

1204 Oread Ave  
Lawrence, KS 66044  
(785) 284-9835

June 16, 2023

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

Dear Mr. Peter,

Enclosed is the application for the Douglas County Civil Attorney Project presented by Kansas Holistic Defenders.

Within this application, you will find:

- The Project Proposal;
- Appendix A – The Douglas County Civil Attorney Project Narrative;
- Appendix B – Letters of Support from twelve of our community partners;
- Appendix C – The budget proposal and detailed breakdown; and
- Appendix D – Other supplemental documentation as requested

Kansas Holistic Defenders has demonstrated how effective, holistic legal representation provides exceptional outcomes in criminal misdemeanor legal matters. Now, with the help of Access to Justice, we would like to expand our capacity and offer pro bono civil defense representation in Douglas County.

Thank you for this opportunity and any consideration toward our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamber Hepner".

Tamber Hepner, Co-Executive Director  
Kansas Holistic Defenders

A handwritten signature in black ink, appearing to read "Sam Alison-Natale".

Sam Alison-Natale, Co-Executive Director  
Kansas Holistic Defenders

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Tamber Hepner, Co-Executive Director  
Kansas Holistic Defenders



Sam Alison-Natale, Co-Executive Director  
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**Kansas Judicial Branch Access to Justice Grant Project Proposal**

1. **Project Title:** The Douglas County Civil Attorney Project (DCCAP)  
presented by Kansas Holistic Defenders.
2. **Project Narrative:** (See Appendix A for the Project Narrative)
3. **Funding amount requested:** \$399,727.00
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 project fits that area:**
  - a. **direct pro bono legal services to the public** – Kansas Holistic Defenders will provide direct pro bono civil representation to the people of Douglas County.
  - b. **services that expand the availability of consistent, accurate, on-demand legal information to the public** – KHD is prepared and willing to share our data and analysis of the data with the public.
  - c. **scalable projects that utilize innovative strategies for providing legal information and brief legal advice to large numbers of court patrons, particularly in quick-moving limited civil actions cases** – The holistic defense model uses an interdisciplinary, innovative, and collaborative approach to provide clients with the highest quality of representation in court free of charge. KHD works not only to provide the best representation possible through the courts but connects clients to services and resources which address the root causes of evictions.
  - d. **experimental projects that will fill an unmet legal need and have statewide transferability. (Grantees funded through this program will be required to provide information to other organizations interested in duplicating their programs in other geographic areas of the state);** - Though the holistic defense model is not experimental, it reframes how public defense can operate within our state. KHD demonstrates that this method is effective and successful in producing positive outcomes for the community.
  - e. **projects that propose cooperative and collaborative work with other grantees and related organizations within the state** – Kansas Holistic Defenders has a robust network of partners and continues to build relationships in the community. KHD will work to expand our reach, build our community support system, and serve the people of Douglas County to the best of our ability. Please see Appendix C for Letters of Support

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provided by organizations in the community who support KHD and the Douglas County Civil Attorney Project.

- f. **projects that focus on addressing unmet legal needs and do not duplicate existing services or for which other funds are available** – Douglas County residents have limited to no opportunities for pro bono civil representation, especially within landlord-tenant law. The Douglas County Civil Attorney Program and KHD will bring holistic defense into civil representation in Douglas County in a way that has not previously been available.

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

The Douglas County Civil Attorney Project will focus on landlord-tenant law and eviction cases. However, KHD will consider other civil cases and, capacity permitting, prioritize those that are concurrent with an active client's eviction matters, are denied representation due to conflict elsewhere, or involve family legal matters.

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

The Douglas County Civil Attorney Project (DCCAP) is a new project led by Kansas Holistic Defenders. KHD has provided criminal misdemeanor representation in Douglas County since 2020. In late 2022, KHD launched the Shawnee County civil defense program, The Topeka Family Project (TFP). Funding for TFP allows KHD to represent five civil cases in Douglas County at a time. Two cases in Douglas County have been evictions. Both cases resulted in favorable outcomes for our clients. This has been the extent of our work in landlord-tenant in Douglas County, and we are confident in our ability to achieve further positive outcomes for our clients through the DCCAP.

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

The two eviction cases represented by KHD in Douglas County through the Topeka Family Project both produced favorable outcomes. In one case, the ruling was in favor of our client on account of a timely error made by the landlord. In the second, our attorney persuaded the landlord's attorney to continue the case which allowed time for our client to move out without an eviction on her record and find adequate housing for her family. In both situations, these outcomes would have been highly unlikely had our clients not had direct legal representation.

KHD has not operated a project like DCCAP before. However, our outcomes in criminal misdemeanor defense shed light on our ability to provide effective and successful services. In 2022, Kansas Holistic Defenders closed 176 cases. The most common outcome was a dismissal - either through the DA's diversion program (59 cases), Behavioral Health Court (1 case) or litigation (56 cases). Of clients who were convicted, thirty-one cases resulted in a sentence of probation, one case resulted in parole, and twenty-seven resulted in a sentence of time served. KHD has also completed one jury trial to verdict, in which the client was acquitted of all charges.

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

Eligibility will be determined by financial status. KHD will use a financial affidavit to confirm this eligibility. Should someone seeking services not meet financial requirements, KHD will retain their information and prioritize availability at the cap of 25% of cases reserved for those above the requirement as outlined.

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

The DCCAP is a pilot program requesting two attorneys. KHD will limit caseloads to one hundred for each attorney, making the total grant period capacity two hundred cases. According to recent data, Douglas County is on a trajectory to see three times that number of evictions in 2023. This first/pilot year of DCCAP may be capped at two hundred cases, but our holistic defense model includes the addition of support colleagues – one social worker and two client advocates - whose support will stretch beyond these initial caseloads. The exact impact of the DCCAP will be tracked throughout the course of the grant and be evaluated at its conclusion.

**10. If there is a greater demand for project services than you can meet, what criteria will you use to prioritize who receives services?** Kansas Holistic Defenders submits this project proposal with the knowledge that our request is far below what is required to meet the need. KHD will utilize three criteria to prioritize cases:

- a. Financial eligibility – We intend to prioritize those who live at or below 150% of the federally established poverty level, with recognition to the allowance of 25% of cases not meeting this requirement.
- b. Urgency – some cases have an incredibly short turn-around. In as little as seven days, a client can face court. Those with the most immediate court appearance date will be prioritized.
- c. Concurrency and conflict – in some instances, the external circumstances surrounding a case may be considered in determining our involvement. Cases will be weighed in accordance with other agency conflicts, resource management, and increased impact on clients and Douglas County court outcomes.

Involvement will be determined by a team that includes our civil attorneys, social worker, and co-executive director of litigation. These reviews will occur on a regular basis as deemed necessary. Those cases not chosen will be tracked in our system. Tracking cases we do not take will provide further data on needs and outcomes. KHD attorneys will spend up to 10% of their time on civil legal representations related to our eviction clients' housing security, handling cases like a public benefits appeal to ensure a client can maintain Medicaid coverage or an expungement to help a client improve their job prospects."

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**11. How will the project's results be evaluated?**

Kansas Holistic Defenders utilizes a ground-breaking case management system called ZLS.app. ZLS was created by and for public defenders and is designed to house all pertinent case information in one spot. In the past year, KHD has worked directly with ZLS to shape the interface and eliminate information bottlenecks, system bugs, and user limitations.

Through ZLS, KHD tracks client demographics, court dates, actions taken in a case by any team member, and all documents relating to the case, as well as time spent on each task. Program efficacy can be evaluated by measuring case and client outcomes within a specific period. As a result of detailed data collection, staff can generate highly curated reports, as well as compare outcomes across a variety of factors.

**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 Holistic Defenders has not received Access to Justice funding in the past. As the flagship request, KHD intends to create a mutually beneficial and long-term avenue with Access to Justice for funding innovative programs that expand accessibility and availability to legal representation for all Kansans.

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

The Douglas County Civil Attorney Project requests two attorneys, two client advocates, and one social worker at a total budget of roughly \$399,727.00. Please see the program budget and breakdowns in Appendix C for a complete description of requested funding.

**14. If this project is not fully funded by ATJ grant funds, what are your other sources of funding for the project?**

Should ATJ choose to partially fund or decline the application, KHD will seek to fund additional attorneys, client advocates, and social workers through a combination of private philanthropy, fundraising campaigns and events, community interest aid, and/or other granting organizations.

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15. Project budget breakdown – in the chart below, list project totals for each category, using whole dollar amounts. The budget chart is provided below. For additional budget details, please see Appendix C.

Item	ATJ	Other	Total
<b>Personnel Costs</b>			
Professional salaries	130000	0	130000
Support salaries	150000	0	150000
Employee Benefits	70000	0	70000
<b>Total personnel costs</b>	<b>350000</b>	<b>0</b>	<b>350000</b>
<b>Non-personnel costs</b>			
Capital expenditures	20385	0	20385
	10308	0	10308
Supplies	1154	0	1154
Travel	4231	0	4231
Insurance	500	0	500
Audit	769	0	769
Telephone/communications	1154	0	1154
Other (A2J specific)	2500	0	2500
<b>Total Non personnel costs</b>	<b>30693</b>	<b>0</b>	<b>30693</b>
<b>Sub total</b>	<b>380693</b>	<b>0</b>	<b>380693</b>
<b>Total with a 5% buffer</b>	<b>399727</b>	<b>0</b>	<b>399727</b>

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**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 --**

- Attorneys will receive a yearly salary of \$65,000
- The social worker will receive a yearly salary of \$60,000

**ii. Support salaries --**

- Client Advocates will receive a yearly salary of \$45,000

**iii. Employee benefits --**

- All employees of Kansas Holistic Defenders receive a benefits package equivalent to roughly 25% of their salary.

**b. Non-personnel costs**

**i. Capital expenditures --**

- KHD includes office space rental as a capital expenditure. To get this number, have taken the total yearly budget for market value commercial rental property and divided by total number of staff with DCCAP staff included. This number was then multiplied by five to determine what percentage of total rent should be included in this budget request.
- KHD will purchase additional technology for DCCAP staff that will be considered capital for the organization. This need is reflected in this line item of the budget and includes computers, monitors, and other technological needs deemed necessary.

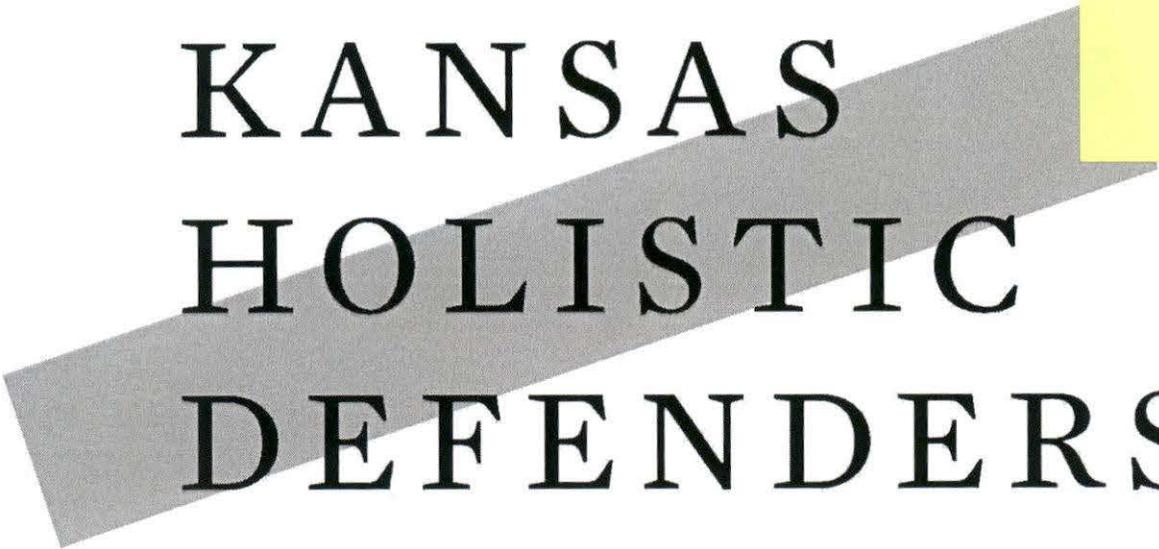
**ii. Non-capital expenditures --**

- Supplies -- this includes the percentage of total supply costs for the additional five DCCAP staff members.
- Travel -- while we do not anticipate a large amount of travel for our staff, we have provided allowance for mileage reimbursement and some travel for training in this budget
- Insurance -- Liability insurance needs spread across total staff
- Audit -- non-applicable
- Telephone/communications -- additional licenses for our VoIP account have been factored into this line item.
- Other (ATJ specific) -- These costs include supply, equipment, and

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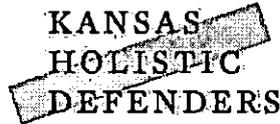
membership costs specific to the additional five staff members and required no percentage split across all staff. Items such as desks, chairs, and storage are included in this figure and do not count for existing equipment and supplies. This figure does not reflect DDCAP specific staff needs for tech (which is reflected in capital expenditures).

- Other (5% capital increase) – In full transparency, Kansas Holistic Defenders has included a 5% buffer in this budget proposal for unexpected costs. These costs include covering inflation, supplementing union salary negotiations, hidden fees, and emergency client needs. The initial costs of the program are \$378,769.00. The buffer raises our request to \$397,708.00, a difference of \$18,938.00. This difference will immediately be housed in a separate account and will not be used without notice and only for those reasons listed above. Priority for use of these funds from those reserve reasons listed, if any are used, will be at the discretion of Kansas Holistic Defenders with prior notice to Access to Justice. Should funds created by this buffer go unused by the end of the grant cycle, it is to the discretion of the funder whether KHD will be permitted to use said funds to create a client rental assistance fund or reimburse the funder the balance.



# KANSAS HOLISTIC DEFENDERS

APPENDIX A  
THE DOUGLAS COUNTY CIVIL ATTORNEY  
PROJECT NARRATIVE



### The Douglas County Civil Attorney Project Narrative

Due to lack of affordable housing, discriminatory practices, and inadequate tenant protections, evictions are surging in Kansas and across the nation. Many tenants in danger of eviction face unjust outcomes that perpetuate damaging cycles of housing instability. Moreover, the accessibility of effective, affordable, and available legal representation that might otherwise change these outcomes is simply not within reach for most. Kansas Holistic Defenders offers The Douglas County Civil Attorney Project to mitigate this urgent social issue in Douglas County through direct legal representation of an estimated two hundred cases. Our project will provide two dedicated attorneys, two client advocates, and one social worker to increase accessible support to Douglas County residents seeking civil and landlord-tenant law representation and social welfare support.

Kansas Holistic Defenders (KHD) is a nonprofit holistic public defender office providing zealous and effective defense to poor and working-class Kansans. KHD utilizes the "holistic defense model" which integrates collaborative legal representation, client advocacy, social work, and community relationship building to address the collateral consequences and underlying issues of involvement in the justice system. Our clients actively participate in the preparation, procedures, and outcomes of their cases - and KHD supports them at every step along the way. We work creatively and cooperatively with our clients as well as local and regional organizations to improve systems, reduce injustice, and better our community.

In 2022, 65% of KHD's clients saw all charges dismissed at the end of their case. At the same time, KHD client advocates worked with 120 clients to achieve multiple service goals including obtaining emergency housing, benefits, vital documents, mental health counseling, drug treatment, and employment. Of all prospective client goals, 68% were resolved by successful connection to outside social services, 8% by preparation of mitigation documents for court, and 10% by referral to our civil attorney, with an overall goals success rate of 86%. In our first year, we have produced a remarkable increase of positive outcomes for Douglas County criminal misdemeanor cases.

Though we have worked nearly exclusively in criminal misdemeanor law, Kansas Holistic Defenders has had some experience with landlord-tenant law disputes in Douglas County. Our grant for the Topeka Family Project allows us to handle up to five civil cases in Douglas County at a time. So far, two of those have been eviction cases. In the first case, our civil attorney successfully defended a military veteran's right to retain his housing. Despite paying \$2000 in back rent, our client was unaware his landlord had posted a "reservation of rights" and intended on pursuing his eviction. The defense pointed out the reservation was posted the day after our client made the payment. Finding this reservation was not made prior to or contemporaneously with payment, the court ruled in the tenant's favor. In the second case, our attorney persuaded the landlord's attorney to continue the case and give our client time to move out. This helped avoid an order of eviction on our client's record and allowed enough time for her to find adequate housing for herself and her small child.

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In both cases, our attorney produced outcomes otherwise unattainable were it not for proper legal representation. These outcomes demonstrate the monumental difference direct representation can make. Now, with the support of Access to Justice, Kansas Holistic Defenders seeks funding to expand our civil legal services and establish the Douglas County Civil Attorney Project (DCCAP). The DCCAP's top priority is to offer the KHD holistic model in landlord-tenant law with priority given to eviction cases. As caseloads permit, KHD will offer representation in other civil matters, including those which may be concurrent with our clients' eviction matters, cases of conflict, and those involving families.

In the last four years, Douglas County District Court has seen 1,054 Writs of Restitution filed for evictions. Half of those filed were in 2022. However, Writs of Restitution for eviction in 2023 have reached 120 in just the first quarter of the year alone. At this rate, evictions will double from last year – and quadruple the average. While eviction rates rise, so does the strain on existing community resources like the Housing Stabilization Collaborative (HSC) Rent/Utility Assistance Program. The HSC Rent/Utility Assistance program in Douglas County receives more applications every month from households at risk of eviction than the program can fund. The KHD Douglas County Civil Attorney Program can help reduce the number of applications, thus making the demand for rental assistance more manageable.

The Douglas County Civil Attorney Project (DCCAP) will address systemic concerns through a holistic defense civil attorney program aimed to:

- A. Provide free legal representation to low-income tenants facing eviction, ensuring access to justice, and protecting their rights.
- B. Educate tenants about their legal rights and responsibilities, empowering them to navigate (or avoid) the complexities of the Kansas Residential Landlord-Tenant Act.
- C. Collaborate with community organizations, housing agencies, and social service providers to address the underlying causes of housing instability.
- D. Offer supportive services, such as social work assistance, client advocacy, and referrals to community resources, to address the holistic needs of tenants.
- E. Advocate for additional funding for scalable, innovative programs.

Kansas Holistic Defenders' approach with the DCCAP will include these strategies:

- A. Hiring two skilled civil defense attorneys with experience in eviction cases and tenant law to provide high-quality legal representation.
- B. Hiring a licensed clinical social worker and two client advocates to serve as non-legal colleagues supporting the holistic efforts of our civil attorneys.
- C. Building partnerships with local housing organizations, social service agencies, and other pro bono attorneys to leverage resources and support.
- D. Implementing a data collection and evaluation system to track outcomes, measure program effectiveness, and identify areas for improvement.

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Two attorneys with a caseload of one hundred each will total two hundred (200) cases overall. However, according to recent data, this will not even support half of the actual need. In 2022, 625 evictions were filed with 188, or 30%, not attending the initial docket hearing. Focusing solely on households who attend court, 437 eviction cases would need representation. If the current trend for 2023 holds, that number will increase for a total of 677 eviction cases needing representation per year. The addition of one social worker and two client advocates fulfill the purpose of holistic defense and could further extend our ability to aid those we cannot take on as clients. These non-legal support positions help with community education, non-legal mediation, connection to community services, and communication within one's own support systems. Client advocates will also assist in the intake of clients and data collection.

KHD is committed to developing comprehensive services and will seek additional funding sources and partnerships. The DCCAP serves as a pilot program that aims to ensure the long-term viability and expansion of civil defense in Douglas County as well as provide a sustainable and scalable model which can be replicated. With the support of Access to Justice, we will build the infrastructure, guidance, and analysis that will serve as the roadmap for other jurisdictions in need of a strong and successful public defense system.

Collaborative efforts will strengthen the Douglas County Civil Attorney Project. We intend to field cases Kansas Legal Services (KLS) cannot represent due to conflict. This serves to build a strong bridge of cooperation amongst existing resources. The Douglas County Housing and Human Services department has offered to work with KHD on intake and data collection. This will fortify data outputs and validity of collection methods. Finally, the Self-Help Center in Douglas County has agreed to consult on measures to improve our community resource relationships and assist with cases we cannot take. We have provided letters of support from multiple partners in the community that demonstrate the support this proposal has garnered. These letters can be found in Appendix B.

Kansas Holistic Defenders seeks a grant amount of roughly \$397,708 to fund the Douglas County Civil Attorney Program. The budget will cover the salary, benefits, professional development, administrative costs, office space needs, outreach materials, and associated data collection tools for each of the five professionals recruited for this project. A detailed annual budget breakdown is provided in Appendix C.

To ensure program effectiveness and accountability, we will establish a comprehensive evaluation plan that will track the number of clients served, successful case resolutions, policy changes, and partnerships formed as key indicators of impact and success. Kansas Holistic Defenders already utilizes a ground-breaking case management system called ZLS.app. This system not only provides highly organized case management, but processes detailed reports which track client demographics, advocacy steps, case outcomes, and organizational performance.

Kansas Holistic Defenders sincerely believes that the Douglas County Civil Attorney Program will make a significant difference in the lives of vulnerable tenants, promoting housing stability and preventing homelessness. We appreciate your consideration of this proposal and the opportunity to collaborate in addressing this pressing social issue.

# KANSAS HOLISTIC DEFENDER

APPENDIX B  
LETTERS OF SUPPORT



June 16th, 2023

Amanda Martinez  
Director of Housing  
The Willow Domestic Violence Center  
1920 Moodie Rd.  
Lawrence, KS 66046

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

To Whom it May Concern:

I am writing this letter to express my support for the Kansas Holistic Defender's grant application submitted June 16<sup>th</sup>, 2023 to the Office of Judicial Administration Access to Justice Grant.

In 2022, there were 625 evictions filed in Douglas County, which is the highest annual count of evictions filed in Douglas County for the last three years. If the current rate of evictions in 2023 continues, the eviction filing amount will increase by 56%. Nationally, 80% of landlords have legal representation in eviction court, whereas only 3% of tenants have a lawyer – this number holds true in Douglas County. We need additional eviction prevention measures in our community to minimize the trauma that eviction causes households.

Evictions are not only an access to justice issue – evictions have been linked to preterm and low birthweight children, increased exposure to infectious diseases, reduced access to food, and many other adverse health outcomes. According to national trends as well as the local demographics of our houseless population, all of these outcomes are experienced at greater rates for people of color and particularly Black women.

Tenant legal representation programs have shown to improve outcomes for tenants facing eviction in other communities and are a missing piece in Douglas County's eviction prevention landscape. With the other eviction prevention programs present in our community, tenant legal representation will cover an unmet need with the collaboration of the other programs.

I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,

Amanda Martinez  
Director of Housing  
785-865-3956  
amartinez@willowdvcenter.org



June 13, 2023

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

**City Hall**

6 East 6th Street  
PO Box 708  
Lawrence, KS 66044

785-832-3000  
lawrenceks.org

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Sincerely,



Lisa Larsen  
Mayor

cc: Craig S. Owens, City Manager  
City Commissioners



June 16th, 2023

**Lillie Okwuone**  
**Human Service Coordinator**  
**ECKAN**  
**2518 Ridge Court/Suite 101**  
**Lawrence, Kansas 66046**

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I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,



**Lillie Okwuone**  
**Human Service Coordinator**  
**785-841-3357**  
**lokwuone@eckan.org**

June 16th, 2023

Linda Thomasson  
Director of Resident Services  
Lawrence-Douglas County Housing Authority  
1600 Haskell Ave  
Lawrence, KS 66044

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
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Sincerely,



Linda Thomasson  
Director of Resident Services  
785-842-1533  
lthomasson@ldcha.org



June 16th, 2023

**Connie Fiorella Fitzpatrick**  
**Food Systems Specialist**  
**Douglas County Kansas**  
**1006 New Hampshire St.**  
**Lawrence, KS 66044, USA**

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

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I am writing this letter to express my support for the Kansas Holistic Defender's grant application submitted June 16<sup>th</sup>, 2023 to the Office of Judicial Administration Access to Justice Grant.

In 2022, there were 625 evictions filed in Douglas County, which is the highest annual count of evictions filed in Douglas County for the last three years. If the current rate of evictions in 2023 continues, the eviction filing amount will increase by 56%. Nationally, 80% of landlords have legal representation in eviction court, whereas only 3% of tenants have a lawyer – this number holds true in Douglas County. We need additional eviction prevention measures in our community to minimize the trauma that eviction causes households.

Evictions are not only an access to justice issue – evictions have been linked to preterm and low birthweight children, increased exposure to infectious diseases, reduced access to food, and many other adverse health outcomes. According to national trends as well as the local demographics of our houseless population, all of these outcomes are experienced at greater rates for people of color and particularly Black women.

Tenant legal representation programs have shown to improve outcomes for tenants facing eviction in other communities and are a missing piece in Douglas County's eviction prevention landscape. With the other eviction prevention programs present in our community, tenant legal representation will cover an unmet need with the collaboration of the other programs.

I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,

*Connie F. Fitzpatrick*  
Connie Fiorella Fitzpatrick  
Food Systems Specialist  
Douglas County Kansas  
316-789-3492  
cfitzpatrick@douglascountyks.org

June 14th, 2023

Shanelle Dupree  
KC Region Regional Director  
Department of Children and Families  
402 State Ave  
Kansas City, KS 66101

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

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I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,



Shanelle Dupree  
KC Region Regional Director  
Department of Children and Families  
Phone: 913-942-3558  
[Shanelle.Dupree@ks.gov](mailto:Shanelle.Dupree@ks.gov)



June 16th, 2023

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

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Evictions are not only an access to justice issue – evictions have been linked to preterm and low birthweight children, increased exposure to infectious diseases, reduced access to food, and many other adverse health outcomes. As an organization that supports people with disabilities these issues and trends are concerning and impacting the disability community. According to national trends as well as the local demographics of our houseless population, all these outcomes are experienced at greater rates for people of color and particularly Black women.

Tenant legal representation programs have shown to improve outcomes for tenants facing eviction in other communities and are a missing piece in Douglas County's eviction prevention landscape. With the other eviction prevention programs present in our community, tenant legal representation will cover an unmet need with the collaboration of the other programs.

I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,

Jill Dudley  
Executive Director  
785-841-0333  
jdudley@independenceinc.org

Board Members

Kevin Elliot – President | Athena Johnson – Vice President | Robert Hutchison – Treasurer | Anna Paradis – Secretary  
Tim Franklin | Matt Gabel | Angela Motsinger | Kyle Owens | Becky Silvermintz

Executive Director: Jill Dudley

---

Independence, Inc. 2001 Haskell Ave. Lawrence, KS 66046	advocacy, peer support, training, transportation, community education <a href="http://www.independenceinc.org">www.independenceinc.org</a>	Phone 785.841.0333 Fax 785.841.1094
---	---	--



Heartland Community  
Health Center  
1312 W 6<sup>th</sup> St  
Lawrence, KS 66044  
785.841.7297

Heartland  
Panda Pediatrics  
1803 W 6<sup>th</sup> St  
Lawrence, KS 66044  
785.842.4477

River City  
Pharmacy  
1312 W 6<sup>th</sup> St  
Lawrence, KS 66044  
785.856.3210

June 16th, 2023

Elizabeth Keever  
Chief Development Officer  
Heartland Community Health Center  
1312 W, 6<sup>th</sup> St  
Lawrence, KS 66044

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10th Avenue, Room 337  
Topeka, KS 66612-1507

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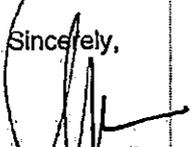
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I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,



Elizabeth Keever  
Chief Development Officer  
785-841-7297 (5612)  
ekeever@heartlandhealth.org



Helping all children succeed for life

Success By 6
Coalition of Douglas County
543 Lawrence Avenue
Lawrence, KS. 66044
Dcsb6.org | info@dcb6.org
785-842-8719

June 16, 2023

Rich Minder
Executive Director
Success By 6 Coalition of Douglas County
543 Lawrence Avenue, Suite E
Lawrence, KS 66049

Access to Justice Grant
ATTN: Jeff Peter
Office of Judicial Administration
301 SW 10th Avenue, Room 337
Topeka, KS 66612-1507

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I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,

[Handwritten signature]

Richard W. Minder, Executive Director
785-842-8719
rich@dcsb6.org

BOARD OF DIRECTORS

Co-Chairs

Anna Foote
Northeast Kansas Library System

Dr. Pegah Naemi Jimenez
University of Kansas School of Social Welfare

Directors

Chavis Armstrong
KU Early Childhood Unified Programs

Janice Blair
Early Childhood Special Educator

Danielle N. Davey
Sloan, Eisenbarth, m Glassman, McEntire & Jarboe, LLC

Christina Gentry
Independent DEI Consultant

Emily Gullickson
AnitaB.org

Samantha McFin
Family Unearthed

Deanna Kessler-Miley
Baldwin Public Schools

Jessica O'Flanagan, LMSW
School Social Worker

A'sha M. Pruitt
City of Lawrence

Kristin Schneller
tiny-k Early Intervention



June 16th, 2023

**Melanie Yoder, LMSW, LMAC**  
**Intensive Care Coordinator**  
**Heartland Regional Alcohol and Drug Assessment Center**  
**200 Maine, Suite B**  
**Lawrence, KS 66047**

Access to Justice Grnt  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
Topeka, KS 66612-1507

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Sincerely,

**Melanie Yoder, LMSW, LMAC**  
**Intensive Care Coordinator with Heartland RADAC**  
**913-937-9156**  
**melanie@hradac.com**



**Imagine more.**  
lplks.org

June 16th, 2023

**Marc Veloz**  
**Community Resources Specialist**  
**Lawrence Public Library**  
**707 Vermont Street, Lawrence KS, 66044**

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Room 337  
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Evictions are not only an access to justice issue – evictions have been linked to preterm and low birthweight children, increased exposure to infectious diseases, reduced access to food, and many other adverse health outcomes. According to national trends as well as the local demographics of our houseless population, all of these outcomes are experienced at greater rates for people of color and particularly Black women.

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Sincerely,

**Marc Veloz**  
**Community Resources Specialist**  
**785-843-3833 ext. 136**  
**mveloz@lplks.org**



June 16th, 2023  
Brett Hartford  
Just Food of Douglas County, INC  
1000 E 11th St., Lawrence, KS 66046

Access to Justice Grant  
ATTN: Jeff Peter  
Office of Judicial Administration  
301 SW 10 th Avenue, Room 337  
Topeka, KS 66612-1507

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I hope that Kansas Holistic Defender's Civil Attorney Program application will be highly considered.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Hartford".

Brett Hartford  
Executive Director, Just Food  
C: 785-691-7430  
Director@JustFoodKS.org

# KANSAS HOLISTIC DEFENDERS

## APPENDIX C BUDGET AND BREAKDOWNS

Access to Justice Budget Chart

Item	ATJ	Other	Total
<b>Personnel Costs</b>			
Professional salaries	130000	0	130000
Support salaries	150000	0	150000
Employee Benefits	70000	0	70000
<b>Total personnel costs</b>	<b>350000</b>	<b>0</b>	<b>350000</b>
<b>Non-personnel costs</b>			
Capital expenditures	20385	0	20385
Non-capital expenditures	10308	0	10308
Supplies	1154	0	1154
Travel	4231	0	4231
Insurance	500	0	500
Audit	769	0	769
Telephone/communications	1154	0	1154
Other (A2J specific)	2500	0	2500
<b>Total Non personnel costs</b>	<b>30693</b>	<b>0</b>	<b>30693</b>
<b>Sub total</b>	<b>380693</b>	<b>0</b>	<b>380693</b>
<b>Total with a 5% buffer</b>	<b>399727</b>	<b>0</b>	<b>399727</b>

Personnel				By staff breakdowns			
Item	Salary	x2	Fringe	Non-P	1 each	w/o SW	Proposal
Attorney	65000	130000	16250	6138	87388	87388	174777
Advocate	45000	90000	11250	6138	62388	62388	124777
Social Worker	60000	n/a	15000	6138	81138	0	81138
				SUB	230915	149777	380692
				Total 5%	242461	157266	399727
				5% diff	19035		

Non-personnel (KH) Annual	Per Staf (A2)	Total	
Rent (cap)	40000	3077	15385
Supplies (non-cap)	3000	231	1154
Travel/mileage	11000	846	4231
Insurance	1300	100	500
Audit	2000	154	769
Telecommunicator	3000	231	1154
<b>totals</b>	<b>60300</b>	<b>4638</b>	<b>23192</b>

Non-personnel (A2) Annual	Per Staf (A2)	Total	
One time tech (cap)	5000	1000	5000
One time office (nc)	2500	500	2500
<b>totals</b>	<b>7500</b>	<b>1500</b>	<b>7500</b>

**NOTES:**

**Personnel budget breakdowns by staff:**

- column labeled "1 each" is the breakdown for one attorney, one client advocate, and one social worker
- column labeled "w/o SW" is the breakdown for one attorney and one client advocate
- column labeled "Proposal" is the breakdown for the proposed request of two attorneys, two client advocates, and one social worker

**Rent:** With rising rates and more space needed, a monthly ask of 2916/mo for rent is consistent with market value of space available in the seat of Douglas County (Lawrence). We rent roughly 1200 sq ft. for the staff we currently have and are already cramped. We are seeking a space of at least 2000 sq ft. at a rate no more than \$20/sq ft. price.

$20 * 2000 = 40000$

Should we find a better rate, any moneys saved will be reimbursed to the Access to Justice Fund. Please note most adequate office spaces available are going for more than \$20/sqft/yr.

**Non-personnel and ATJ only:** Items included in Non-personnel KHD are those that will be divided by the total number of staff members at KHD to determine each staff's share. The total number has been divided by staff to determine the "per staff" amount. Then, that per staff is multiplied by 5 to determine the fair share for the ATJ funded employees.

The Non-personnel ATJ is separated from the Non-personnel KHD because these costs are specific only to ATJ funded staff. These costs include things like new computers, office equipment, etc.

# KANSAS HOLISTIC DEFENDERS

APPENDIX D  
SUPPLEMENTAL DOCUMENTS





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

KANSAS HOLISTIC DEFENDERS INCORPORATED  
C/O SAMUEL NATALE  
1204 OREAD AVE  
LAWRENCE, KS 66044

Date:  
02/06/2023  
Employer ID number:  
86-1799218  
Person to contact:  
Name: Joan Kiser  
ID number: 31217  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
January 30, 2021  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053609004792

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**KANSAS HOLISTIC DEFENDERS BOARD OF DIRECTORS INFORMATION SHEET**

Title/ Position	First Name	Last Name	Phone	Email	Address	Add 2	City	ST	Zip
Chair	Brandi	Studer	785.840.5778	<a href="mailto:brandi.studer@gmail.com">brandi.studer@gmail.com</a>	3919 Tracy Ave		KC	MO	64110
Vice Chair	Cooper	Overstreet	316.461.7381	<a href="mailto:cooperoverstreet34@gmail.com">cooperoverstreet34@gmail.com</a>	2506 Princeton Blvd		Lawrence	KS	66049
Treasurer	Josh	Harsin	402.278.0758	<a href="mailto:harsinjd@gmail.com">harsinjd@gmail.com</a>	2001 W 6th	#A11	Lawrence	KS	66044
Secretary	Jennifer	Roth	785.550.5365	<a href="mailto:jrothlegislative@gmail.com">jrothlegislative@gmail.com</a>	644 Mississippi St		Lawrence	KS	66049
Officer	Ma'Ko'Quah	Jones	785.424.5591	<a href="mailto:makoquahjones@gmail.com">makoquahjones@gmail.com</a>	1000 Monterey Way	A2	Lawrence	KS	66049
Officer	Pearson	Carter	785.438.0407	<a href="mailto:blacklivesmattertopekaks@gmail.com">blacklivesmattertopekaks@gmail.com</a>	613 SE Overton St		Topeka	KS	66607
Officer	Ann	Sagan	847.693.1013	<a href="mailto:ann.sagan@gmail.com">ann.sagan@gmail.com</a>	2017 New Hampshire St		Lawrence	KS	66046

Title/ Position	First Name	Last Name	Profession	Affiliations
Chair	Brandi	Studer	Attorney	VOCA
Vice Chair	Cooper	Overstreet	Attorney	Lawrence, KS
Treasurer	Josh	Harsin	Grad Research	University of Kansas
Secretary	Jennifer	Roth	Attorney	BIDS
Officer	Ma'Ko'Quah	Jones	Attorney	Prairie Band Potawatomi Nation
Officer	Pearson	Carter	Attorney	BLM Topeka
Officer	Ann	Sagan	Attorney	BIDS

# KANSAS HOLISTIC DEFENDERS

Kansas Holistic Defenders Bylaws

Revised on: 06/08/2023

Adopted on: 06/12/2023

## ARTICLE I: CORPORATION FORMATION

### **1.01 Name:**

Kansas Holistic Defenders, Inc.

### **1.02 Type:**

501(c)3 Nonprofit Corporation

### **1.03 Purpose:**

Kansas Holistic Defenders ("*the corporation*") is a non-profit corporation and shall operate exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code. These bylaws incorporate all purposes outlined in Article VI of the Articles of Organization.

### **1.04 Powers:**

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

### **1.05 No Membership Classes:**

The corporation shall have no members who have any right to vote or title or interest to the corporation, its properties, and franchises.

### **1.06 Non-Voting Affiliates:**

The Board of Directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the Board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The Board, a designated committee of the Board, or any duly elected officer in accordance with Board policy including the Executive Director and/or Executive Directors, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the Board of Directors or the Executive Director(s), affiliates

**KANSAS  
HOLISTIC  
DEFENDERS**

may be given endorsement, recognition, and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights and are not members of the corporation.

**1.07 Dues:**

Any dues for affiliates shall be determined and/or approved by the Board of Directors or the Executive Director(s).

**KANSAS  
HOLISTIC  
DEFENDERS**

**ARTICLE II: BOARD OF DIRECTORS**

**2.01 Number of Directors:**

Kansas Holistic Defenders shall have a Board of Directors consisting of at least three (3) Directors. Within these limits, the Board may increase or decrease the number of Directors serving on the Board, including for the purpose of staggering the terms of Directors.

**2.02 Powers:**

All corporate powers shall be exercised by or under the authority of the Board and the affairs of Kansas Holistic Defenders shall be managed by the Executive Director(s) under the consultation or direction of the Board, except as otherwise provided by law.

**2.03 Terms:**

(a) All Directors shall be elected to serve a two-year term; however, the term may be extended until a successor has been elected.

(b) After the initial Board of Directors serve their terms, Director terms will strive to be staggered so that close to half the number of Directors will end their terms in any given year.

(c) Directors may serve terms in succession.

(d) The term of office shall be considered to begin January 1 and end December 31 of the second year in office unless the term is extended until such time as a successor has been elected.

**2.04 Qualifications and Election of Directors:**

To be eligible to serve as a Director on the Board of Directors, the individual must be 18 years of age. Directors may be elected at any Board meeting by the majority vote of the existing Board of Directors. The election of Directors to replace those who have fulfilled their term of office shall take place in January of each year.

**2.05 Vacancies:**

The Board of Directors may fill vacancies due to the expiration of a term of office, resignation, death, or removal of a director or may appoint new Directors to fill a previously unfilled Board position, subject to any future maximum number of Directors. In the event of unexpected vacancies, such as vacancies in the Board of Directors due to resignation, death, or removal, it shall be filled by the Board for the balance of the term of the Director being replaced.

**2.06 Removal of Directors:**

A Director may be removed by two-thirds vote of the Board of Directors then in office, if:

(a) the Director is absent and unexcused from two or more meetings of the Board of Directors in a twelve-month period. The Board Chair is empowered to excuse Directors from attendance for a reason deemed adequate by the Board Chair. The Chair shall not have the power to excuse himself from the Board meeting attendance, but the Board Vice-Chair may excuse the Chair, or.

# KANSAS HOLISTIC DEFENDERS

(b) for cause or no cause, if before any meeting of the Board at which a vote on removal will be made, the Director in question is given electronic or written notification of the Board's intention to discuss her/his/their case and is given the opportunity to be heard at a meeting of the Board.

## **2.07 Meetings:**

(a) Regular Meetings. The Board of Directors shall have a minimum of two (2) regular meetings each calendar year in January and July, unless otherwise agreed upon by a majority vote of the Board, in a place to be determined by the Chair or Executive Director(s). Board meetings shall be held upon two weeks' notice by first-class mail, electronic mail, facsimile transmission, personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system.

(b) Special Meetings. Special meetings of the Board may be called by the Chair, Vice-Chair, Secretary, Treasurer, or any two (2) other Directors of the Board of Directors]. A special meeting must be preceded by at least 2 days' notice to each Director of the date, time, and place, but not the purpose, of the meeting.

(c) Waiver of Notice. Any Director may waive notice of any meeting, in accordance with Kansas law.

## **2.08 Manner of Acting:**

(a) Quorum. A majority vote of the Directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present. Majority vote shall serve as quorum with the exception of a vote on removal of a Director or a vote on any revision or addition of these bylaws.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, 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.

(c) Hung Board Decisions. On the occasion that Directors of the Board are unable to decide based on a tied number of votes, the proposed action or vote fails to pass.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, Directors may participate in a regular or special meeting using any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

(e) Voting by Proxy. Directors may vote by proxy should they be previously excused from an announced meeting. Votes may be accepted in writing or by facsimile mail or electronic mail.

## **2.09 Compensation for Board Service:**

Directors shall receive no compensation for carrying out their duties as Directors. The Board may adopt policies providing for reasonable reimbursement of Directors for expenses

**KANSAS  
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incurred in conjunction with carrying out Board responsibilities, such as travel expenses to attend Board meetings.

**2.10 Compensation for Professional Services by Directors:**

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with state law.

**2.11 Informal Action by The Board of Directors:**

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For the purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of Board members gives consent.

**2.12 Confidentiality of Board meetings:**

Board meetings are open unless an Executive Session is called by any Director. Executive Sessions will be confidential and aligned according to the definition of said session in Robert's Rules of Order. Minutes will be taken in an Executive Session, but they will be sealed and only opened by those with authority.

**2.13 Executive Director:** The Executive Director(s) is/are governed by the Board of Directors and serve as the senior officer(s) of the corporation. There can be either a single Executive Director or Co-Executive Directors as adopted by the Board of Directors. The Executive Director(s) is/are responsible for steering the corporation and its operations. The Executive Director(s) is/are appointed to the position by and report to the Board of Directors. The Executive Director(s) is/are not members of the board, are employed by the corporation, and are compensated for this employment. Thus, the Executive Director(s) have no voting powers in matters of the Board of Directors.

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**ARTICLE III: COMMITTEES**

**3.01 Committees:**

The Board of Directors may, through the resolution adopted by a majority of the Directors then in office, designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Any committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) take any final action on matters which also require the Board members' approval or the approval of a majority of all members.
- (b) fill vacancies on the Board of Directors of in any committee which has the authority of the Board.
- (c) amend or repeal Bylaws or adopt new Bylaws.
- (d) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;
- (e) appoint any other committees of the Board of Directors or the members of these committees.
- (f) expend corporate funds to support a nominee for Director; or
- (g) approve any transaction:
  - (i) to which the corporation is a party, and one or more Directors have a material financial interest; or
  - (ii) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors has a material financial interest.

**3.02 Meetings and Action of Committees:**

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article II of these Bylaws concerning meetings of the Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board of Directors may adopt rules for the governing of the committee consistent with the provision of these Bylaws.

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**ARTICLE IV: OFFICERS**

**4.01 Board Officers:**

The officers of the corporation shall be a Board Chair, Vice-Chair, Secretary, and Treasurer, all of whom shall be chosen by, and serve at the pleasure of, the Board of Directors. Each Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The Board may also appoint additional vice-chairs and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold two or more Board offices, but no Board officer may act in more than one capacity where action of two or more officers is required.

**4.02 Term of Office:**

Each officer shall serve a two-year term of office. Each Board officer's term of office shall begin upon the adjournment of the Board meeting at which elected and shall end upon the adjournment of the Board meeting during which a successor is elected.

**4.03 Board Chair:**

The Board Chair shall be the chief volunteer officer of the corporation. The Board Chair shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors.

**4.04 Vice-Chair:**

In the absence or disability of the Board Chair, the ranking Vice-Chair designated by the Board of Directors shall perform the duties of the Board Chair. When so acting, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon the Board Chair. The Vice-Chair shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the Board Chair.

**4.05 Secretary:**

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of Directors and committees of Directors. The minutes of each meeting shall state the time and place that it was held, and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of Directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Board Chair. The secretary may appoint, with the approval of the Board, a director to assist in the performance of all or part of the duties of the secretary.

# KANSAS HOLISTIC DEFENDERS

## **4.06 Treasurer:**

The treasurer shall be the leading Director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and, in collaboration with the Executive Director(s), keep the Board informed of the financial condition of the corporation. In conjunction with the Executive Director(s), the treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The treasurer may appoint, with the approval of the Board, a director or a qualified fiscal agent or member of the staff to assist in the performance of all or part of the duties of the treasurer.

## **4.07 Non-Director Officers:**

The Board of Directors may designate additional officer positions of the corporation and may appoint and assign duties to other non-Director officers of the corporation.

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**ARTICLE V: CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED  
MATTERS**

**5.01 Contracts and other Writings:**

Except as otherwise provided by resolution of the Board or Board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the Executive Director or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

**5.02 Checks, Drafts:**

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, including the Executive Director of the corporation and in such manner as shall from time to time be determined by resolution of the Board.

**5.03 Deposits:**

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 depository as the Executive Director(s), the Board, or a designated committee of the Board may select.

**5.04 Loans:**

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board. Such authority may be general or confined to specific instances.

**5.05 Indemnification:**

(a) **Mandatory Indemnification.** The corporation shall indemnify a Director or former Director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a Director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) **Permissible Indemnification.** The corporation shall indemnify a Director or former Director made a party to a proceeding because he or she is or was a Director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) **Advance for Expenses.** Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of (I) a written affirmation from the Director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

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(d) Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with Kansas Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the Board or by contract.

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**ARTICLE VI: MISCELLANEOUS**

**6.01 Books and Records:**

The corporation shall keep correct and complete books and records of account. The Board of the corporation in collaboration with the Board Secretary shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

**6.02 Fiscal Year:**

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

**6.03 Conflict of Interest:**

The Board and/or Executive Director may adopt and periodically review a conflict-of-interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any Director, officer, employee, affiliate, or member of a committee with Board-delegated powers at a later date to be determined by the Board. If any conflict-of-interest issues arise or are suspected, a director may abstain from any vote for Board action.

**6.04 Nondiscrimination Policy:**

The officers, Directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Kansas Holistic Defenders not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

**6.05 Bylaw Amendment:**

These Bylaws may be amended, altered, repealed, or restated by a vote of two-thirds of the Board of Directors then in office at a meeting of the Board, provided, however,

- (a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
- (b) that an amendment does not affect the voting rights of Directors. An amendment that does affect the voting rights of Directors further requires ratification by a two-thirds vote of a quorum of Directors at a Board meeting.
- (c) that all amendments be consistent with the Articles of Incorporation.

# KANSAS HOLISTIC DEFENDERS

## ARTICLE VII: CODES OF ETHICS AND WHISTLEBLOWER POLICY

### **7.01 Purpose:**

Kansas Holistic Defenders requires and encourages Directors, officers, and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Kansas Holistic Defenders to adhere to all laws and regulations that apply to the corporation and the purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieve compliance with various laws and regulations.

### **7.02 Reporting Violations:**

If any Director or officer believes that some policy, practice, or activity of Kansas Holistic Defenders is in violation of law, a written complaint must be filed by that person with the Vice-Chair or the Board Chair. If any staff or employee believes that some policy, practice, or activity of Kansas Holistic Defenders is in violation of law, a written complaint must be filed by that person with the Executive Director.

### **7.03 Acting in Good Faith:**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

### **7.04 Retaliation:**

Said person is protected from retaliation only if they bring the alleged unlawful activity, policy, or practice to the attention of Kansas Holistic Defenders and provides a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

Kansas Holistic Defenders shall not retaliate against any Director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of Kansas Holistic Defenders or of another individual or entity with whom Kansas Holistic Defenders has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Kansas Holistic Defenders shall not retaliate against any Director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Kansas Holistic Defenders that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

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**7.05 Confidentiality:**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**7.06 Handling of Reported Violations:**

The Board Chair, Vice-Chair, or Executive Director shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all Directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

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**ARTICLE VIII: AMENDMENT OF ARTICLES OF INCORPORATION**

**8.01 Amendment:**

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the Board of Directors.

**8.02 Adoption of Articles of Incorporation:**

All articles outlined in the Articles of Incorporation are hereby incorporated into these Bylaws.

**ARTICLE IX: DISSOLUTION OF THE CORPORATION**

**9.01 Dissolution Clause**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is located. Disposal shall be made exclusively for exempt or public purposes or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

## Kansas Holistic Defenders - Preliminary FY2023 Operating Budget

	2020 Actuals	2021 Actuals	2022 Actuals	2023 Adopted Budget	2023 Current Estimates	2024 Budget w/ ATJ Request
<b>Revenues:</b>	\$0.00	\$425,000.00	\$682,496.05	\$731,341.42	\$717,600.92	\$1,277,013.42
<b>Unrestricted Fund Balance</b>						
1/1xx	\$0.00	\$0.00	\$77,496.05	\$39,641.42	\$50,900.92	\$37,160.42
Douglas County	\$0.00	\$425,000.00	\$425,000.00	\$454,700.00	\$454,700.00	\$605,700.00
City of Lawrence (Municipal)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
United Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$130,000.00	\$162,000.00	\$162,000.00	\$559,153.00
Fundraisers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contributions	\$0.00	\$0.00	\$50,000.00	\$75,000.00	\$50,000.00	\$75,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Transfer between Depts.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	\$0.00	\$425,000.00	\$605,000.00	\$691,700.00	\$666,700.00	\$1,239,853.00
<b>Total Revenues and Fund Balanc</b>	\$0.00	\$425,000.00	\$682,496.05	\$731,341.42	\$717,600.92	\$1,277,013.42
<b>Expenditures:</b>	\$0.00	\$163,719.06	\$0.00	\$680,440.50	\$680,440.50	\$1,222,000.00
Salaries and Benefits	\$0.00	\$143,000.00	\$0.00	\$569,636.30	\$569,636.30	\$930,000.00
Employee Benefits	\$0.00			\$70,464.20	\$70,464.20	\$230,000.00
Supplies	\$0.00	\$1,540.00	\$0.00	\$5,000.00	\$5,000.00	\$7,000.00
Rent	\$0.00	\$8,700.00	\$0.00	\$17,340.00	\$17,340.00	\$35,000.00
Travel & Training	\$0.00	\$1,455.80	\$0.00	\$3,000.00	\$3,000.00	\$5,000.00
Office Equipment	\$0.00	\$4,316.54	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
Debt Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$4,706.72	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
Other - Transfer between Depts.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenditures</b>	\$0.00	\$163,719.06	\$0.00	\$680,440.50	\$680,440.50	\$1,222,000.00
<b>Ending Fund Balance 12/31/xx</b>	\$0.00	\$261,280.94	\$682,496.05	\$50,900.92	\$37,160.42	\$55,013.42



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

**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 Holistic Defenders**

**Item 2. Primary Location: 1204 Oread Ave, Lawrence, KS 66044**

**Item 3. Policy Period 1/31/2023 12:01 AM to 1/31/2024 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."

<b>Item 4. Coverage/Limit of Liability</b>	<b>Item 5. Deductible</b>	<b>Included (Yes/No)</b>	<b>Item 6. Premium</b>
Lawyers Professional Liability \$100,000 Each Claim and \$300,000 in the aggregate Retroactive Date: 1/31/2022	\$2,500 Annual Aggregate	Yes	\$1,171.00
Primary Pro Bono Endorsement Retroactive Date: 1/31/2022		Yes	\$0.00

**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."

<b>Item 4. Coverage/Limit of Liability</b>	<b>Item 5. Deductible</b>	<b>Included (Yes/No)</b>	<b>Item 6. Premium</b>
<b>Cancellation Notification Endorsement</b>			
<b>Policy Premium:</b>			<b>\$1,171.00</b>
<b>Premium Taxes:</b>			<b>\$70.26</b>
<b>Total Amount Due:</b>			<b>\$1,241.26</b>

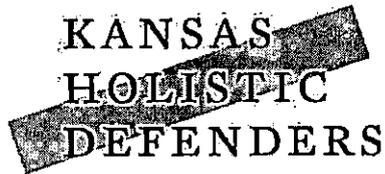
**Item 7. Forms Attached at Issue:**

NLADA 9101 (01-23)    NLADA 9100 (01-23)    NLADA 9206 (01-23)    NLADA 9200 (01-23)    NLADA 9210 (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](mailto: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.



ATJ Douglas County Civil Attorney Project Proposal

Notice of Audit Status

To Whom it May Concern:

Kansas Holistic Defenders (KHD) is currently preparing for a voluntary audit of our finances. This audit is estimated to occur in the final quarter of 2023.

KHD was under the guidance of a financial sponsor in 2022 while we awaited confirmation on our 501(c)3 status. The Social Impact Fund (SIF) served as our sponsor during this time. In February of 2023, we received our tax-exempt status and initialized the process to transition from sponsorship to sole financial steward of funds. This process began in March of 2023 and continues to date.

To best prepare for a voluntary audit as a stand-alone entity, we have deliberately chosen to wait for an audit until all financial controls have been secured and a working fiscal management plan is established. This transition has included many steps such as purchasing and configuring bookkeeping software, adopting fiscal management tools, and shifting all accounts receivable and payable to our control. We estimate that this process will be thoroughly in place and ready for auditing no later than October of 2023.

We have included in this proposal a copy of the audit conducted while KHD was still under the sponsorship of SIF. This is not included as evidence of a current audit but demonstrates that we have been audited and are actively working toward sole responsibility for stewardship of our funds.

Thank you.



# SOCIAL IMPACT · FUND ·

**FINANCIAL REPORT  
DECEMBER 31, 2022**

**SOCIAL IMPACT FUND**  
**CONTENTS**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Social Impact Fund

### Opinion

We have audited the financial statements of Social Impact Fund (Organization), which comprise the statements of financial position as of December 31, 2022 and 2021, the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

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

### Responsibilities of Management for the Financial Statements

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

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

**Auditor's Responsibilities for the Audit of the Financial Statements**

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

In performing an audit in accordance with GAAS, we:

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

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

*Singer Lewak LLP*

April 28, 2023

**SOCIAL IMPACT FUND**  
**STATEMENTS OF FINANCIAL POSITION**  
**December 31, 2022 and 2021**

**ASSETS**

	2022	2021
Cash and cash equivalents	\$ 6,117,832	\$ 7,735,048
Grants and contributions receivable	424,426	460,000
Investments	4,459,966	4,243,275
Prepaid expenses and other assets	69,176	146,117
<b>Total assets</b>	<b>\$ 11,071,400</b>	<b>\$ 12,584,440</b>

**LIABILITIES AND NET ASSETS**

**Liabilities**

Accounts payable and accrued expenses	\$ 758,740	\$ 488,690
Grants payable	-	250,000
<b>Total liabilities</b>	<b>758,740</b>	<b>738,690</b>

**Net assets**

Without donor restrictions		
Undesignated	311,626	900,457
Board-designated operating reserve	320,000	320,000
<b>Total without donor restrictions</b>	<b>631,626</b>	<b>1,220,457</b>
With donor restrictions	<b>9,681,034</b>	<b>10,625,293</b>
<b>Total net assets</b>	<b>10,312,660</b>	<b>11,845,750</b>
<b>Total liabilities and net assets</b>	<b>\$ 11,071,400</b>	<b>\$ 12,584,440</b>

See notes to financial statements.

**SOCIAL IMPACT FUND**  
**STATEMENT OF ACTIVITIES**  
**Year Ended December 31, 2022**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Revenue, support, and gains</b>			
Grants and contributions	\$ 3,512	\$ 10,006,747	\$ 10,010,259
Federal and state grants and contracts	-	518,346	518,346
Donated goods and services	-	29,100	29,100
Management fees and retainers	605,516	-	605,516
Net investment loss	(715,782)	-	(715,782)
Other	-	190	190
Net assets released from restrictions	<u>11,498,642</u>	<u>(11,498,642)</u>	<u>-</u>
Total revenue, support, and gains	<u>11,391,888</u>	<u>(944,259)</u>	<u>10,447,629</u>
<b>Expenses</b>			
Program services	11,476,191	-	11,476,191
Management and general	432,078	-	432,078
Fundraising	<u>72,450</u>	<u>-</u>	<u>72,450</u>
Total expenses	<u>11,980,719</u>	<u>-</u>	<u>11,980,719</u>
<b>Change in net assets</b>	(588,831)	(944,259)	(1,533,090)
<b>Net assets, beginning of year</b>	<u>1,220,457</u>	<u>10,625,293</u>	<u>11,845,750</u>
<b>Net assets, end of year</b>	<u>\$ 631,626</u>	<u>\$ 9,681,034</u>	<u>\$ 10,312,660</u>

See notes to financial statements.

**SOCIAL IMPACT FUND**  
**STATEMENT OF ACTIVITIES**  
**Year Ended December 31, 2021**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Revenue, support, and gains</b>			
Grants and contributions	\$ 3,084	\$ 13,857,535	\$ 13,860,619
Donated goods and services	-	28,819	28,819
Management fees and retainers	629,880	-	629,880
Net investment return	63,735	-	63,735
Other	-	10,926	10,926
Net assets released from restrictions	<u>13,179,547</u>	<u>(13,179,547)</u>	<u>-</u>
Total revenue, support, and gains	<u>13,876,246</u>	<u>717,733</u>	<u>14,593,979</u>
<b>Expenses</b>			
Program services	13,135,554	-	13,135,554
Management and general	320,715	-	320,715
Fundraising	<u>68,993</u>	<u>-</u>	<u>68,993</u>
Total expenses	<u>13,525,262</u>	<u>-</u>	<u>13,525,262</u>
<b>Change in net assets</b>	350,984	717,733	1,068,717
<b>Net assets, beginning of year</b>	<u>869,473</u>	<u>9,907,560</u>	<u>10,777,033</u>
<b>Net assets, end of year</b>	<u>\$ 1,220,457</u>	<u>\$ 10,625,293</u>	<u>\$ 11,845,750</u>

See notes to financial statements.

**SOCIAL IMPACT FUND**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**Years Ended December 31, 2022 and 2021**

	<b>2022</b>				
	Program Services	Supporting Services			Total
		Management and General	Fundraising	Total	
Grants paid	\$ 2,453,020	\$ -	\$ -	\$ -	\$ 2,453,020
Program and management services	5,270,552	-	-	-	5,270,552
Professional fees and services	1,702,737	112,384	72,450	184,834	1,887,571
Salaries, taxes, and benefits	-	246,480	-	246,480	246,480
Programmatic costs	1,648,321	-	-	-	1,648,321
Conferences and travel	246,091	6,822	-	6,822	252,913
Other	155,470	66,392	-	66,392	221,862
<b>Total expenses by function</b>	<b>\$ 11,476,191</b>	<b>\$ 432,078</b>	<b>\$ 72,450</b>	<b>\$ 504,528</b>	<b>\$ 11,980,719</b>

	<b>2021</b>				
	Program Services	Supporting Services			Total
		Management and General	Fundraising	Total	
Grants paid	\$ 5,939,933	\$ -	\$ -	\$ -	\$ 5,939,933
Program and management services	4,405,682	-	-	-	4,405,682
Professional fees and services	652,213	94,028	68,993	163,021	815,234
Salaries, taxes, and benefits	-	171,968	-	171,968	171,968
Programmatic costs	1,658,104	-	-	-	1,658,104
Conferences and travel	267,561	1,680	-	1,680	269,241
Other	212,061	53,039	-	53,039	265,100
<b>Total expenses by function</b>	<b>\$ 13,135,554</b>	<b>\$ 320,715</b>	<b>\$ 68,993</b>	<b>\$ 389,708</b>	<b>\$ 13,525,262</b>

See notes to financial statements.

**SOCIAL IMPACT FUND**  
**STATEMENTS OF CASH FLOWS**  
**Years Ended December 31, 2022 and 2021**

	2022	2021
<b>Cash flows from operating activities</b>		
Change in net assets	\$ (1,533,090)	\$ 1,068,717
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Unrealized/realized (gains) losses on investments	867,302	(30,070)
Changes in operating assets and liabilities:		
Grants and contributions receivable	35,574	(235,000)
Prepaid expenses and other assets	76,941	(86,544)
Accounts payable and accrued expenses	270,050	326,700
Grants payable	(250,000)	(205,000)
	(533,223)	838,803
<b>Net cash provided by (used in) operating activities</b>	<b>(533,223)</b>	<b>838,803</b>
<b>Cash flows from Investing activities</b>		
Purchases of investments	(1,083,993)	(4,246,684)
Proceeds from sales of investments	-	824,326
	(1,083,993)	(3,422,358)
<b>Net cash used in investing activities</b>	<b>(1,083,993)</b>	<b>(3,422,358)</b>
<b>Net change in cash and cash equivalents</b>	<b>(1,617,216)</b>	<b>(2,583,555)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>7,735,048</b>	<b>10,318,603</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 6,117,832</b>	<b>\$ 7,735,048</b>

See notes to financial statements.

# SOCIAL IMPACT FUND

## NOTES TO FINANCIAL STATEMENTS

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### NOTE 1 – ORGANIZATION

Social Impact Fund (Organization) is a California nonprofit public benefit corporation, founded in 2013, with its principal office in the state of California. The Organization provides a legal structure under which charitable programs may operate or acts as a fiscal sponsor for groups awaiting IRS 501(c)(3) determination. The sponsored programs work to advance social good and make a positive difference in the world at large.

### NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

#### Use of Estimates

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

#### Cash and Cash Equivalents

The Organization considers all cash and highly liquid financial instruments purchased with maturities of three months or less, which are neither held for, nor restricted by, donors for long-term purposes, to be cash and cash equivalents.

#### Grants and Contributions Receivable

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Management determines the allowance for uncollectable promises to give based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Promises to give are written off when deemed uncollectable. Based on management's assessment at December 31, 2022 and 2021, no allowance has been recorded.

#### Investments

Investments are recorded at cost, and thereafter, are measured at fair value in the statements of financial position. Net investment return (loss) is reported in the statements of activities and consists of interest and dividend income, and realized and unrealized capital gains and losses, less investment expenses.

#### Grants Paid

Grants paid are recognized in the period the grant is approved, provided the grant is not subject to significant future conditions. Conditional grants are recognized as grant expense and as a grant payable in the period in which the grantee substantially meets the terms of the conditions. There were no conditional grants as of December 31, 2022. As of December 31, 2021, the Organization had \$199,300 in conditional grants subject to the availability of funding.

# SOCIAL IMPACT FUND

## NOTES TO FINANCIAL STATEMENTS

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### NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Concentrations of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of cash and cash equivalents, investments, grants and contributions receivable. At times, amounts on deposit may exceed insured limits, or include uninsured investments in money market mutual funds. To date, the Organization has not experienced losses in any of these accounts. The Organization has developed long-term relationships with many of its grantors and continually evaluates their financial position to determine the risk of uncollectible receivables.

Although the fair values of investments are subject to fluctuations on a year-to-year basis, the Organization believes its policies and guidelines are prudent for the long-term welfare of the organization.

#### Net Assets

Net assets and revenue, gains, and losses are classified based on donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

- *Net assets without donor restrictions* – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has designated, from net assets without donor restrictions, net assets for an operating reserve.
- *Net assets with donor restrictions* – Net assets subject to donor- or certain grantor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. The Organization recognizes all revenues received for its sponsored programs as with donor restrictions.

#### Revenue and Revenue Recognition

The Organization recognizes management fees and retainers when the performance obligations of services are provided to sponsored organizations. Fees are charged based on funds raised or earned by the sponsored organization and are recognized on a monthly basis as a percentage of those funds raised. The performance obligation of raising funds is simultaneously received and consumed by the sponsored organizations; therefore, the revenue is recognized ratably over the period services are provided.

The Organization recognizes revenue from ticket sales at the time of the event. The Organization records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place.

The Organization recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received.

**SOCIAL IMPACT FUND**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Revenue and Revenue Recognition (Continued)

Conditional promises to give – that is, those with a measurable performance or other barrier and right of return – are not recognized until the conditions on which they depend have been substantially met.

A portion of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statements of financial position.

Donated Goods and Services

Donated services are recognized when the services received either (a) create or enhance a nonfinancial asset or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donations. Donated services are comprised of professional fundraising services valued at the fair value of current hourly rates for similar services that amounted to \$24,450 and \$28,819 for the year ended December 31, 2022 and 2021, respectively. For the year ended December 31, 2022 and 2021, the services were utilized and included as professional services and functionally classified as fundraising. Donated goods are recognized based on the retail value that would be paid for purchasing similar goods on the date of donation and amounted to \$4,650 for the year ended December 31, 2022. There were no donated goods for the year ended December 31, 2021.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Expenses are identified with a specific program or supporting service and are charged directly to the related program or service.

Income Taxes

The Organization is organized as a not-for-profit organization exempt from income tax under provisions of Internal Revenue Code §501(c)(3). Management has analyzed the tax positions taken by the Organization, and has concluded that, as of December 31, 2022 and 2021, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

**SOCIAL IMPACT FUND**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Adoption of Accounting Pronouncement

The Organization adopted ASU 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, on January 1, 2022, on a retrospective basis. The new guidance requires nonprofit entities to present contributed nonfinancial assets as a separate line item in the statements of activities, apart from contributions of cash or other financial assets. The standard also increases the disclosure requirements around contributed nonfinancial assets, including disaggregating by category the types of contributed nonfinancial assets a nonprofit entity has received. Adoption of this standard did not have a significant impact on the financial statements.

Subsequent Events

The Organization has evaluated subsequent events through April 28, 2023, the date on which the financial statements were available to be issued.

**NOTE 3 – FINANCIAL ASSETS AND LIQUIDITY RESOURCES**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year, comprise the following:

	<b>2022</b>	<b>2021</b>
Cash and cash equivalents	\$ 6,117,832	\$ 7,735,048
Grants and contributions receivable	424,426	460,000
Investments	4,459,966	4,243,275
Total financial assets	11,002,224	12,438,323
Less board-designated operating reserve	(320,000)	(320,000)
	<b>\$ 10,682,224</b>	<b>\$ 12,118,323</b>

The Organization receives significant contributions with donor restrictions to be used in accordance with the associated purpose, and considers contributions restricted for programs which are ongoing, major, and central to the annual operations to be available to meet cash needs for general expenditures. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. Upon approval of the Board, the Organization can also utilize the \$320,000 board-designated operating reserve.

## **SOCIAL IMPACT FUND**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS**

The Organization reports certain assets and liabilities at fair value in the financial statements. U.S. GAAP defines fair value as the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions, regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability, based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization can access at the measurement date.
- Level 2 – Inputs, other than quoted prices, included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, the Organization develops inputs using the best information available in the circumstances.

The fair value hierarchy also requires an entity to maximize the use of observable inputs, and minimize the use of unobservable inputs, when measuring fair value, which is the Organization's policy. For the years ended December 31, 2022 and 2021, the application of valuation techniques applied to similar assets and liabilities has been consistent. The following is a description of the valuation methodologies used for instruments measured at fair value:

- *Corporate and foreign bonds* – The fair value of corporate and foreign bonds are valued at amortized cost, which approximates fair value. They are classified within Level 2 of the fair value hierarchy.
- *Government bonds* – The fair value of corporate and foreign bonds are valued at amortized cost, which approximates fair value. They are classified within Level 2 of the fair value hierarchy.
- *Corporate stocks* – The fair value of corporate stocks are based on prices quoted in active markets. They are classified within Level 1 of the fair value hierarchy.

**SOCIAL IMPACT FUND**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)**

- *Mutual funds* – The fair value of mutual funds is based on prices quoted in active markets. They are classified within Level 1 of the fair value hierarchy.

As of December 31, 2022, the Organization’s investments were categorized as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Corporate and foreign bonds	\$ -	\$ 850,927	\$ 850,927
Government bonds	-	109,437	109,437
Short-term bonds	-	50,540	50,540
Corporate stocks	1,704,894	-	1,704,894
Mutual funds	<u>1,744,168</u>	<u>-</u>	<u>1,744,168</u>
	<b><u>\$ 3,449,062</u></b>	<b><u>\$ 1,010,904</u></b>	<b><u>\$ 4,459,966</u></b>

As of December 31, 2021, the Organization’s investments were categorized as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Corporate and foreign bonds	\$ -	\$ 2,299,205	\$ 2,299,205
Corporate stocks	1,341,022	-	1,341,022
Mutual funds	<u>603,048</u>	<u>-</u>	<u>603,048</u>
	<b><u>\$ 1,944,070</u></b>	<b><u>\$ 2,299,205</u></b>	<b><u>\$ 4,243,275</u></b>

**NOTE 5 – NET ASSETS WITH DONOR RESTRICTIONS**

As of December 31, 2022 and 2021, net assets with donor restrictions are subject to expenditure for a specified purpose or project.

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose, project, or other events specified by the donors. For the years ended December 31, 2022 and 2021, net assets of \$11,498,642 and \$13,179,547, respectively, were released from restrictions by incurring expenses satisfying the specified purpose restriction.

**NOTE 6 – RELATED PARTY TRANSACTIONS**

The Organization paid \$26,500 for program management services to a Company wholly owned by a board member during the year ended December 31, 2022.

**STATE OF KANSAS  
OFFICE OF  
SECRETARY OF STATE  
SCOTT SCHWAB**

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: 9824459

Entity Name: KANSAS HOLISTIC DEFENDERS, INCORPORATED

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on January 30, 2021, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of August 10, 2022

A handwritten signature in cursive script that reads "Scott Schwab".

**SCOTT SCHWAB  
SECRETARY OF STATE**

Certificate ID: 1231374 - To verify the validity of this certificate please visit <https://www.kansas.gov/bess/flow/validate> and enter the certificate ID number.