisory council.
2. Exercise supervision of all funds of KLS, Inc. and exercise supervision over receipts and expenditures.
3. Select and terminate all officers of the Corporation and the Executive Director of KLS, Inc.
4. Decide disputes between any area offices and/or employees of KLS, Inc. relative to personnel or other matters.
5. Evaluate the operation of KLS, Inc. in accordance with the objectives and purposes as stated in the Articles of Incorporation.
6. Delegate authority to or contract with local advisory councils for the performance of, supervision of, and delivery of legal services within their Service Areas.
7. Consult with and provide advice, upon request, to the various local bar associations of the state of Kansas, in matters concerning delivery of civil legal assistance to indigents.
8. Keep correct and complete books and records of accounts, minutes of meetings, and names and addresses of the members of the Board, and permit all books and records to be inspected by any director, or his or her agent or attorney, for any proper purpose at any reasonable time.
9. The Board of Directors may authorize any employee or employees, officer or officers, agent or agents, to enter into any contract or execute and deliver an instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.
10. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.
11. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such employee or employees, officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

12. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

## **SECTION 12: COMPENSATION OF DIRECTORS**

No director or member of any local advisory council shall receive, directly or indirectly, any compensation or other reward for serving, nor shall any such person or any staff member have any interest in or to the property of KLS, Inc. either before or after dissolution; provided, however, that the Board of Directors may authorize reimbursement of reasonable expenses by directors necessitated by their attendance at each regular or special meeting of the Board of Directors or of the Executive Committee.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION 1: OFFICERS**

The officers of KLS, Inc. shall be members of the Board of Directors of the Corporation and shall be designated as the President, Vice-President, Secretary, Treasurer and such other officers may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his/her successor shall have been duly elected and qualified. Officers other than President, Vice-President, Secretary, and Treasurer need not be members of the Board of Directors.

#### **SECTION 2: REMOVAL**

The Board, by affirmative vote of two-thirds (2/3) of the members present at a meeting, shall have the power to warn or reprimand an officer or to suspend or revoke the privilege of holding an office from an officer for flagrant or willful violation of the resolutions of the Board of these By-laws.

#### **SECTION 3: VACANCIES**

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by a majority vote of the directors present at a meeting at which a quorum is present.

#### **SECTION 4: PRESIDENT**

The President shall preside at the meetings of the Board; shall cooperate with the Board and staffing planning the agenda for meetings of the Board; shall appoint, with the approval of the Board, all committees which may include persons not members of the Board; shall work closely with staffing the conduct of the affairs of KLS, Inc.; and shall perform such other duties as may properly appertain to the office.

#### **SECTION 5: VICE-PRESIDENT**

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall have all powers of and be subject to all the restrictions upon the President. The Vice-

President shall perform such other duties as from time to time may be assigned to him or her by the President of the Board of Directors.

#### **SECTION 6: SECRETARY**

The Secretary shall be responsible for the preparation and maintenance of minutes of meetings of the Board and of resolutions presented to or passed by the Board, and shall work with the clerical staff to see that there is appropriate distribution of such documents and similar documents by the sponsoring groups and other interested groups. The Secretary shall cooperate with the staff with regard to public information activities. The Secretary shall prepare all agendas for annual and regular meetings.

#### **SECTION 7: TREASURER**

The Treasurer shall be responsible for general review of the banking, financial, and accounting functions of KLS, Inc. in cooperation with the staff.

### **ARTICLE V**

#### **COMMITTEES**

##### **SECTION 1: CREATION**

The Board of Directors and the Executive Committee shall have the authority to create, dissolve, and appoint members to ad hoc committees as they deem necessary.

##### **SECTION 2: STANDING COMMITTEES**

The Board of Directors may create, dissolve, and appoint members to standing committees as they deem necessary.

##### **SECTION 3: CLIENT REPRESENTATION**

All committees shall have at least one member who is a client-member of the Board of Directors.

##### **SECTION 4: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer of the Corporation, and three (3) other members of the Board of Directors, to be nominated by the President and confirmed by the Board of Directors annually. At least one member of the Executive Committee shall be a client-member director.

Subject to instructions and/or limitations as may be imposed by the Board of Directors, and between its meetings, the Executive Committee shall be the administrative Board of the Corporation and shall have the power and authority to do and perform all duties and functions which the Board of Directors might do or perform, except the Executive Committee may not:

1. Amend these By-laws.

2. Exercise the authority of the Board of Directors granted under Article 3, Section 9.
3. Exercise the authority of the Board of Directors granted under Article 3, Section 10.
4. Exercise the authority of the Board of Directors granted under Article 3, Section 12 (3).
5. Exercise the authority of the Board of Directors granted under Article 4, Section 2.
6. Exercise the authority of the Board of Directors granted under Article 4, Section 3.
7. Exercise the authority of the Board of Directors granted under Article 4, Section 4.

Business of the Executive Committee may be conducted by mail, telephone, or meetings. The Committee shall, at each regular meeting of the Board of Directors, report all actions taken by the Executive Committee since the last meeting of the Board of Directors. The Board of Directors shall have the authority to alter, amend, or refine any action by the Executive Committee since the last meeting of the Board of Directors.

The Executive Committee shall be dissolved only by amendment of the By-laws.

#### **SECTION 5: AUDIT COMMITTEE**

The President of the Corporation shall select and appoint an Audit Committee, whose functions shall be:

1. To approve and select annually competent auditors who shall perform the annual audit.
2. To evaluate the performance of the auditors.

#### **SECTION 6: GRIEVANCE COMMITTEE**

The President of the Corporation shall appoint and select a Grievance Committee to hear grievances and complaints against the Corporation. The powers, duties, responsibilities, and procedures of the Grievance Committee shall be set out by special Board resolution and incorporated in the Operations Manual of KLS, Inc.

#### **SECTION 7: FINANCE COMMITTEE**

The President of the Corporation shall select and appoint a Finance Committee, whose functions shall be:

1. Reviews the annual budget and makes recommendations to the Board of Directors.
2. Reviews regular financial reports from management.
3. Reviews accounting and controls policies for the organization.
4. To review the annual audit, management letter and response to management letter and to make recommendations to the Board of Directors based on this review.

## **ARTICLE VI**

### **LOCAL ADVISORY COUNCILS**

#### **SECTION 1: FORMATION AND CHOICE OF MEMBERS**

Advisory councils shall be established for each Office service area. The councils shall be composed of not more than twenty-five members and shall include client and attorney members.

Only those persons committed to the purposes of KLS, Inc., as provided by these By-laws, shall be considered for membership on the councils. Substantial efforts shall be made by the Executive Director to encourage interested groups in areas to be serviced by KLS, Inc., including attorneys and representatives of organizations which may provide referrals or services to prospective clients of KLS, Inc. to become members of the councils.

#### **SECTION 2: POWERS AND DUTIES**

Each local advisory council shall have the following powers, duties, and responsibilities:

1. Designate the Directors to represent the particular advisory council as set out in Article 3, Section 2(B).
2. Consult closely with and advise the staff of its area with regard to the functioning of KLS, Inc. in that area with particular regard to eligibility standards, priorities for problems to be solved, and methods of securing and assisting clients.
3. Assist the staff in informing prospective clients of the services of KLS, Inc. and securing volunteer personnel, both legal and non-legal, to assist and supplement the efforts of the staff.
4. Perform such duties as are assigned to such councils by other sections of these By-laws or by the Board.
5. Evaluate the operations of KLS, Inc. in its area.

## **ARTICLE VII**

### **EXECUTIVE DIRECTOR**

The Board of Directors shall select an Executive Director who shall administer the state program consistent with the policies set by the Board of Directors. The Executive Director shall be an ex-officio member of the Board of Directors and of the Executive Committee.

The Executive Director shall, in general, supervise and control all of the day-to-day business and affairs of KLS, Inc. He or she may sign, individually or with the President, Secretary, Treasurer, or other proper officer of KLS, Inc. authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or these By-laws, or statute, to some other officer or agent of KLS, Inc. The Executive Director shall have the authority to hire and terminate the employment of managing attorneys of



area offices, provided, however, that such hiring or termination shall be with the advice of the Service Area office. The Executive Director shall serve at the pleasure of the Board of Directors.

## **ARTICLE VIII**

### **GRIEVANCE PROCEDURE**

Any person or group aggrieved by a decision or action of KLS, Inc., or its staff or any subdivisions thereof, may appeal said decision or action in writing to the Executive Director. If the grievance is not satisfactorily resolved, the aggrieved party may petition the Board of Directors, who will decide the matter pursuant to the rules and procedures promulgated by the Board of Directors. Personnel matters are to be handled pursuant to a Personnel Manual adopted by the Board of Directors.

## **ARTICLE IX**

### **AMENDMENTS TO BY-LAWS**

These By-laws or the Articles of Incorporation of KLS, Inc. may be amended, altered, or repealed by affirmative vote of sixty percent (60%) of the members of the Board of Directors present at a duly-convened meeting. Such vote shall be taken at a meeting of the Board of Directors held at least twenty (20) days after notice of the proposed meeting. Notice of such meeting shall include a copy of the proposed changes of the By-laws or Articles of Incorporation. Proposals to amend these By-laws or the Articles of Incorporation may be initiated only by a member of the Board of Directors.

**Kansas Legal Services  
Calendar Year 2024 Board Approved Budget  
January 24, 2024**

<b>Revenue &amp; Support</b>	<b>2024 Budget</b>
<b>Grants</b>	
Legal Services Corporation	\$3,936,597
Interest on Lawyers Trust Account (IOLTA)	82,000
Kansas Bar Foundation - Mortgage Foreclosure & Community Development	215,000
Kansas Bar Foundation - Expungement Projects	75,000
Area Agency on Aging (AAA)	339,412
United Way	112,000
City/County Grants	240,408
Victim of Crime Act - Office of the Governor	795,000
Porter Fund	50,000
<b>Subtotal Grants</b>	<b>\$5,845,417</b>
<b>Contracts for Services</b>	
Access to Justice	\$612,183
Guardian Ad Litem Support Center	65,000
Kansas Agricultural & Mediation Services (KAMS)	12,500
Social Security Fees	180,000
Kansas Department for Children & Families - Family First Kids2Kin	324,158
Kansas Department for Children & Families - Children's Social Security Advocacy	200,000
Kansas Department for Children & Families - Parent Advocate	875,000
Family Strong KU Social Work	40,940
Kansas Human Rights Commission (KHRC)	154,000
County Defender	291,850
Medical Legal Clinics	120,000
Pro Bono Initiative	172,000
Department of Commerce	4,000
SAMHSA Substance Abuse, Mental Health	300,000
KSOR - Afghan Placement & Assistance Program	105,000
Wyandotte County Traffic Court	40,000
Legal Services for Veterans	75,000
OJA Expungement	200,000
<b>Subtotal Contracts for Services</b>	<b>\$3,771,631</b>
<b>Bar Program Fees</b>	
Reduced Fee Program Casework Revenue	\$40,000
Reduced Fee Administrative Fee	3,100
<b>Subtotal Bar Program Fees</b>	<b>\$43,100</b>
<b>Court Awards</b>	
Mediation Fees	\$3,000
Fee for Service - Adoptions	9,000
<b>Subtotal Court Awards</b>	<b>\$12,000</b>
<b>Contributions</b>	
Fundraising	\$200,000
Independence Charitable Trust	194,000
Program Income/Donations	16,000
Cy Pres Awards	185,000
<b>Subtotal Contributions</b>	<b>\$595,000</b>
<b>Other</b>	
KU Elder Law	\$10,400
<b>Subtotal Other</b>	<b>\$10,400</b>
<b>Total Revenue &amp; Support</b>	<b>\$10,277,548</b>
<b>Expenses</b>	
Salaries	\$6,856,694
Fringe Benefits	1,665,754
Space	665,000
Equipment Rental & Minor Purchases	78,000
Office Supplies, Postage, Printing	124,500
Telephone	97,250
Travel	82,000
Training	37,500
Library	110,500
Insurance	47,500
Litigation	134,350
Contract Service/Consulting	216,000
Retainers	8,500
Other	102,000
<b>Total Expenses</b>	<b>\$10,225,548</b>
Excess (Deficiency)	\$52,000
<b>Capital Expenditures</b>	
Gain or Loss/Major Equipment	\$0
Depreciation Expenses	0
<b>Net Cash (To Reserves)</b>	<b>\$52,000</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Brier Payne Meade Insurance 5835 SW 29th Street Suite 201 Topeka, KS 66614	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (785) 233-1717 FAX (A/C, No): (785) 233-2679 E-MAIL ADDRESS: bpm@bpminsurace.com
	INSURER(S) AFFORDING COVERAGE <b>INSURER A:</b> The Cincinnati Insurance Co. <b>NAIC #</b> 10677 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		[REDACTED]	5/1/2023	5/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 <b>EBL AGGREGATE \$ 3,000,000</b>
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		[REDACTED]	5/1/2023	5/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		[REDACTED]	5/1/2023	5/1/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ <b>Aggregate \$ 2,000,000</b>
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Office of Judicial Administration Attn: Stephanie Bunten 301 SW 10th Ave Topeka, KS 66612	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## INSURANCE BINDER FOR LAWYERS PROFESSIONAL LIABILITY COVERAGE

This certifies that NLADA Mutual Insurance Co., is hereby binding coverage as described below:

5/02/2024

Kansas Legal Services, Inc.  
712 S. Kansas Avenue, Suite 200  
Topeka, KS 66603

Attention: Allison Perez

**Policy Number:** [REDACTED]  
**Policy Term:** 5/01/2024 - 5/01/2025  
**Policy Type:** Lawyers Professional Liability Policy  
**Binder Expiration Date:** 6/01/2024  
**Insurer:** NLADA Mutual Insurance Co., a Risk Retention Group

This binder includes only those Coverages designated with a "Yes" as "Included" in the coverage summary set forth below. If neither "Yes" nor "No" is designated for a listed Coverage, such Coverage is "Not Included."

**This Binder expires on the date noted above.**

### Coverage Information

Coverage, Limit of Liability, and Retroactive Date	Annual Aggregate Deductible	Included (Yes/No)	Premium
<b>Lawyers Professional Liability:</b> \$3,000,000 each claim and \$3,000,000 in the aggregate Retroactive Date: Full Prior Acts	\$1,000 <i>(Does not apply to Defense Costs)</i>	Yes	\$17,694.56
<b>Management Liability Errors and Omissions Endorsement:</b> \$3,000,000 each claim and \$3,000,000 in the aggregate Retroactive Date: Full Prior Acts	\$1,000 <i>(Does not apply to Defense Costs)</i>	Yes	\$7,078.04

Coverage, Limit of Liability, and Retroactive Date	Annual Aggregate Deductible	Included (Yes/No)	Premium
<b>Employment Practices Liability:</b> \$100,000 each claim and \$300,000 in the aggregate Retroactive Date: Full Prior Acts	\$1,000 <i>(Does not apply to Defense Costs)</i>	Yes	\$6,192.62
<b>Criminal Defense Endorsement:</b> \$50,000 each claim and \$50,000 in the aggregate Retroactive Date: 5/1/1992	\$1,000 <i>(Does not apply to Defense Costs)</i>	Yes	\$1,769.77
<b>Primary Pro Bono Endorsement:</b> Retroactive Date: 5/1/2009		Yes	
<b>Additional Insured(s):</b>		Yes	
<b>Other Endorsements:</b> N/A			N/A
<b>Total Premium:</b>			<b>\$32,734.99</b>

**Forms Included**

NLADA 9101 (01-23) Policy Declaration Page (Modified 11/20/2023)  
 NLADA 9100 (01-23) LPL Policy Form (Modified 11/20/2023)

**Endorsements Included**

NLADA 9203 (01-23) Management Liability and Employment Practices Coverage Endorsement  
 NLADA 9202 (01-23) Criminal Defense Endorsement  
 NLADA 9206 (01-23) Primary Pro Bono Endorsement  
 NLADA 9210 (01-23) Cut Through Endorsement  
 NLADA 9200 (01-23) Additional Insured Endorsement



*Certified Public Accountants*

## KANSAS LEGAL SERVICES, INC.

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FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2023

KANSAS LEGAL SERVICES, INC.  
FINANCIAL STATEMENTS  
Year Ended December 31, 2023

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Certified Public Accountants

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Kansas Legal Services, Inc.  
Topeka, Kansas

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Kansas Legal Services, Inc. (the Organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

An Independently Owned Member, RSM US Alliance

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.



## *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary schedules listed in the accompanying table of contents, including the schedule of expenditures of federal awards as required by Title 2 U.S. *Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 23, 2024 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

### **Report on Summarized Comparative Information**

We have previously audited the Organization's December 31, 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated April 27, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*B.T. & Co., P.A.*

April 23, 2024  
Topeka, Kansas

KANSAS LEGAL SERVICES, INC.  
STATEMENT OF FINANCIAL POSITION  
December 31, 2023  
With Summarized Financial Information for December 31, 2022

<u>ASSETS</u>	2023	2022
Current assets:		
Cash and cash equivalents	\$ 2,011,841	\$ 1,751,751
Restricted cash and cash equivalents	128,963	131,942
Grants and contracts receivable	591,920	717,552
Prepaid expenses and other assets	136,048	127,773
Total current assets	2,868,772	2,729,018
Investments	807,925	699,037
Operating lease right-of-use assets	2,495,830	1,536,442
Property and equipment, net of accumulated depreciation	141,179	121,761
Total assets	\$ 6,313,706	\$ 5,086,258
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Current operating lease liabilities	\$ 432,709	\$ 315,455
Accounts payable and accrued expenses	85,301	86,926
Accrued compensated absences	351,725	308,991
Trust deposits	128,963	131,942
Deferred grants revenue	693,932	544,117
Accrued insurance claims	42,182	33,854
Total current liabilities	1,734,812	1,421,285
Noncurrent operating lease liabilities	2,086,108	1,231,659
Total liabilities	3,820,920	2,652,944
Net assets without donor restrictions	2,492,786	2,433,314
Total liabilities and net assets	\$ 6,313,706	\$ 5,086,258

See accompanying notes to financial statements.

KANSAS LEGAL SERVICES, INC.  
STATEMENT OF ACTIVITIES  
Year Ended December 31, 2023  
With Summarized Financial Information for the Year Ended December 31, 2022

	Without Donor	With Donor	Total	
	Restrictions	Restrictions	2023	2022
Revenues and support:				
Grants	\$ 3,446,772	\$ 4,018,024	\$ 7,464,796	\$ 6,523,736
Contracts for services	1,101,730	-	1,101,730	1,121,926
City, county and public defender services	555,822	-	555,822	547,122
Bar program fees	32,542	-	32,542	48,461
Court awards	219,065	-	219,065	314,317
Interest	-	12,425	12,425	13,452
Contributions	431,313	38,806	470,119	454,678
Other	100,231	-	100,231	111,077
Investment gain (loss)	108,888	-	108,888	(50,963)
Net assets released from restrictions	4,069,255	(4,069,255)	-	-
Total revenues and support	<u>10,065,618</u>	<u>-</u>	<u>10,065,618</u>	<u>9,083,806</u>
Expenses:				
Program services:				
Legal services and related programs	7,202,101	-	7,202,101	6,853,930
Parent advocate programs	598,226	-	598,226	366,247
Supporting services:				
Management and general	2,071,024	-	2,071,024	1,777,510
Fundraising	134,795	-	134,795	45,169
Total expenses	<u>10,006,146</u>	<u>-</u>	<u>10,006,146</u>	<u>9,042,856</u>
Change in net assets	59,472	-	59,472	40,950
Net assets, beginning of year	<u>2,433,314</u>	<u>-</u>	<u>2,433,314</u>	<u>2,392,364</u>
Net assets, end of year	<u>\$ 2,492,786</u>	<u>\$ -</u>	<u>\$ 2,492,786</u>	<u>\$ 2,433,314</u>

See accompanying notes to financial statements.

KANSAS LEGAL SERVICES, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended December 31, 2023

With Summarized Financial Information for the Year Ended December 31, 2022

	2023					2022 Total
	Program Services		Supporting Services			
	Legal Services and Related Programs	Parent Advocate Programs	Management and General	Fundraising	Total	
Salaries	\$ 4,651,815	\$ 432,362	\$ 1,243,191	\$ 98,255	\$ 6,425,623	\$ 5,745,516
Employee benefits and payroll taxes	1,158,512	111,199	281,536	15,123	1,566,370	1,365,262
Rent, parking, utilities and maintenance	571,647	16,251	72,114	7,439	667,451	603,235
Equipment rental and maintenance	62,582	297	7,508	750	71,137	69,922
Office supplies, printing and postage	97,453	1,843	30,125	1,703	131,124	115,209
Telephone	219,500	3,301	28,325	2,798	253,924	187,502
Travel	49,371	3,510	38,617	575	92,073	53,815
Training	15,639	241	21,142	313	37,335	30,218
Library upkeep	63,281	322	44,636	2,300	110,539	105,557
Insurance	39,855	-	4,458	160	44,473	44,699
Litigation expenses	106,332	21,194	9,918	258	137,702	129,543
Audit, consulting and contract services	52,564	75	215,599	3,672	271,910	447,534
Private attorney retainers	104	3,000	-	-	3,104	8,113
Depreciation	32,225	-	16,318	-	48,543	40,865
Other	81,221	4,631	57,537	1,449	144,838	95,866
Total expenses	<u>\$ 7,202,101</u>	<u>\$ 598,226</u>	<u>\$ 2,071,024</u>	<u>\$ 134,795</u>	<u>\$ 10,006,146</u>	<u>\$ 9,042,856</u>

See accompanying notes to financial statements.

KANSAS LEGAL SERVICES, INC.  
STATEMENT OF CASH FLOWS  
Year Ended December 31, 2023  
With Summarized Financial Information for the Year Ended December 31, 2022

	2023	2022
Cash flows from operating activities:		
Change in net assets	\$ 59,472	\$ 40,950
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	48,543	40,865
Non-cash lease expense	12,315	10,672
Realized loss	9,497	769
Unrealized loss (gain)	(93,920)	59,370
Changes in assets and liabilities:		
Grants and contracts receivable	125,632	(118,321)
Prepaid expenses and other assets	(8,275)	(25,984)
Accounts payable and accrued expenses	(1,625)	(32,849)
Accrued compensated absences	42,734	30,441
Trust deposits	(2,979)	(15,726)
Deferred grants revenue	149,815	91,134
Accrued insurance claims	8,328	(853)
	349,537	80,468
Net cash flows from operating activities		
Cash flows from investing activities:		
Purchases of investments	(24,465)	(759,176)
Purchases of property and equipment	(67,961)	(30,280)
	(92,426)	(789,456)
Net cash flows from investing activities		
Net increase (decrease) in cash and cash equivalents	257,111	(708,988)
Cash and cash equivalents, beginning of year	1,883,693	2,592,681
Cash and cash equivalents, end of year	\$ 2,140,804	\$ 1,883,693
Cash and cash equivalents consisted of the following:		
Cash and cash equivalents	\$ 2,011,841	\$ 1,751,751
Restricted cash and cash equivalents	128,963	131,942
	\$ 2,140,804	\$ 1,883,693
Supplemental cash flow information related to leases is as follows for the year ended December 31, 2023:		
Cash paid for amounts included in the measurement of liabilities:		
Operating cash outflows - payments on operating leases	\$ 466,573	\$ 386,245
Right-of-use assets obtained in exchange for new lease obligations	\$ 1,365,036	\$ 1,908,553

See accompanying notes to financial statements.

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023

1 - Organization and Summary of Significant Accounting Policies

Organization

Kansas Legal Services, Inc. (the Organization) is a non-profit corporation organized for the purpose of providing legal assistance to persons in the State of Kansas who are financially unable to afford legal assistance. In 2023, the Organization received approximately 40% of its funding through grants from the Legal Services Corporation (LSC), a non-profit corporation established by the U.S. Congress to administer a nationwide legal assistance program.

Statement of Cash Flows

For purposes of the statement of cash flows, cash and cash equivalents include cash on hand, cash in banks, trust deposits and cash invested in repurchase agreements, which have original maturities of three months or less.

Concentrations of Credit Risk

The Organization manages deposit concentration risk by placing cash with financial institutions believed by management to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, the Organization has not experienced losses in any of these accounts. Credit risk associated with accounts receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission.

Investments

The Organization's investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Prepaid Expenses and Other Assets

Prepaid expenses and other assets consist of insurance premiums paid for coverage that benefits more than one fiscal period, salary advances to employees, and deposits on rental property. The prepaid insurance premiums are amortized over the policy period.

Property and Equipment

Property and equipment consist of automobiles, equipment, furniture, leasehold improvements and the law library and are carried at original acquisition cost. All capital expenditures of \$ 1,000 or more are capitalized. Depreciation on property and equipment is computed using the straight-line method over the estimated useful lives of the respective assets, ranging from three to twenty years. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is recognized as income for the period. The costs of maintenance and repairs are charged to income as incurred; significant renewals and betterments are capitalized.

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

LSC retains a reversionary interest in all equipment purchased with LSC funds and may require that equipment or the proceeds from the sale of such equipment be returned to LSC or disposed of at their discretion. LSC-funded property and equipment had a book value of \$ 22,658 and \$ 20,391 at December 31, 2023 and 2022, respectively.

Leases

The Organization follows Topic 842 with recognition of leases on their statement of financial position as a right-of-use (ROU) asset representing the right to use an underlying asset and a lease liability representing the obligation to make lease payments over the lease term, measured on a discounted basis. The Organization includes additional disclosures of key quantitative and qualitative information for leasing arrangements as well as the distinction between finance leases and operating leases, with classification affecting the pattern of expense recognition in the statement of activities.

The Organization determines if an arrangement is or contains a lease at inception, which is the date on which the terms of the contract are agreed to, and the agreement creates enforceable rights and obligations. A contract is or contains a lease when (i) explicitly or implicitly identified assets have been deployed in the contract and (ii) the Organization obtains substantially all of the economic benefits from the use of that underlying asset and directs how and for what purpose the asset is used during the term of the contract. The Organization also considers whether its service arrangements include the right to control the use of an asset.

The Organization made an accounting policy election available under Topic 842 not to recognize ROU assets and lease liabilities for leases with a term of 12 months or less. For all other leases, ROU assets and lease liabilities are measured based on the present value of future lease payments over the lease term at the commencement date of the lease. The ROU assets also include any initial direct costs incurred and lease payments made at or before the commencement date and are reduced by any lease incentives. To determine the present value of lease payments, the Organization made an accounting policy election available to non-public companies to utilize a risk-free borrowing rate, which is aligned with the lease term at the lease commencement date (or remaining term for leases existing upon the adoption of Topic 842).

Accrued Compensated Absences

Under the terms of the Organization's personnel policies, employees are granted vacation leave in varying amounts. In the event of termination, an employee is paid for accumulated leave up to the maximum of thirty days.

Deferred Revenue

Deferred revenue represents amounts received which had not been earned at the end of the year.

Trust Deposits

Trust deposits and the related liability consist of cash received from the Organization's clients to cover witness and filing fees and deposition costs, etc. The trust deposits are reported as restricted cash and cash equivalents.



KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions:* Net assets available for use in general operations and not subject to donor restrictions.

*Net Assets with Donor Restrictions* – Net assets subject to donor restrictions. Some donor restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. Donor restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

As of December 31, 2023, the Organization had no donor-imposed restrictions that are temporary or perpetual in nature.

Functional Expense Allocation

Certain expenses have been allocated between program and supporting services based on the amount of time employees spent on each function.

Income Tax Matters

The Organization is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code, is exempt from federal income taxes pursuant to Section 501(a) of the Code and has not been classified as a private foundation under Section 509(a) of the Code.

Revenue Recognition

The Organization recognizes revenue from program services when the services are provided. The Organization records special events revenue equal to the cost of direct benefits to donors, and contribution revenue for the difference. Significant judgments are made in determining the value of the exchange and contribution element of special events.

With the exception of services provided in connection with city, county and public defender contracts, which are transferred over the period of the contract, all services are transferred at a point in time. For performance obligations related to city, county and public defender services, control transfers to the customer over time. Revenue under service contracts is recognized on the basis of actual time incurred multiplied by the billable hourly rate or by the unit of service provided multiplied by the billable rate per unit. Payment terms for services are not deemed to include any significant financing component as

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

payment is received at the time, or shortly after, the services are provided. Consideration paid for services is not variable.

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. The Organization's federal and state contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expenses. Consequently, at December 31, 2023 and 2022, conditional contributions approximating \$ 2,825,732 and \$ 3,823,014, respectively, for which \$ 586,079 and \$ 449,993, respectively, had been received in advance and included with deferred revenue in the statement of financial position, have not been recognized in the accompanying financial statements.

The Organization's customers consist of federal, state, and local government agencies and private customers, primarily located within the state of Kansas. For government grants and contracts, future cash flows depend on the Organization's ability to continue to obtain federal, state, and local government contracts, and indirectly on the amount of funding available to these agencies for new and current government projects. Therefore, a portion of the Organization's operations is dependent upon the level and timing of government funding. As it relates to private customers, credit risk is mitigated because payment is received before, shortly after or at the time the services are provided. For those program services provided before payment is received, continuing services will be terminated for non-payment, limiting future credit risk.

Revenue Concentration

The Organization receives a substantial amount of its support from grants and contracts. If a significant reduction in the level of these revenues or delay in the timing of receipts were to occur, the Organization would curtail its programs and activities accordingly.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

2 - Availability and Liquidity

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2023 and 2022 are:

	2023	2022
Financial assets:		
Cash	\$ 2,011,841	\$ 1,751,751
Grants and contracts receivable	591,920	717,552
Amount available for general expenditures within one year	\$ 2,603,761	\$ 2,469,303

The Organization has a goal to maintain financial assets, which consist of cash and short-term receivables, on hand at a minimum of \$ 500,000. The Organization structures its financial assets to be available as its general expenditures, liabilities and other obligations come due. In addition, as part of its liquidity management, the Organization invests cash in excess of daily requirements in various short-term treasury instruments.

3 - Investments

Investments consisted of the following as of December 31:

	2023		
	Original Cost	Fair Value	Unrealized Gain (Loss)
Money market mutual funds	\$ 123,947	\$ 123,947	\$ -
Exchange traded funds	443,818	483,446	39,628
Mutual funds	196,393	191,384	(5,009)
Common stock	9,217	9,148	(69)
	\$ 773,375	\$ 807,925	\$ 34,550
	2022		
	Original Cost	Fair Value	Unrealized Loss
Money market mutual funds	\$ 163,419	\$ 163,419	\$ -
Exchange traded funds	440,791	397,423	(43,368)
Mutual funds	154,197	138,195	(16,002)
	\$ 758,407	\$ 699,037	\$ (59,370)

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

4 - Fair Value Measurement

The disclosure provisions of the Fair Value Measurements and Disclosures Topic of the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC 820) establish a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value.

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described below:

- |         |  |
|---------|--|
| Level 1 | Unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities;                              |
| Level 2 | Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly; |
| Level 3 | Prices or valuations that require inputs that are both significant to fair value measurement and unobservable.   |

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value.

*Money market mutual funds, exchange traded funds, mutual funds, common stock:* Valued at the closing price reported on the active market on which the individual securities are traded.



KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

5 - Property and Equipment

Property and equipment consisted of the following at December 31:

	2023		Total
	Non-LSC	LSC	
Automobiles	\$ 17,565	\$ -	\$ 17,565
Leasehold improvements	113,219	93,385	206,604
Furniture and fixtures	331,443	422,963	754,406
Total cost	462,227	516,348	978,575
Accumulated depreciation	343,706	493,690	837,396
Net carrying value	<u>\$ 118,521</u>	<u>\$ 22,658</u>	<u>\$ 141,179</u>
	2022		Total
	Non-LSC	LSC	
Automobiles	\$ 17,565	\$ -	\$ 17,565
Leasehold improvements	75,809	93,385	169,194
Furniture and fixtures	305,098	420,049	725,147
Total cost	398,472	513,434	911,906
Accumulated depreciation	297,102	493,043	790,145
Net carrying value	<u>\$ 101,370</u>	<u>\$ 20,391</u>	<u>\$ 121,761</u>

6 - Deferred Revenue

Deferred revenue consisted of the following by source at December 31:

	2023	2022
	Cy Pres	\$ 370,473
Kansas Bar Foundation	15,836	-
Other	307,623	114,124
	<u>\$ 693,932</u>	<u>\$ 544,117</u>

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

7 - Net Assets with Donor Restrictions

Donor-restricted net asset activity relates to LSC grant revenue, court awards, LSC interest earned and contributions received for donor-restricted purposes. Donor-restricted net assets of \$ 4,069,255 and \$ 3,711,892, respectively, were released from restrictions during 2023 and 2022 for LSC program expenses.

8 - Line of Credit

The Organization had a \$ 250,000 line of credit that was secured by an assignment of deposit dated October 27, 2016. The line of credit had an interest rate of 4.99%, expired in March 2023, and was not renewed by the Organization.

9 - Leases

The Organization leases building space, copiers and postage machines under operating lease agreements with terms ranging from 36 months to 120 months. The operating leases do not contain renewal options, termination options, or any material restrictive covenants or residual value guarantees.

Operating lease cost is recognized on a straight-line basis over the lease term.

Operating lease cost is \$ 492,088 and \$ 399,192 and short-term lease cost is \$ 41,269 and \$ 26,041, both included in lease expense, for the years ended December 31, 2023, and 2022, respectively.

Future undiscounted cash flows for each of the next five years and thereafter and a reconciliation to the operating lease liabilities recognized on the statement of financial position are as follows as of December 31, 2023:

Years Ending December 31:

	2024		\$	492,802
	2025			454,269
	2026			365,672
	2027			346,764
	2028			307,466
	Thereafter			811,648
Total lease payments				2,778,621
Less imputed interest				(259,804)
Total present value of lease liabilities			\$	2,518,817

KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

The weighted-average remaining lease term for the operating leases is 7.08 years and the weighted-average discount rate is 2.65% for the year ended December 31, 2023.

The weighted-average remaining lease term for the operating leases was 5.99 years and the weighted-average discount rate was 1.63% for the year ended December 31, 2022.

10 - Defined Contribution Plan

Retirement benefits are provided for all employees through a defined contribution plan (the Plan). In a defined contribution plan, benefits depend solely on amounts contributed to the participants' accounts and earnings on investments of those contributions. All full-time permanent employees are eligible to participate in the plan immediately and are eligible for the employer match upon completing six months of continuous service. The Organization contributes an amount equal to 2% of the employee's salary. Additionally, employees may contribute any percentage of their salary up to limitations imposed by the Internal Revenue Code. The contributions to the Plan and earnings on investments of all contributions are 100% vested.

Contributions by the Organization to the Plan were \$ 96,728 and \$ 91,177 during the years ended December 31, 2023 and 2022, respectively. Employee contributions to the Plan were \$ 177,755 and \$ 212,398 during the years ended December 31, 2023 and 2022, respectively.

11 - Risk Management

The Organization is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Additionally, the Organization is self-insured for employee medical coverage with stop-loss coverage for claims over \$ 40,000 per person, or 125% of total claims expected to be paid as computed by the third-party administrator of the plan (approximately \$ 1,200,000 and \$1,000,000 for the years ended December 31, 2023 and 2022, respectively). The third-party administrator provides information regarding expected claims incurred but not reported based upon historical data. This information is used to determine the accrued insurance claims liability on the statement of financial position.

The Organization currently reports all of its risk management activities pro rata to each of its programs. Claims expenditures and liabilities are reported when it is probable that a loss has occurred, and the amount of that loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported.

The Organization has commercial insurance coverage up to \$ 500,000 for each worker's compensation claim, \$ 1,000,000 for each general liability claim, and \$ 500,000 for each automobile claim. Additionally, the Organization has a \$ 2,000,000 commercial umbrella policy which exceeds the primary coverage for general liability, workers' compensation, and automobile claims, and \$ 1,000,000 for fidelity bond coverage of the Organization's employees. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. Any claims other than medical or those covered by insurance are provided for on an occurrence basis.



KANSAS LEGAL SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

12 - Subsequent Events

Subsequent events have been evaluated by management of the Organization through the date of the independent auditors' report, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

KANSAS LEGAL SERVICES, INC.  
 DETAIL STATEMENT OF ACTIVITIES AND CHANGES IN  
 NET ASSETS FOR LSC FUNDS GRANT NO. 517.001  
 Year Ended December 31, 2023  
 With Summarized Financial Information for the Year Ended December 31, 2022

	Basic Field				2022	
	Grant	PAI*	TIG	PBIF	Total	Total
<b>Revenues and support:</b>						
Grants	\$ 3,274,788	\$ 661,809	\$ -	\$ -	\$ 3,936,597	\$ 3,422,879
Pro bono innovation fund	-	-	-	21,927	21,927	-
Technology initiative	-	-	59,500	-	59,500	217,557
Court awards	-	-	-	-	-	6,000
Contributions	38,806	-	-	-	38,806	52,004
Interest	12,425	-	-	-	12,425	13,452
<b>Total revenues and support</b>	<b>3,326,019</b>	<b>661,809</b>	<b>59,500</b>	<b>21,927</b>	<b>4,069,255</b>	<b>3,711,892</b>
<b>Expenses:</b>						
Salaries	3,542,336	470,491	-	16,097	4,028,924	3,629,158
Employee benefits and payroll taxes	857,219	79,899	-	2,915	940,033	856,953
Rent, parking, utilities and maintenance	395,115	31,543	-	-	426,658	396,487
Equipment rental and maintenance	42,878	3,344	-	-	46,222	58,093
Office supplies, printing and postage	71,117	12,066	-	-	83,183	78,926
Telephone	152,336	11,835	-	-	164,171	121,555
Travel	10,833	12,236	-	-	23,069	9,409
Training	8,995	3,410	-	-	12,405	8,400
Library upkeep	55,750	12,034	-	-	67,784	68,288
Insurance	9,341	681	-	-	10,022	10,981
Litigation expenses	12,192	2,728	-	-	14,920	5,767
Audit, consulting and contract services	45,002	14,874	59,500	-	119,376	283,886
Private attorney retainers	-	-	-	-	-	9,293
Depreciation	45,028	-	-	648	45,676	37,596
Other	33,800	6,668	-	-	40,468	32,492
Equipment	-	-	-	2,267	2,267	-
<b>Total expenses</b>	<b>5,281,942</b>	<b>661,809</b>	<b>59,500</b>	<b>21,927</b>	<b>6,025,178</b>	<b>5,607,284</b>
Revenues and support under expenses	(1,955,923)	-	-	-	(1,955,923)	(1,895,392)
Transfer from other funding sources	1,955,923	-	-	-	1,955,923	1,895,392
Change in net assets for LSC funds	-	-	-	-	-	-
LSC net assets, beginning of year	-	-	-	-	-	-
<b>LSC net assets, end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Private Attorney Involvement (PAI) represents 16.81% of LSC Basic Field grant.

KANSAS LEGAL SERVICES, INC.  
 DETAIL STATEMENT OF ACTIVITIES FOR  
 ACCESS TO JUSTICE FUNDS - STATE FISCAL YEAR 2023  
 Year Ended December 31, 2023

	July 1, 2022 to December 31, 2022		January 1, 2023 to June 30, 2023		Contract Period Total
	Case and Noncase Activity	Management and General	Case and Noncase Activity	Management and General	
Revenues and support:					
Access to Justice contract	\$ 277,463	\$ 90,037	\$ 279,300	\$ 88,200	\$ 735,000
Expenses:					
Salaries	183,296	59,480	182,010	57,477	482,263
Employee benefits and payroll taxes	42,432	13,769	43,886	13,859	113,946
Rent, parking, utilities and maintenance	23,084	7,491	22,652	7,153	60,380
Equipment rental and maintenance	2,697	875	2,792	882	7,246
Office supplies, printing and postage	4,644	1,507	3,882	1,226	11,259
Telephone	5,925	1,923	6,761	2,135	16,744
Travel	1,830	594	1,750	552	4,726
Training	1,047	339	798	252	2,436
Library upkeep	2,399	779	2,492	787	6,457
Insurance	1,673	543	87	27	2,330
Litigation expenses	3,873	1,256	4,720	1,490	11,339
Audit, consulting and contract services	981	319	2,212	699	4,211
Other	3,582	1,162	5,258	1,661	11,663
Total expenses	277,463	90,037	279,300	88,200	735,000
Revenues and support over (under) expenses	\$ -	\$ -	\$ -	\$ -	\$ -

KANSAS LEGAL SERVICES, INC.  
 DETAIL STATEMENT OF ACTIVITIES FOR  
 ACCESS TO JUSTICE FUNDS - STATE FISCAL YEAR 2024  
 Year Ended December 31, 2023

	July 1, 2023 to December 31, 2023		
	Case and Noncase Activity	Management and General	Total
Revenues and support:			
Access to Justice contract	\$ 236,008	\$ 70,084	\$ 306,092
Expenses:			
Salaries	163,940	44,358	208,298
Employee benefits and payroll taxes	27,860	10,641	38,501
Rent, parking, utilities and maintenance	19,625	6,588	26,213
Equipment rental and maintenance	1,648	553	2,201
Office supplies, printing and postage	3,196	1,126	4,322
Telephone	6,768	2,463	9,231
Travel	1,922	645	2,567
Training	166	56	222
Library upkeep	2,015	676	2,691
Insurance	1,287	432	1,719
Litigation expenses	4,017	1,349	5,366
Audit, consulting and contract services	1,080	363	1,443
Other	2,484	834	3,318
Total expenses	236,008	70,084	306,092
Revenues and support over (under) expenses	\$ -	\$ -	\$ -

KANSAS LEGAL SERVICES, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year Ended December 31, 2023

Federal Grantor/Pass-Through Grantor/ Program Title/Project Title	Listing Assistance Number	Grant Number	Expenditures
Legal Services Corporation:			
Legal Services Corporation Grant	9.517001	517.001	\$ 3,936,597
Pro Bono Innovation Fund	9.517001	AD-P-00009	21,927
Technology Initiative	9.517001	517.001	59,500
Total Legal Services Corporation			<u>4,018,024</u>
U.S. Department of Justice:			
Passed through the State of Kansas Office of the Governor			
Victims of Crime Act Grant	16.575	23-VOCA-58	568,889
Victims of Crime Act Grant	16.575	24-VOCA-58	216,346
Total U.S. Department of Justice			<u>785,235</u>
U.S. Department of Labor:			
Passed through the Kansas Department of Commerce			
Reentry Employment Opportunities - Pathway Home 2	17.270	FY22-PTWH-KLS	5,618
Department of the Treasury:			
Low Income Taxpayer Service			
Passed through the Kansas Housing Resources Corporation	21.008	22-LITC0502-02-00	22,082
Homeowner Assistance Fund	21.026	-	28,856
Passed through KCK Municipal Court			
COVID-19 Coronavirus Relief Fund	21.019	-	87,170
Passed through Unified Government of Wyandotte County/KCKS			
COVID-19 Coronavirus Relief Fund	21.019	-	175,084
Passed through the Kansas Department for Aging and Disability Services			
COVID-19 Coronavirus Relief Fund	21.019	-	27,693
Total Department of the Treasury			<u>340,885</u>
U.S. Department of Veterans Affairs:			
Homeless Veteran Legal Services	64.056	KS-528-LSV-276-22	2,940
U.S. Department of Health and Human Services:			
Passed through the Kansas Department for Aging and Disability Services			
Passed through various area agencies:			
Aging Cluster:			
Title III-B	93.044	Various	265,726
COVID-19 Employment First Mental Health Block Grant ARPA	93.958	-	65,459
COVID-19 Employment First Substance Abuse Block Grant ARPA	93.959	-	115,089
Passed through the University of Kansas Center for Research, Inc.			
Universal Prevention for Strong and Thriving Families	93.648	-	48,314
Passed through Kansas Department for Children and Families			
Foster Care Title IV-E	93.658	-	117,684
Adoption Assistance	93.659	-	3,016
Passed through the Kansas Children's Cabinet and Trust Fund			
Community-Based Child Abuse Prevention	93.590	2001KSBCAP	64,802
Total U.S. Department of Health and Human Services			<u>680,090</u>
Total federal expenditures			<u>\$ 5,832,792</u>

See accompanying notes to schedule of  
expenditures of federal awards

KANSAS LEGAL SERVICES, INC.  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
December 31, 2023

1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Organization under programs of the federal government for the year ended December 31, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting except as described in Note 4 below. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3 - Indirect Cost Rate

The Organization has elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

4 - Difference in Presentation of Property and Equipment

The accompanying schedule of expenditures of federal awards presents property and equipment acquisitions as expenditures under the definition of Uniform Guidance. The financial statements present property and equipment acquisitions as assets in accordance with accounting principles generally accepted in the United States of America.

KANSAS LEGAL SERVICES, INC.  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 Year Ended December 31, 2023

**Section I. Summary of Auditors' Results:**

Financial Statements

Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	None
Significant deficiencies identified that are not considered to be material weaknesses	None reported
Noncompliance material to financial statements noted	None

Federal Awards

Type of auditors' report issued on compliance for major programs	Unmodified
Internal control over major programs:	
Material weaknesses identified	None
Significant deficiencies identified that are not considered to be material weaknesses	None reported
Audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)	None

Identification of major programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program</u>
9.517001	Legal Services Corporation Grant
9.517001	Technology Initiative
9.517001	Pro Bono Innovation Fund
16.575	Victims of Crime Act Grant

Dollar threshold used to distinguish between type A and type B programs	\$ 750,000
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Auditee qualified as a low-risk auditee	No
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<b>Section II. Financial Statement Findings</b>	None
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<b>Section III. Findings and Questioned Costs for Federal Awards</b>	None
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Certified Public Accountants

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Kansas Legal Services, Inc.  
Topeka, Kansas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Kansas Legal Services, Inc. (the Organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 23, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

An Independently Owned Member, RSM US Alliance

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BT&Co, P.A.*

April 23, 2024  
Topeka, Kansas



Certified Public Accountants

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

To the Board of Directors  
Kansas Legal Services, Inc.  
Topeka, Kansas

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Kansas Legal Services, Inc.'s (the Organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the Legal Services Corporation Office of Inspector General *Compliance Supplement for Audits of LSC Recipients, October 2023* that could have a direct and material effect on the Organization's major federal programs for the year ended December 31, 2023. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each major federal program for the year ended December 31, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal programs.

An Independently Owned Member, RSM US Alliance

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

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### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Report on Internal Control Over Compliance***

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control

over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*BT&Co, P.A.*

April 23, 2024  
Topeka, Kansas

## Policy Regarding Sexual Harassment

**Whereas** sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

**Whereas** state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

**Whereas** officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

**Whereas** the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

**Now Therefore**, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

### Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.



May 21, 2024

Matthew D. Keenan

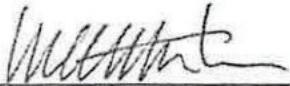
Signature and Date

Printed Name

**CERTIFICATION OF COMPANY  
NOT CURRENTLY ENGAGED IN A BOYCOTT OF GOODS or SERVICES FROM ISRAEL**

In accordance with HB 2482, 2018 Legislative Session, the State of Kansas shall not enter into a contract with a Company to acquire or dispose of goods or services with an aggregate price of more than \$100,000, unless such Company submits a written certification that such Company is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State.

As a Contractor entering a contract with the State of Kansas, it is hereby certified that the Company listed below is not currently engaged in a boycott of Israel as set forth in HB 2482, 2018 Legislature.

 Executive Director  
\_\_\_\_\_  
Signature, Title of Contractor

May 21, 2024  
\_\_\_\_\_  
Date

Matthew D. Keenan  
\_\_\_\_\_  
Printed  
Kansas Legal Services, Inc.  
\_\_\_\_\_  
Name of Company