

KANSAS LEGAL SERVICES

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WILLIAM L. TOWNSLEY
President, Board of Directors

MATTHEW D. KEENAN
Executive Director

June 16, 2023

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 2024 and all supporting documents. Kansas Legal Services, Inc. is requesting a total of \$800,000 in Access to Justice Funds. This includes \$670,000 for programs that will provide legal counsel in domestic and other civil legal matters, legal assistance to self-represented litigants, assistance at Help Centers, and a statewide Access to Justice Advice Line; \$65,000 for Alternative Dispute Resolution Services; and \$65,000 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

Access to Justice Committee
Page 2

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 2024 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

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
Jim Murphy, Chief Financial Officer,
murphyj@klsinc.org
Theresa K. Shively, Director of Research and Program Development, tkshively@klsinc.org

SERVICE AREA: Kansas, statewide.

AMOUNT REQUESTED: \$800,000 Total

\$670,000 Legal Assistance including advice, representation, brief service, assistance at Help Centers, and an Advice Line

\$65,000 Guardian ad Litem Support Center

\$65,000 Alternative Dispute Resolution Services

TAX ID NUMBER: 48-0872528

Kansas Judicial Branch Access to Justice Grant Project Proposal Form

1. Project Title: Legal Advice and Assistance

2. Project Narrative

With Access to Justice funding, Kansas Legal Services (KLS) employs an integrated system of legal service delivery comprised of four 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 locations across Kansas. 3. KLS also provides help to self-represented litigants by featuring legal education and free legal forms on its website. KLS staff members provide online help in LiveChat which is embedded in the KLS website and in its legal forms. 4. 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 determines 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 persons. The Access to Justice Advice Line Attorney 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 in family, consumer and housing law matters, mediations 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, coordinate 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 to receive additional recommendations for program improvement. Staff from KLS distribute cards and posters with information about the Access to Justice Advice Line and the telephone number and makes presentations at the annual District Court Clerks meeting upon request.

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. KLS will provide direct legal assistance to self-represented litigants and to courts in working with self-represented litigants in self-help centers. 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, with and without children. We directly serve thousands of applicants experiencing domestic violence through advice and representation through many funding sources. Although we have other sources to help fund our efforts in family law cases, we depend on Access to Justice funding as one resource that helps us meet the great demand.

KLS has a 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 4,400 times a month. The number of users may be three to four times this figure when one considers that free legal forms are placed across 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 five KLS staff members to support LiveChat, on a rotating basis. The LiveChat Manual, used by KLS staff, was also updated. These additional staffers are paid by funding other than ATJ. This maximizes the accessibility and benefit of providing LiveChat, without allocating 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 data base, 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 is in the process of developing an interactive chatbot that will answer simple questions on the website, and if it doesn't have the "canned" answer for a user question or the question is too complex, will transfer the user to LiveChat if the user agrees. The chatbot will be operational in fall, 2023. This is a resource that will enable 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.

Another way we provide direct legal services through this project is by locating KLS staff at District Court self-help centers. Currently we provide attorney time at six courthouses, in Ellis, Franklin, Harvey, Johnson, Sedgwick, Thomas and Wyandotte Counties. KLS will continue to be a resource for the courts who want to host an online self-help center option to the public. If requested by a District Court, we will provide an online homepage customized for the jurisdiction with their preferences of content, for a dedicated computer in the courthouse. Using KLS resources in court based-online help centers makes sense. We have ready access to resources, including Supreme Court-approved forms, and we monitor and update our website.

KLS continues to encourage 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 self-represented litigants.

KLS maintains some contact with clerks' offices to obtain reports of problems experienced by users of the online forms. Feedback is also provided by self-represented litigant users of the system, allowing KLS to respond to problems as they occur. A feedback form is available on the

majority of the pages on the website, except the homepage. Finally, KLS is promoting the forms and conducting 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 information when needed on the pages.

Based on research evaluating online legal information delivery methods of legal aid websites, it was found that a large majority of website users are more likely, and actually prefer, to watch brief videos that present legal education rather than reading the information for themselves. KLS received a grant in 2018 to create five brief videos. We asked court clerks across the state to give us their views on what should take priority in legal education for Kansans. We held a focus group with court personnel in Johnson County District Court Services and asked them for their input on video topics. The overwhelming response from court personnel was that people needed to learn what to expect when going to court, and how to get ready for court. After those two topics, other ideas from court personnel were educating on divorce procedures and random consumer issues. We made the first two videos on “Getting Ready for Court” and “Going to Court, each less than five minutes. The videos are extremely popular, embedded in several pages on the website, and on the KLS YouTube channel. KLS has made twenty short videos since 2018 that educate on a wide range of topics, including “About Child Care Tax Payments,” “Divorce 101,” “Do It Yourself Name Change,” “Drivers’ License Changes in Kansas,” “Garnishment Facts,” “Juvenile Expungement,” “Rent and Utility Assistance,” “Your Rights in Debt Collection,” among many others. These instructional videos may be found on the KLS website and YouTube channel.

KLS created an online application to allow the low income public to apply for legal assistance at any time, also available in Spanish. The online application is an alternative to dialing the toll-free Application Line if the applicant has conflicts with the Application Line’s hours, wants the convenience of applying in privacy and at their own pace or to reduce spending their cell phone minutes waiting on hold. KLS can handle online intakes more efficiently than telephone applications. All information is confirmed by telephone before services are provided.

KLS currently provides divorce pleadings for couples with and without children 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 continues to grow. KLS added a link to the Judicial Council's petition to be taken off the Kansas drug registry, along with the Council's request for expungement form. We also put the two forms together into one packet so that clients won't have to pay two separate filing fees. We have continually updated the website and promoted links to Judicial Council forms and our own forms when we need to reflect Legislative changes in expungement requirements, the drug registry and driver's license policy changes.

KLS takes our lead from the Access to Justice Committee and our own experience with clients to determine what forms are needed and the timeline for developing them. All forms have been upgraded to make the entry of information mobile/tablet friendly. The documents still must be printed on a computer that contains MS Word to format them properly.

Websites at the Kansas Supreme Court, many Kansas courts and many public and law libraries have the link to the KLS free legal forms webpage prominently on their sites. We maintain active communication with law and general librarians throughout the state.

3. Funding Amount Requested

The total requested for this project is \$670,000.

Legal Assistance, Advice, Representation, and Brief Service is estimated to be \$523,982 in Access to Justice Funds. A separate budget and narrative is attached to the narrative.

Services provided at Help Centers is estimated to be \$81,018 in Access to Justice Funds. A separate budget and narrative is attached to the narrative.

The Advice Line is estimated to be \$65,000 in Access to Justice Funds. A separate budget and narrative is attached to the narrative.

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 the ATJ Legal Advice Line, attorneys and paralegals in our eleven field offices providing free direct services, online resources for self-represented litigants, and staffing at court self-help centers. These projects meet the

priorities under G., on pages 2 – 3, under “II. Eligibility Standards” in the ATJ FY2024 Grant Application Packet: 1. Direct pro bono legal services to the public; 2. services that expand the availability of consistent, accurate, on-demand legal information to the public; 4. services that enhance the availability of onsite legal information, brief legal advice and pro bono legal services at district court help centers in specified counties; 5. services that provide a centralized remote solution for legal information, brief legal advice and pro bono legal services at district court help centers in other counties throughout the state; and 8. projects that focus on addressing unmet legal needs and do not duplicate existing services for which other funds are available.

Historically, KLS research has found domestic 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 another statewide needs assessment in 2024.

The top four needs reported by consumers in the 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 today. The legal needs identified by consumers, professionals and court personnel are the types of legal issues addressed with Access to Justice funding.

Family and consumer problems were among the top legal issues cited by all households in 2004, 2011, 2015 and 2020 in KLS needs assessments. KLS’s 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.

KLS field offices hold regular advisory council meetings that include an appraisal of client needs. Client-eligible individuals are included on each of 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.

The priorities to be met through this project include:

Priority 1. Direct pro bono legal services to the public

This project proposes KLS will provide direct legal services at no cost to clients within priorities and focus on family and consumer issues through attorneys and paralegals in our field offices. The project proposes to staff the ATJ Legal Advice Line with a full-time attorney to give free legal advice to persons referred by the courts. In addition to services through the ATJ Advice Line, extended representation will be provided to clients by local field office staff throughout Kansas.

Priority 2. Services that expand the availability of consistent, accurate, on-demand legal information to the public

KLS proposes to 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 offices across the state. KLS also proposes to provide extensive support for self-represented litigants through its website

Priorities 4 & 5. Services that enhance the availability of onsite legal information, brief legal advice and pro bono legal services at district court help centers in specified counties. Services that provide a centralized remote solution for legal information, brief legal advice and pro bono legal services at district court help centers in other counties throughout the state and through staff at court self-help centers.

KLS will provide attorney time at six courthouses, in Ellis, Franklin, Harvey, Johnson, Sedgwick, Thomas and Wyandotte Counties. KLS will provide attorney time when requested by other counties who host self-help centers. KLS will also continue to be a resource for the courts who want to host an online self-help center option for the public.

Priority 8. 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 law firm in the state that provides 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.

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.

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 to survivors of domestic violence, persons with serious barriers to employment and housing that can be resolved with legal assistance such as clearing criminal records, reinstating suspended driver's licenses and negotiating in 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 for self-represented litigants, through its website legal education and forms, LiveChat on the website and in the legal forms, and its staff presence at courthouse self-help centers to answer questions and give advice to self-represented litigants.

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 it was first awarded in December, 1996. Since that time, the Advice Line has fielded 202,337 calls. Legal services through the Advice Line, self-help centers and KLS field offices in domestic issues have included 64,037 advices and 14,687 representations. "Other" legal services provided included 38,258 advices and 3,468 representations.

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 been granted ATJ funding for 27 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, whether the needs are met through direct legal assistance, legal education or 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 FY2024 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. 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?

With funding through this project in SFY24, KLS will provide legal assistance as follows:

Approximately 1,900 individuals will receive legal advice outside of a self-help center setting and an additional 200 persons will be provided extended legal representation. Advice and representation will be provided in family law matters and with other civil legal matters, primarily housing and consumer protection issues.

Approximately 500 individuals at a minimum will receive legal advice or brief services at self-help centers.

Approximately 2,200 calls will be received on the ATJ Advice Line and approximately 1,550 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.

Approximately 600 individuals will receive assistance through LiveChat. This number may increase as the new ChatBot will work to guide users to LiveChat as needed and the LiveChat icon will be more visible on the website and mobile devices. If necessary, we will increase staffing on LiveChat so questions are answered in real time during office hours.

This project will support the equivalent of 3.45 Attorney FTE, of which 2.70 FTE will be for legal assistance (advice, representation, brief service) and 0.75 FTE for the Help Centers. The Advice Line will be 1.02 Attorney FTE.

This project will support the equivalent of 2.44 Paralegal FTE, of which 2.29 FTE will be for legal assistance (advice, representation, brief service) and 0.15 Paralegal FTE for the Help Centers.

This project will support the equivalent of 1.97 Clerical FTE, of which 1.92 FTE will be for legal assistance (advice, representation, brief service) and 0.05 Clerical FTE for the Help Centers. The Advice Line will be 0.15 FTE.

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. How will the project's results be evaluated?

KLS will comply with all reporting requirements detailed in the ATJ FY 2024 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, that 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.

12. 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.

KLS has received Access to Justice Funds from the inception of the Fund 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.

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

Access to Justice Funds total \$670,000 and all other sources total \$3,986,000.

14. 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 Untied Ways, various city/county grants, and Victim of Crime Act grant.

**Kansas Judicial Branch Access to Justice Grant Project Proposal Form
Legal Assistance, Advice, Representation, Brief Service**

15. 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	261,105	2,545,008	2,806,113
Support Salaries	92,752	257,034	349,786
Employee Benefits	86,505	742,672	829,177
Total Personnel Costs	440,362	3,544,714	3,985,076
Non-personnel Costs			
Capital Expenditures	0	0	0
Non-capital Expenditures	46,072	34,876	80,948
Supplies	8,960	61,558	70,518
Travel	3,010	81,119	84,129
Insurance	3,024	29,060	32,084
Audit	2,700	33,866	36,566
Telephone/Communications	12,930	63,554	76,484
Other	6,924	99,100	106,024
Total Non-personnel Costs	83,620	403,133	486,753
Total	523,982	3,947,847	4,471,829

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

Access to Justice - Advice, Representation, Brief Service
\$523,982

16. 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 2.70 FTE.

Paralegals in Emporia, Hutchinson, Kansas City, Manhattan, Pittsburg, Topeka
and Wichita
This project will support the equivalent of 2.29 FTE.

ii. Support Salaries -

Secretarial staff in all 11 offices.
This project will support the equivalent of 1.92 FTE

iii. Employee Benefits

Employee benefits include FICA, Unemployment Tax (.6% 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 (0.45% of Salaries), and Group Life Insurance (\$6.50 per month x FTE x 12 months).

iv. Other
N/A

b. Non-personnel Costs

i. Capital expenditures
N/A

ii. Non-capital expenditures

Office space, parking, utilities, and maintenance for the project. Equipment rental is for the rental costs associated with photocopiers in each office.

- 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.
- iv. Travel
Program travel expenses are for mileage to court appearances and client visits.
- v. Insurance
General Insurance coverage for the project.
- vi. Audit
Pro Rata share of Audit expenses.
- vii. Telephone/Communications
Telephone costs are basic charges for the employees which includes the internet and phone service for employees in each office.
- viii. Other
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law. The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials. It also includes litigation expenses, membership fees, dues and advertising.

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

15. 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	54,152	0	54,152
Support Salaries	1,482	0	1,482
Employee Benefits	15,430	0	15,430
Total Personnel Costs	71,064	0	71,064
Non-personnel Costs			
Capital Expenditures	0	0	0
Non-capital Expenditures	5,928	0	5,928
Supplies	1,055	0	1,055
Travel	940	0	940
Insurance	585	0	585
Audit	0	0	0
Telephone/Communications	570	0	570
Other	876	0	876
Total Non-personnel Costs	9,954	0	9,954
Total	81,018	0	81,018

Access to Justice - Help Centers
\$81,018

16. 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
Alexandra English, Managing Attorney, Kansas City
Rhonda Sullivan, Managing Attorney, Wichita
Attorneys in Hays, Kansas City and Wichita offices.
This project will support the equivalent of 0.75 FTE.

Paralegals in Kansas City and Wichita
This project will support the equivalent of 0.15 FTE.

ii. Support Salaries

Secretarial staff in the 3 field offices.
This project will support the equivalent of 0.05 FTE.

iii. Employee Benefits

Employee benefits include FICA, Unemployment Tax (.6% 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 (0.45% of Salaries), and Group Life Insurance (\$6.50 per month x FTE x 12 months).

iv. Other

N/A

b. Non-personnel Costs

i. Capital expenditures

N/A

ii. Non-capital expenditures

Office space, parking, utilities, and maintenance for the project. Equipment rental is for the rental costs associated with photocopiers in each office.

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.

iv. Travel

Program travel expenses are for mileage to court appearances and client visits.

- v. Insurance
General Insurance coverage for the project.
- vi. Audit
Pro Rata share of Audit expenses.
- vii. Telephone/Communications
Telephone costs are basic charges for the employees which includes the internet and phone service for employees in each office.
- viii. Other
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law. The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials. It also includes litigation expenses, membership fees, dues and advertising.

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

15. 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	49,160	19,992	69,152
Support Salaries	0	3,092	3,092
Employee Benefits	5,365	14,042	19,407
Total Personnel Costs	54,525	37,126	91,651
Non-personnel Costs			
Capital Expenditures	0		0
Non-capital Expenditures	6,000		6,000
Supplies	1,250	814	2,064
Travel	0	0	0
Insurance	450	213	663
Audit	0	0	0
Telephone/Communications	1,750		1,750
Other	1,025		1,025
Total Non-personnel Costs	10,475	1,027	11,502
Total	65,000	38,153	103,153

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.

Kansas Judicial Branch Access to Justice Grant Project Proposal Form
Advice Line
\$65,000

16. 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
Amy Chang, Paralegal
Destiny Palmer, Administrative Assistant
Darrick Owens, Legal Secretary

This project will support 0.15 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 (.6% 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 (0.45% of Salaries), and Group Life Insurance (\$6.50 per month x FTE x 12 months).
- iv. Other
N/A

b. Non-personnel Costs

- i. Capital expenditures
N/A
- ii. Non-capital expenditures
Office space, parking, utilities, and maintenance for the project. Equipment rental is for the rental costs associated with photocopiers in each office.
- 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.
- iv. Travel
N/A

- v. Insurance
General Insurance coverage for the project.
- 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.
- viii. Other
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law. The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials. It also includes membership fees, dues and advertising.

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

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, 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 2024 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 2001, 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, 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. The services are free. 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.

The quarterly newsletter was re-established after a five year hiatus with its first new issue in Winter 2021 – 2022 and has been published quarterly. Newsletters are emailed to attorneys and advocates and can be viewed on the website.

3. Funding Amount Requested: \$65,000
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 GALSC project aligns with the priorities of 1) direct pro bono legal services to the public; 2) services that expand the availability of consistent, accurate, on-demand legal information to the public; 7) projects that propose cooperative and collaborative work with other grantees and related organizations with the state; and 8) 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 the OJA during the 2000 Kansas Legislature 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. Quarterly and year to date reports have been submitted to the OJA from the inception of the program. In 23 years, KLS has provided advice to 1,520 people and representation to another 5,242. Our Helpline has received nearly 10,500 calls. Quarterly newsletters are also sent to attorneys and advocates in the child welfare system.

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 325 calls during State Fiscal Year 2024 and approximately 125 of these calls will be processed as case intakes. Quarterly newsletters are emailed to 135 GALs and is available on our website.

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. How will the project's results be evaluated?

This project will be evaluated through data collected and retained in the case management database, LegalTrek, that 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 2024 Grant Application Packet and the Office of Judicial Administration.

12. 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.

KLS has received Access to Justice funds from the inception of the fund and began providing services in December, 1996. KLS projects have received a grant every year since then. Funding for the GALSC began in 2000 and has been continuous since 2000.

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

The total cost for this project with all funding sources is \$65,000.

The Guardian ad Litem Support Center will be staffed with an attorney (0.35 FTE), a paralegal (0.13 FTE), and secretarial support (0.04 FTE) and cost approximately \$57,348.

The Guardian *ad Litem*-Foster Care Helpline will be staffed with an attorney (0.03 FTE) and a paralegal (0.07 FTE) and cost approximately \$7,652.

14. 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.

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

15. 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	41,815		41,815
Support Salaries	2,300		2,300
Employee Benefits	10,925		10,925
Total Personnel Costs	55,040	0	55,040
Non-personnel Costs			
Capital Expenditures	0		0
Non-capital Expenditures	5,310		5,310
Supplies	1,050		1,050
Travel	750		750
Insurance	500		500
Audit	0		0
Telephone/Communications	750		750
Other	1,600		1,600
Total Non-personnel Costs	9,960	0	9,960
Total			
	65,000	0	65,000

16. 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
Anson Tullis, Attorney, Topeka
TBD, Attorney, Wichita
Linda Lichter, Paralegal
Melissa Nolte, Website Coordinator
This project will support the equivalent of 0.38 FTE.
- ii. Support Salaries
This project will support .04 FTE Clerical
- iii. Employee Benefits
Employee benefits include FICA, Unemployment Tax (.6% 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 (0.45% of Salaries), and Group Life Insurance (\$6.50 per month x FTE x 12 months).
- iv. Other
N/A

b. Non-personnel Costs

- i. Capital expenditures
NA
- ii. Non-capital expenditures
Office space, parking, utilities, and maintenance for the project. Equipment rental is for the rental costs associated with photocopiers in each office.
- 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, outreach materials, and court documents.
- iv. Travel
Program travel expenses are for mileage to court appearances and client visits.
- v. Insurance
General Insurance coverage for the project.

- 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.

- viii. **Other**
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law. The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials. It also includes litigation expenses, membership fees, dues and advertising.

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

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. 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. 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 2024 Grant Application Packet.

Access to Justice ADR 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. 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 \$65,000

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) direct pro bono legal services to the public. 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 ADR project 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.

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

The ADR project has been in place since the inception of the Access to Justice Grant and has been a part of Kansas Legal Services since it began 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 3,756 mediations with a settlement rate consistently 60 percent or higher. In Fiscal Year 2022, KLS completed 90 Access to Justice mediation cases. The settlement rate for these cases was 65.56 percent. In three quarters of FY 2023, KLS has completed 52 cases with a settlement rate of 78.85 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 120 mediations will be conducted primarily 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. 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, 2022, through March 31, 2023, 41 of the 52 mediations performed were settled, 11 mediations resulted in an impasse. This is a success rate of 78.85 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.

Kansas Legal Services will provide quarterly reports with the information required under the FY 2024 Grant Application Packet and the Office of Judicial Administration.

12. 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.

Kansas Legal Services has 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.

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

The Project will be staffed with mediators (0.61 FTE), and secretarial support (0.23 FTE) for a total cost with all funding sources of \$65,000. Mediation services will be provided at a cost of approximately \$270.83 per primary person served (excluding children).

14. 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.

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

15. 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	36,875		36,875
Support Salaries	7,225		7,225
Employee Benefits	10,950		10,950
Total Personnel Costs	55,050	0	55,050
Non-personnel Costs			
Capital Expenditures	0		0
Non-capital Expenditures	5,375		5,375
Supplies	1,100		1,100
Travel	450		450
Insurance	400		400
Audit	0		0
Telephone/Communications	1,650		1,650
Other	975		975
Total Non-personnel Costs	9,950	0	9,950
Total	65,000	0	65,000

16. 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
Joy Marlin, Mediator
This project will support the equivalent of 0.61 FTE Mediators.
- ii. Support Salaries
Destiny Palmer, Administrative Assistant
This project will support 0.23 FTE Clerical
- iii. Employee Benefits
Employee benefits include FICA, Unemployment Tax (.6% 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 (0.45% of Salaries), and Group Life Insurance (\$6.50 per month x FTE x 12 months).
- iv. Other

b. Non-personnel Costs

- i. Capital expenditures
N/A
- ii. Non-capital expenditures
Office space, parking, utilities, and maintenance for the project. Equipment rental is for the rental costs associated with photocopiers in each office.
- 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.
- iv. Travel
Project travel expenses are for mileage to court appearances and client visits.
- v. Insurance
General Insurance coverage for the project.

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.

viii. Other
Training for staff on violence issues, family law, consumer law, housing law, and other relevant areas of law. The library and technical literature include costs for upkeep of libraries containing state and federal statute books, regulations and other relevant materials. It also includes litigation expenses, membership fees, dues and advertising.

ATTACHMENTS

ACCESS TO JUSTICE GRANT APPLICATION
SUBMITTED BY
KANSAS LEGAL SERVICES, INC.
FY 2024

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:
48-0872528

Dear Sir or Madam:

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

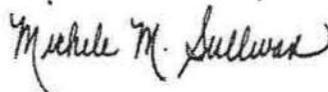
In May 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

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

Kansas Legal Services Inc.

EIN: 48-0872528 | Topeka, Kansas, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC 

2023
KLS Board of Directors

<p>Amy Bipes Legal Assistance Office Of Staff Judge Advocate 216 Custer Ave Ft. Riley, KS 66442 Phone: 785-239-2838 Email: amy.j.bipes.civ@army.mil <i>Attorney – Manhattan Service Area</i> <i>Second Term: 1/23– 1/26</i></p>	<p>Stacey Blakeman KU School of Law 1535 W 15th, Green Hall 204 Lawrence, KS 66045 Phone: 785-864-0239 Email: staceyblakeman@ku.edu <i>Attorney - KU School of Law</i> <i>First Term: 1-22 – 1/25</i></p>	<p>Curtis Brown Law Office of J. Curtis Brown 1203 Fort St. Hays, KS 67601 Phone: 785-259-7890 – cell <i>Attorney - Hays Service Area</i> Email: jcblaw@ruraltel.net <i>Second Term: 1/21– 1/24</i></p>	<p>Christy Campbell Franklin Law Office 310 W. Central, Ste. 212 Wichita, KS 67202 Phone: 316-264-5664 Email: ccampbell@jfranklinlaw.com <i>Staff Representative</i> <i>First Term: 1/22 – 1/25</i></p>	<p>Paul Dean Patton Putnam & Dean LLC 605 Lincoln Emporia, KS 66801 Phone: 620-342-2662 Email: pauldean@pauldeanlawllc.com <i>Attorney – Emporia Service Area</i> <i>Second Term: 1/22– 1/25</i></p>
<p>Nathan Elliott Graybill & Hazlewood LLC 218 N Mosley St. Wichita, KS 67202 Phone: 316-266-4058 Email: nathan@graybillhazlewood.com <i>Attorney - KS Trial Lawyers Assoc.</i> Vice-President</p>	<p>Abby Franco 203 Conkling Ave. Garden City, KS 67846 Phone: 620-521-2622 Email: abbyfranco20@gmail.com <i>Client Rep – Dodge City Service Area</i> <i>First Term: 1/21– 1/24</i></p>	<p>Angela Gupta 171 Terrace Trail West Lake Quivira, KS 67217 Phone: 913-735-2308 Email: angeladgupta@gmail.com <i>Attorney - KBA Representative</i> <i>Second Term: 1/21– 1/24</i> Executive Committee</p>	<p>Karen Hanneman 1638 Rhode Island Lawrence, KS 66044 Phone: 785-550-6194 Email: queenofartsbakedgoods@gmail.com <i>Client Rep – Topeka Service Area</i> <i>First Term: 7/20– 1/24</i> Secretary</p>	<p>Rose Hart 5119 Woodson Rd. Mission, KS 66202 Phone: 913-232-3814 Email: roses93057@yahoo.com <i>Client Rep – Kansas City Service Area</i> <i>First Term: 7/19– 1/23</i></p>
<p>Kenneth Helms 202 East 23rd St. Pittsburg, KS 66762 Phone: 620-333-0090 Email: kehpoet1@gmail.com <i>Client Rep – Pittsburg Service Area</i> <i>Second Term: 1/21– 1/24</i></p>	<p>Jared Hiatt Clark Mize & Linville, Chtd. 129 S. 8th Salina, KS 67402 Phone: 785-823-6325 Email: jthiatt@cml-law.com <i>Attorney - Salina Service Area</i> <i>First Term: 1/22 – 1/25</i></p>	<p>Randall Hodgkinson Washburn University School of Law 17th & MacVicar Topeka, KS 66621 Phone: 785-670-1684 Email: randall.hodgkinson@washburn.edu <i>Attorney - WU School of Law</i> <i>First Term: 1/22 – 1/25</i></p>	<p>Sein Kina PO Box 798 Topeka, KS 66601 Phone: 913-602-7709 Email: Namelokai7@lionessfire.com <i>Client Rep - Wichita Service Area</i> <i>First Term: 4/22 – 1/25</i></p>	<p>Rebecca Long 408 West 19th Street Hays, KS 67601 Phone: 785-639-7902 Email: Blong871@gmail.com <i>Client Rep - Hays Service Area First Term: 1-23 – 1/26</i></p>
<p>Angela Meyer Meyer Law Firm, LLC PO Box 1103 Pittsburg, KS 66762 Phone: 620-404-5111 Email: angela@angelameyerlaw.com <i>Attorney - Pittsburg Service Area</i> <i>Second Term: 1/23– 1/26</i></p>	<p>Jennifer Pesina 118 Mechanic Emporia, KS 66801 Phone: 620-757-0363 Email: jenniferpesina72@gmail.com <i>Client Rep – Emporia Service Area</i> <i>First Term: 7/20– 1/24</i></p>	<p>Jennifer Stevenson Shook, Hardy and Bacon 2555 Grand Blvd. Kansas City, MO 64108 Phone: 816-559-2064 Email: jstevenson@shb.com <i>Attorney – Kansas City Service Area</i> <i>Second Term: 1/21– 1/24</i></p>	<p>Ben Swinnen Heart Land Supports LLC 4822 SW West Hills Dr. Topeka, KS 66606 Phone: 785-608-9090 Email: ben@heartlandsupport.com <i>Attorney – At Large</i> <i>First Term: 1/23 – 1/26</i> Treasurer</p>	<p>Bill Townsley Fleeson, Gooing, Coulson & Kitch, LLC 301 N Main St Wichita, KS 67202 Phone: 316-267-7361 Email: wtownsley@fleeson.com <i>Attorney – At Large</i> <i>Second Term: 1/21– 1/24</i> President</p>
<p>Molly Wood Stevens & Brand, LLP 900 Massachusetts Street Lawrence, KS 66044 Phone: 785-843-0811 Email: wood@stevensbrand.com <i>Attorney – Topeka Service Area</i> <i>First Term: 1/23 – 1/26</i> Executive Committee</p>	<p>Sara Zafar Franklin Law Office 310 W. Central, Ste. 212 Wichita, KS 67202 Phone: 316-264-5664 Email: szafar@jfranklinlaw.com <i>Attorney - Wichita Service Area</i> <i>First Term: 1/22 – 1/25</i></p>		<p>Vacant <i>Client Rep - Manhattan Service Area</i></p>	

Updated 04-21-2023

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 KTLA 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 2023 Board Approved Budget
January 20, 2023**

Revenue & Support	2023 Budget
Grants	
Legal Services Corporation	\$3,936,597
Interest on Lawyers Trust Account (IOLTA)	47,750
Kansas Bar Foundation - Mortgage Foreclosure & Community Development	200,000
Kansas Bar Foundation - Expungement Projects	75,000
Area Agency on Aging (AAA)	305,732
United Way	113,000
City/County Grants	232,908
Victim of Crime Act - Office of the Governor	803,535
Skadden Foundation Fellow	55,400
Porter Fund	25,000
Subtotal Grants	\$5,794,922
Contracts for Services	
Access to Justice	\$735,000
Guardian Ad Litem Support Center	65,000
Kansas Agricultural & Mediation Services (KAMS)	4,000
Social Security Fees	172,000
Kansas Department for Children & Families - Family First Kids2Kin	285,147
Kansas Department for Children & Families - Children's Social Security Advocacy	200,000
Kansas Department for Children & Families - Parent Advocate	1,026,854
Family Strong KU Social Work	40,940
Kansas Human Rights Commission (KHRC)	115,000
County Defender	291,850
Medical Legal Clinics	120,000
Low Income Taxpayer Clinic	60,750
Kansas Children's Cabinet & Trust Fund	108,777
Department of Commerce	8,000
SAMSA Substance Abuse, Mental Health	391,906
KSOR - Afghan Placement & Assistance Program	105,000
Wyandotte County Traffic Court	110,000
Wyandotte County General Legal	223,985
Wichita WARP	152,000
Subtotal Contracts for Services	\$4,216,209
Bar Program Fees	
Reduced Fee Program Casework Revenue	\$50,000
Reduced Fee Administrative Fee	6,300
Subtotal Bar Program Fees	\$56,300
Court Awards	
Mediation Fees	\$3,000
Fee for Service - Adoptions	5,000
Subtotal Court Awards	\$8,000
Contributions	
Fundraising	\$125,000
Independence Charitable Trust	202,700
Program Income/Donations	25,000
Subtotal Contributions	\$352,700
Other	
KU Elder Law	\$10,400
Subtotal Other	\$10,400
Total Revenue & Support	\$10,438,531
Expenses	
Salaries	\$6,554,943
Fringe Benefits	1,769,306
Space	640,000
Equipment Rental & Minor Purchases	68,000
Office Supplies, Postage, Printing	118,000
Telephone	144,500
Travel	62,500
Training	35,000
Library	92,000
Insurance	48,000
Litigation	126,200
Contract Service/Consulting	165,627
Retainers	35,000
Other	76,000
Total Expenses	\$9,935,076

ATTACHMENT 5

SUPPORT LETTERS FOR ACCESS TO JUSTICE

Chief Judge Taylor J. Wine

Fourth Judicial District of Kansas

Coffey County Courthouse

110 S. 6th St. - Suite 102

Burlington, KS 66839



*ANDERSON COUNTY
COFFEY COUNTY
FRANKLIN COUNTY
OSAGE COUNTY*

Office # (620) 364-8628

Fax # (620) 364-8535

Administrative Assistant: Sally A. Wilk

E-mail: sally.wilk@kscourts.org

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 12, 2023

Dear Committee Members:

It is with pleasure I join in adding my support to continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding for Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by this funding have made a significant impact on ensuring that low-income people throughout Coffey County obtain the legal advice and representation they need. Kansas Legal Services – Emporia is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low-income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities, and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

If you wish to further discuss my support for KLS-Emporia in their effort to secure this grant, please feel free to contact me at the telephone number or email address shown above. Thank you for the opportunity to share my views and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Taylor J. Wine". The signature is fluid and cursive, with a long horizontal stroke at the end.

Taylor J. Wine,
Chief District Judge
Fourth Judicial District of Kansas

The State of Kansas

Mark A. Ward
District Judge
P.O. Box 888
210 S. National
Ft. Scott, KS 66701



Phone: 620-223-0780
Fax: 620-223-5303
email: jmward@cebridge.net

Sixth Judicial District

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service - Pittsburg staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to provide equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted – first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application.

A handwritten signature in black ink, appearing to read "Mark A. Ward".

Honorable Mark A Ward



JOHNSON COUNTY CLERK OF THE DISTRICT COURT
STATE OF KANSAS • TENTH JUDICIAL DISTRICT

150 W Santa Fe, Suite 1200 • Olathe, Kansas 66061 • (913) 715-3500
Jennie Leach, Clerk of the District Court

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612

June 2023

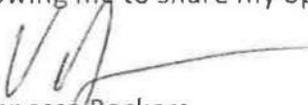
Dear Committee Members:

Over the past 4.5 years in my position, I have watched countless individuals who are in desperate need of legal assistance receive the services they need without bias from Kansas Legal Services. The team at KLS, are professional and handle each case equally and provide the same amount of Access to Justice to each individual or family.

KLS did not falter during the pandemic either. The organization swiftly sprung into action to create ease of access to protections and continued support to the courts and its staff, as no one was prepared for the abrupt change. That dedication and level of service is not unusual for the staff at KLS. Despite hardships the organization itself has suffered, the team has not let us, the court, or states citizens down.

In the 10th, KLS has a staff attorney here every Thursday. It is a service that is invaluable to the court. Typical days are booked full of appointments with success pouring as the individual leaves. Success is measured by the level of comfort you can observe on the persons face as the meeting ends. The impact that KLS has had on the citizens of Kansas can not be summarized.

It is with great pleasure I write you about the outstanding work that Kansas Legal Services has been providing our office, the 10th Judicial District. Thank you for your time and allowing me to share my opinions and support.


Vanessa Rockers
Self-Help Center Supervisor
Johnson County 10th Judicial District Court Clerk's Office

**KANSAS DISTRICT COURT
Eleventh Judicial District**

Chambers of
Kurtis I. Loy
District Judge
Administrative Assistants
Elaine J. Bradshaw
Jennifer M. Merando
Jessica D. Young

Crawford County Judicial Center
602 N. Locust
Pittsburg, Kansas 66762
(620) 231-3570
(620) 231-0584 FAX

Clerk of the Court
Debra L. Russell
(620) 231-0380
Court Administrator
Mac Young
(620) 231-0310

May 31, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

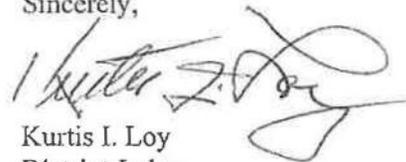
Dear Committee Members:

Kansas Legal Services again asks for your support for our application for Access to Justice funding for FY 2024. Our Access to Justice program makes legal counsel, mediation and assistance to self-represented litigants available in all 105 Kansas counties to low-income persons earning 150 percent (150%) or below of the federally established poverty level.

Kansas Legal Services has been able to significantly increase services to low-income Kansans as a result of Access to Justice funding. The past three years have been a daunting challenge for everyone, including KLS staff and for the persons we serve. We managed to serve over 18,000 Kansans with their legal problems in 2022.

Thank you for considering this application.

Sincerely,



Kurtis I. Loy
District Judge

KIL/ejb

FRED W. JOHNSON
DISTRICT COURT JUDGE

Eleventh Judicial District, Division Three / LABETTE COUNTY, KANSAS / Email: fjohnson@11thjd.org

JUDICIAL CENTER • 201 SOUTH CENTRAL • PARSONS, KANSAS 67357
Phone: (620) 421-1410 • Fax: (620) 421-3633

COURTHOUSE • OSWEGO, KANSAS 67356
Phone: (620) 795-4533 • Fax: (620) 795-3056

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

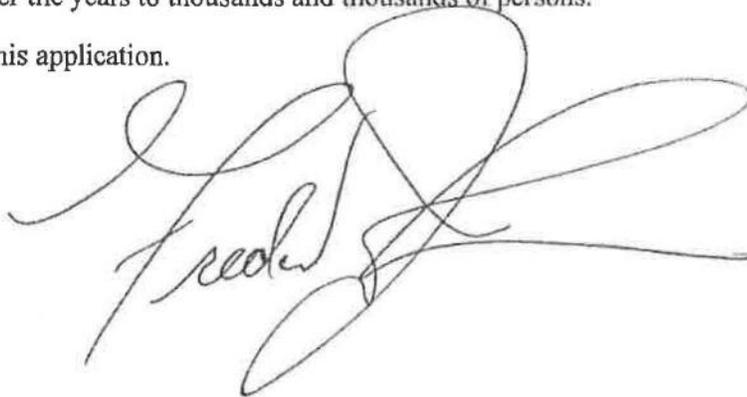
Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service - Pittsburg staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to provide equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted – first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application.

A handwritten signature in black ink, appearing to read "Fred W. Johnson". The signature is fluid and cursive, with a large loop at the top and a long horizontal stroke at the bottom.

Access to Justice Fund
Office of Judicial Administration, Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

May 30, 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service - Wichita staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to providing equal access to justice for Kansans who are vulnerable with family, consumer, housing, and employment legal uses that need the expertise only KLS can provide.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services.

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted – first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of Kansans.

It is currently my privilege to serve Sedgwick County as a district court judge. However, I previously served as a KLS attorney for 16 years, and I can personally vouch for the difference these attorneys make in our community.

Thank you for considering this application.

Sincerely,

Stephen J. Ternes
Wichita, Kansas

Angela R. Hecke
District Magistrate Judge
22nd Judicial District

1201 Broadway
Office #5
P.O. Box 149
Marysville, Kansas 66508



Phone: 785-562-3281
Fax: 785-562-2458

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 2023

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low income people throughout Kansas obtain the legal advice and representation they need. Kansas Legal Services – Seneca is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Sincerely,

A handwritten signature in blue ink that reads "Angela R. Hecke".

Angela R. Hecke
District Magistrate Judge



STATE OF KANSAS

22ND JUDICIAL DISTRICT
BROWN, DONIPHAN, MARSHALL, NEMAHA COUNTIES

JOHN L. WEINGART
DISTRICT JUDGE
P.O. BOX 417
HIAWATHA, KS 66434
PHONE: 785-742-2236
FAX: 785-742-3506

JULIA M. BERGER, C.S.R.
OFFICIAL COURT REPORTER

BRENDA SIEBENMORGEN
ADMINISTRATIVE ASSISTANT

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 2023

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low income people throughout Kansas obtain the legal advice and representation they need. Kansas Legal Services – Seneca is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

A handwritten signature in blue ink, reading "John L. Weingart".

District Court of Kansas
29th Judicial District

Chambers of
Hon. Robert P. Burns
Chief Judge
Division One



Nancy E. Gilbert
Administrative Assistant

Wyandotte County Courthouse
710 North 7th Street
Kansas City, Kansas 66101
(913)573-2923

June 13, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services.

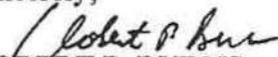
Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low income people in Kansas obtain the legal advice and representation they need. Kansas Legal Services – Kansas City is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Sincerely,


ROBERT P. BURNS
CHIEF JUDGE

RPB:neg

THE THIRTY-FIRST JUDICIAL DISTRICT OF KANSAS

Second Division

Hon. DAVID W. ROGERS
District Judge
615 MADISON, RM 206
COURTHOUSE, FREDONIA, KS 66736
Email: dvrogers@twinmounds.com



AREA CODE 620

FREDONIA OFFICE 378-4361 FAX 378-4531
CHANUTE OFFICE 431-5730 FAX 431-5710
ERIE OFFICE 244-3831 FAX 244-3830
IOLA OFFICE 365-1425 FAX 365-1429
YATES CENTER OFFICE 825-8810 FAX 825-8674

May 31, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

The staff of the Kansas Legal Services - Pittsburg office continues to demonstrate their dedication by providing services to our communities to ensure that the fundamental work of our Courts continue. As part of their commitment, KLS staff provide equal access to justice for Kansans who are vulnerable with family stability, housing, domestic violence, employment, consumer issues and other hurdles that need the expertise only KLS can provide.

Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services to those less fortunate.

Kansas Legal Services Pittsburg staff are valuable, reliable resources for Kansas in need and will continue to provide legal assistance for housing, employment, and family well-being as they have for many years.

Thank you for considering this application.

Sincerely,

A handwritten signature in black ink, appearing to read "David W. Rogers".

David W. Rogers
31st Judicial District Judge

DANIEL D. CREITZ
Chief Judge
620-365-1426



DINA L. MORRISON
Chief Clerk Administrator
620-365-1425 ext. 1206
dmorrison@31jd.org

THE STATE OF KANSAS
31ST JUDICIAL DISTRICT

Serving, Allen, Neosho, Wilson and Woodson Counties
Allen County Courthouse
1 N. Washington, Room B
Iola, KS 66749
Fax: 620-365-1429

June 8, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th St.
Topeka, KS 66612-1507

Dear Committee Members:

I am writing to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service – Pittsburg staff have been essential workers. Whether working remotely or in person, KLS staff have been and are committed to providing equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS ensured and continues to ensure that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services.

Kansas Legal Services has been fighting for Kansans on all fronts that have been most dramatically affected – first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of people.

Thank you for considering this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel D. Creitz". The signature is written over a horizontal line.

Daniel D. Creitz
Chief Judge
31st Judicial District

State of Kansas



Thirty-First Judicial District

Daryl D. Ahlquist
District Judge
Division Three

Jerri Francis, Administrative Assistant
620-431-5700 opt #5

NEOSHO COUNTY DISTRICT COURT

102 S Lincoln - P.O. Box 889
Chanute, KS 66720-0889
620-431-5700
FAX: 620-431-5710

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 1, 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services. Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service - Pittsburg staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to provide equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services.

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted - first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application.

Sincerely,

A handwritten signature in cursive script that reads "Daryl D. Ahlquist".

Daryl D. Ahlquist
Neosho County District Court Judge

BROWN COUNTY DISTRICT COURT

Brown County Courthouse
P.O. Box 417
Hiawatha, Kansas 66434-0417
Phone: (785) 742-7481
FAX: (785) 742-3506
e-mail: brdc@kscourts.org
or joy.moore@kscourts.org

Joy E Moore
Clerk of District Court

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

May 22, 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

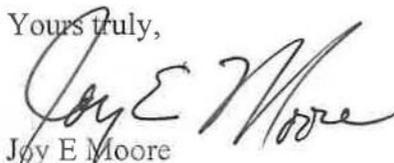
Seneca staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to provide equal access to justice for Kansans who are vulnerable with family, consumer, housing, and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. Like other attorneys, KLS staff has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application.

Yours truly,



Joy E Moore

Clerk of District Court

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 16, 2023

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low-income people throughout Kansas obtain the legal advice and representation they need. Kansas Legal Services – Topeka is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low-income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' challenges, and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support, both as a former staff member of Kansas Legal Services, and now as a representative of an agency that often refers our citizens in need of legal assistance to the resources available through KLS.

Sincerely,



Kerrie Lonard, JD, MSW



June 14, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

Dear Committee Members:

The City of Leavenworth is pleased to join in adding our support to the continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low income residents in Leavenworth obtain the legal advice and representation they need. Kansas Legal Services – Kansas City is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share our views and support.

Lawrence Levine
Rental Property Coordinator
City of Leavenworth

NORTHEAST  KANSAS
AREA AGENCY ON AGING

1803 Oregon Street, Hiawatha, KS 66434

1-800-883-2549 785-742-7152 FAX: 785-742-7154

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 15, 2023

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services.

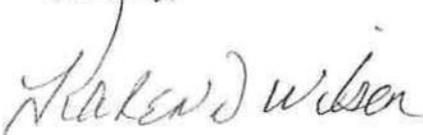
Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low income people throughout Kansas obtain the legal advice and representation they need. Kansas Legal Services – Seneca is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Sincerely,



Karen D Wilson



The Sexual Trauma & Abuse
CARE CENTER

Lawrence
330 Maine St.
Lawrence, KS 66044

Franklin County
401 S Main St., Ste 104
Ottawa, KS 66067

Jefferson County
313 Jefferson St.
Oskaloosa, KS 66066

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

Over the past few years of turmoil in the U.S. and the world, Kansas Legal Services - Topeka staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to providing equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services.

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most drastically impacted - first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application from Kansas Legal Services.

Sincerely,

Hayley Fill
Court Services Advocate



Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service - Topeka staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to provide equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted – first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application.

Jessica Beeson
Interim Executive Director
Willow Domestic Violence Shelter



TOPEKA RESCUE MISSION MINISTRIES
600 N Kansas Ave
P.O. Box 8350
Topeka, Ks 66608-0350

FAITH WITH ITS SLEEVES ROLLED UP

June 14, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 S.W. 10th Street
Topeka, KS 66612-1507

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services. Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that persons experiencing homelessness and low-income people throughout Shawnee County have access to obtain the legal advice and representation they need. Kansas Legal Services-Topeka is a long-standing and well-respected member of our community and the Topeka Rescue Mission Ministries.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially one of our most vulnerable populations, including low-income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons. The services made possible by Access to Justice funding have allowed individuals who are experiencing homelessness in Topeka and throughout north central Kansas access free legal advice and representation.

Certainly, no one could have predicted the past few years' calamities, and no one can predict how the future will play out. However, we are grateful for the legal services KLS continues to provide to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Respectfully,

Linda Kinney
Career Readiness Education (CaRE) Program Instructor
Topeka Rescue Mission Ministries



P.O. Box 4563
Overland Park, KS 66204

www.safehome-ks.org

Tel: 913.432.9300

Hotline: 913.262.2868

Fax: 913.432.9302

June 14, 2023

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

Dear Committee Members:

I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low-income people in Kansas obtain the legal advice and representation they need. Kansas Legal Services – Kansas City is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have affected everyone, but most especially vulnerable, low income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of people.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Sincerely,

A handwritten signature in cursive script that reads "Claudia J. Dawson".

Claudia J. Dawson
Staff Attorney

eliminating racism
empowering women

ywca

president

Gina Millsap

Library Consultant

vice president

Tara James-Wallace

*MSW, LSCSW, CTF-CBT, CATP,
CCTP*

secretary

Megan Schwerdt Williams
Schwerdt Contract Interiors

treasurer

Teresa Dodson
Energry

board members

Graciela Berumen

Kansas State University

Paige Blevins

Security Benefit

Lan Danielson

Prairie Band Casino

Angela Lewis

Shawnee County

Fatima Luthi-Perez

The Grind Coaching and Consulting

Mallory Lutz

Little Government Relations

Jaclyn Mullins

DL Smith Electric

Todd Payne

OFG Financial

Donna Rae Pearson

Kansas Historical Society

Jennifer Vance

Envista Credit Union

Cassie Weatherwax

Hill's Pet Nutrition

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

June 8, 2023

Dear Committee Members:

I write to pledge my support for the continuation of Access to Justice funding for Kansas Legal Services.

Over the past few years of turmoil in the U.S. and the world, Kansas Legal Service - Seneca staff have been essential workers. Whether working remotely or in person, KLS staff have been committed to provide equal access to justice for Kansans who are vulnerable with family, consumer, housing and employment legal uses that need the expertise only KLS can provide.

KLS has also ensured that the essential work of our Courts continues. KLS has responded to the changes we have implemented to address the safety of Court staff and the public while continuing the work of our Court.

Our fair, impartial and separate branch of government is essential to the protection of the right to meet these needs. Kansas Legal Services advocates' continued work is critical to addressing the legal barriers to basic services

Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically impacted – first, by the pandemic, and then, by recent economic instability that affects housing, employment, and family well-being. These are all issues in which KLS staff have provided legal assistance over the years to thousands and thousands of persons.

Thank you for considering this application.

Respectfully,



Shannon Schuh Rural Project Coordinator,
Center for Safety and Empowerment YWCA of Northeast Kansas

YWCA Northeast Kansas 225 SW 12th Street Topeka, KS 66612 T: (785) 233-1750 ywcaneks.org

dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all



NEK-CAP, INC.
Northeast Kansas Community Action Program, Inc.
P.O. Box 380 ~ 1260 220th Street
Hiawatha, KS 66434
Office: 785-742-2222 ~ Fax: 785-742-2164
nekcaps@nekcaps.org ~ www.nekcaps.org

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612-1507

May 18, 2023

Dear Committee Members:

As a Community Action Program, which only serves low-income people, continued access to legal services provided by Kansas Legal Services is critical. Therefore, I am pleased to join in adding my support on behalf of NEK-CAP, Inc., to the continued Access to Justice funding for Kansas Legal Services.

Access to Justice funding to Kansas Legal Services helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low-income people throughout Kansas obtain the legal advice and representation they need. Kansas Legal Services – Seneca is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low-income Kansans. Kansas Legal Services has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities, and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Sincerely,

Jeanette Collier, CCAP, LMSW
Executive Director



We provide comprehensive education and social services to low-income community members through collaborative partnerships focused on promoting individual and family development, empowerment, and economic security.

Serving Atchison, Brown, Doniphan, Jackson, Jefferson, Jewell, Leavenworth, Marshall, Mitchell, Nemaha, Osborne, Pottawatomie, Republic, Riley, Smith, and Washington Counties.

(Services vary by county)



eliminating racism
empowering women

ywca

president
Gina Millsap
Library Consultant

vice president
Tara James Wallace
*MSW LCSW CFP/CBT CATP
CCTP*

secretary
Megan Schwerdt Williams
Schwerdt Contract Interiors

treasurer
Teresa Dodson
Evergy

board members

Graciela Berumen
Kansas State University

Paige Blevins
Security Benefit

Lan Danielson
Prairie Band Casino

Angela Lewis
Shawnee County

Fatima Luthi Perez
The Grind Coaching and Consulting

Mallory Lutz
Little Government Relations

Maclyn Mullins
DL Smith Electric

Todd Payne
OFG Financial

Donna Rae Pearson
Kansas Historical Society

Jennifer Vance
Envista Credit Union

Cassle Weatherwax
Hill's Pet Nutrition

Access to Justice Fund
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Street
Topeka, KS 66612

June 14, 2023

Dear Committee Members:

My name is Becca Spielman, and I am the Program Director for YWCA Northeast Kansas' Center for Safety and Empowerment. I am pleased to join in adding my support to the continued Access to Justice funding for Kansas Legal Services (KLS).

Access to Justice funding to KLS helps meet our judicial system's most pressing local needs. The services made possible by Access to Justice funding have made a significant impact on ensuring that low-income people throughout Shawnee County obtain the legal advice and representation they need. KLS – Topeka is a long-standing and well-respected member of our community.

Over these past three years, the pandemic and the resulting financial crises have impacted everyone, but most especially vulnerable, low income Kansans. KLS has been fighting for Kansans on all the fronts that have been most dramatically affected - housing, employment, family stability - all issues in which KLS has provided legal assistance over the years to thousands and thousands of persons.

No one could have predicted the past few years' calamities and no one can predict how the future will play out. KLS continues to provide services to over 18,000 persons per year.

Thank you for the opportunity to share my views and support.

Sincerely,



Becca Spielman
YWCA Northeast Kansas



**Lawyers Professional Liability Policy
(NLADA Mutual Insurance Co.)**

1901 Pennsylvania Avenue NW, Suite 500, Washington, DC 20006

NOTICE

This policy is issued by your risk retention group. Your risk retention group may not be subject to all of the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NOTICE: THIS IS A **CLAIMS-MADE AND REPORTED POLICY**. PLEASE READ THE POLICY CAREFULLY.

THE LIMIT OF LIABILITY AVAILABLE TO PAY **DAMAGES** WILL BE REDUCED BY AMOUNTS WE PAY FOR **CLAIM EXPENSES** AS DEFINED IN THE POLICY. FURTHER NOTE THAT AMOUNTS INCURRED FOR **DAMAGES** ARE SUBJECT TO THE **DEDUCTIBLE**.

DECLARATIONS

Item 1. Named Insured: Kansas Legal Services, Inc.

Item 2. Primary Location: 712 S. Kansas Avenue, Suite 200, Topeka, KS 66603

Item 3. Policy Period 5/1/2023 12:01 AM to 5/1/2024 12:01 AM

Coverage Summary

This policy 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."

Item 4. Coverage/Limit of Liability	Item 5. Deductible	Included (Yes/No)	Item 6. Premium
Lawyers Professional Liability \$3,000,000 Each Claim and \$3,000,000 in the aggregate Retroactive Date: Full Prior Acts	\$1,000 Annual Aggregate	Yes	\$15,177.00
Management Liability Errors and Omissions Endorsement \$3,000,000 Each Claim and \$3,000,000 in the aggregate Retroactive Date: Full Prior Acts	\$1,000 Annual Aggregate	Yes	\$6,071.00
Employment Practices Liability \$100,000 Each Claim and \$300,000 in the aggregate Retroactive Date: Full Prior Acts	\$1,000 Annual Aggregate	Yes	\$5,312.00
Criminal Defense Endorsement \$50,000 Each Claim and \$50,000 in the aggregate Retroactive Date: 5/1/1992	\$1,000 Annual Aggregate	Yes	\$1,518.00



**Lawyers Professional Liability Policy
(NLADA Mutual Insurance Co.)**

Coverage Summary (con't)

This policy 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."

Item 4. Coverage/Limit of Liability	Item 5. Deductible	Included (Yes/No)	Item 6. Premium
Primary Pro Bono Endorsement Retroactive Date: 5/1/2009		Yes	\$0.00
Cancellation Notification Endorsement			
Policy Premium:			\$28,078.00
Premium Taxes:			\$1,684.68
Total Amount Due:			\$29,762.68

Item 7. Forms Attached at Issue:

NLADA 9101 (01-23) NLADA 9100 (01-23) NLADA 9203 (01-23) NLADA 9202 (01-23) NLADA 9206 (01-23)
 NLADA 9210 (01-23) NLADA 9200 (01-23)

Item 8. Forms Attached by Endorsement:

Item 9. NOTICE OF A CLAIM: Report any claim or potential claim to the Company as required by Section G.
DUTIES IN THE EVENT OF CLAIM(S) OR POTENTIAL CLAIM(S):

NLADA Mutual Insurance Co., a Risk Retention Group,
 via MLM Claims Administrators
NLADAMutualClaim@ClaimsAdmins.com

The Declarations, the Professional Liability Coverage(s), and any endorsement attached thereto, constitute the entire agreement between the Company and the Insured.



Wrap+®

CRIME
DECLARATIONS

POLICY NO. 105529748

Travelers Casualty and Surety Company of America
Hartford, Connecticut
(A Stock Insurance Company, herein called the Company)

ITEM 1	<p>NAMED INSURED: KANSAS LEGAL SERVICES, INC.</p> <p>D/B/A:</p> <p>Principal Address: 712 SOUTH KANSAS AVENUE, SUITE 200 TOPEKA, KS 66603</p>
ITEM 2	<p>POLICY PERIOD: Inception Date: December 3, 2022 Expiration Date: December 3, 2025 12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.</p>
ITEM 3	<p>ALL NOTICES OF CLAIM OR LOSS MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:</p> <p>Email: BSIclaims@travelers.com Fax: 1-888-460-6622</p> <p>Mail: Travelers Bond & Specialty Insurance Claim P.O. Box 2989 Hartford, CT 06104-2989</p> <p>Overnight Mail: Travelers Bond & Specialty Insurance Claim One Tower Square, S202A Hartford, CT 06183</p> <p>For questions related to claim reporting or handling, please call 1-800-842-8496.</p>
ITEM 4	<p>COVERAGE INCLUDED AS OF THE INCEPTION DATE IN ITEM 2: Crime</p>

ITEM 5	CRIME		
	Insuring Agreement	Single Loss Limit of Insurance	Single Loss Retention
A. Fidelity			
1. Employee Theft	\$1,000,000	\$5,000	
2. ERISA Fidelity	\$1,000,000	\$0	
3. Employee Theft of Client Property	Not Covered		
B. Forgery or Alteration			
	Not Covered		
C. On Premises			
	Not Covered		
D. In Transit			
	Not Covered		
E. Money Orders and Counterfeit Money			
	Not Covered		
F. Computer Crime			
1. Computer Fraud	\$200,000	\$1,000	
2. Computer Program and Electronic Data Restoration Expense	Not Covered		
G. Funds Transfer Fraud			
	\$200,000	\$1,000	
H. Personal Accounts Protection			
1. Personal Accounts Forgery or Alteration	Not Covered		
2. Identity Fraud Expense Reimbursement	Not Covered		
I. Claim Expense			
	\$5,000	\$0	

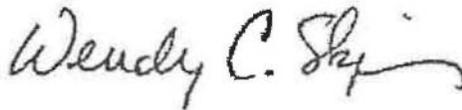
THE DECLARATIONS, THE APPLICATION, THE CRIME TERMS AND CONDITIONS, ANY PURCHASED INSURING AGREEMENTS, AND ANY ENDORSEMENTS ATTACHED THERETO, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE COMPANY AND THE NAMED INSURED.

Countersigned By

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.



President



Corporate Secretary

**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 into 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

June 8, 2023

Date

Matthew D. Keenan, Executive Director

Printed

Kansas Legal Services, Inc.

Name of Company

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.



Signature and Date

June 8, 2023

Matthew D. Keenan, Executive Director

Printed Name