

1. Project Title:

Assistive Tech Adapted for Kansas Pro Bono-Assisted and Pro Se Parties - Asteria

2. Project Narrative

Background

In 2019, KC Digital Drive collaborated with the UMKC School of Law to build a software tool for pro bono lawyers and students as part of a Missouri-focused Expungement Clinic. This work led to an [Expungement Day](#) in 2019 that attracted nearly 1,000 people in need of assistance. That Missouri-focused project subsequently secured significant grant funding that supported further development of the application over the following three years.

In 2021, KC Digital Drive built on this work by starting the Kansas Clear My Record project to develop a simple web-based application that would allow Kansas residents to determine if they are eligible for expungement and prepare the necessary forms to file with the courts. The project was developed in collaboration with Kansas Legal Services (KLS) and the Wyandotte County District Attorney's Office, and was funded through a grant from the Local Initiatives Support Corporation (LISC).

Over the course of this project the team successfully built and deployed an expungement assistance tool using Jotform, a low-code platform for building online forms. The tool walks the user through a series of questions which correspond to the information required to fill out the necessary forms to request expungement. These questions serve to verify the user's eligibility and then record their contact information and case history. Once the user completes the process the application generates all of the forms they need and emails them to either the user or the attorney assisting them.

Over the course of the project the tool was tested at a series of 17 expungement clinics held by Kansas Legal Services across the state. To date, the app has been used to process 772 applications for 472 individuals. It can be accessed at [expungement.works](#) or directly with [this link](#).

Based on observations and interviews with KLS staff and clinic attendees, we have confirmed that the application in its current form delivers four primary benefits to attorneys and applicants:

Efficiency - According to interviews with KLS attorneys and tests measuring the time taken by staff to complete an application both with and without the app, we have determined that our tool allows attorneys to complete expungement applications in 20-40% less time than their previous method of filling in word doc templates.

Error Reduction - Because the application has more guardrails in place around data entry, formatting, prompting, and question clarification than the existing manual forms,

our app reduces the number of errors introduced when asking applicants to fill in their information. This has been particularly impactful in the clinic environment, where it has allowed attorneys to set up multiple applicants to fill in their details using the app, then review the outputs to provide a final check. We believe these safeguards would also make the application a viable tool for self-help centers.

Ease of Training - KLS staff have reported that the app has made it easier to train pro bono attorneys to participate in expungement clinics. Many assisting attorneys at clinics have never worked on an expungement before, and having the tool as a scaffold has made it easier both to take new attorneys through the pre-clinic training process, and to allow pro bono attorneys to effectively assist applicants during events.

User Satisfaction - KLS staff interviewed by the project team reported the app as scoring a 4.25/5 on usability, compared to a 2.5/5 for the previous process based on word doc templates. Multiple expungement applicants also expressed surprise and excitement over how much easier the process was than they had been expecting, and how straightforward the app was to use.

Proposal

Building on the success of our expungement assistance tool, KC Digital Drive is requesting funding to:

1. Develop an improved version of the expungement assistance application which would be re-built in a more robust software platform to allow for additional functionalities and user experience improvements.
2. Develop a new guardianship and conservatorship assistance tool modeled on the expungement assistance tool.
3. Prototype a custom software platform for self-help centers and legal assistance organizations that would provide support for client intake and pro bono attorney coordination while providing a portal for pro se litigants to access the legal assistance tools described in (1) and (2). We anticipate that we will be working with the Douglas County Self-Help Center and one or two other existing self-help centers in the process of development.

Component 1: Rebuild the existing expungement application

While the current version of our expungement assistance tool has proven successful at supporting expungement clinics across the state, there are a number of user experience improvements and applicant support features that we are currently unable to add due to limitations of the platform the tool was built on. By moving this application to a new, more robust software stack, we will be able to, among other things:

- Adapt the tool for use by self-help centers
- Make it easier for individuals and assisting attorneys to review forms for errors and make corrections within the system

- Make it easier for individuals to fill out multiple applications using the same personal and contact information
- Provide additional help prompts and other assistance features to support individuals when looking up their charge and case information or when interpreting complex legal requirements
- Generate forms in multiple file formats
- Allow for future integration into a custom software platform for self-help centers and legal assistance organizations

While the improved platform is being developed, KC Digital Drive plans to continue supporting KLS expungement clinics across the state with our existing expungement assistance tool. This support will include staff participation in the clinics, day-of technical support during clinics to resolve any issues or questions that arise from staff or users, and the production of post-clinic reports detailing the number of individuals assisted as well as relevant demographics and other characteristics for reporting purposes.

Component 2: Develop a guided interview applications for guardianship and conservatorship with durable power of attorney and advance medical directives

Based on our team’s conversations with self-help centers, we have learned that one of the greatest needs for pro se legal assistance is in supporting individuals seeking guardianship and conservatorship arrangements for family members. We propose to develop a guided interview and form preparation tool similar to our expungement tool that would allow an individual seeking assistance with guardianship or conservatorship to answer a series of questions about their situation and receive formatted documents for submission to the courts.

The project team proposes to develop this module through an iterative process in close collaboration with KLS and the Douglas County self-help center. As we develop the prototype tool we will test it with clients of KLS and the self-help center, gathering feedback from individuals and attorneys about how to improve the application.

We will also conduct discovery work into potential future modules including residential eviction and name changes.

Component 3: Prototype a legal assistance platform for self-help centers and legal aid organizations

Through our engagement with self-help centers and legal aid organizations during our expungement work, we have learned that these organizations face a number of challenges in managing intake and triage for the individuals they serve and the pro bono attorneys who provide limited scope legal assistance and answer questions. There is an opportunity for a custom software platform that would help self-help centers and legal assistance clinics with these issues. As part of the proposed project, we propose conducting exploratory work and initial prototyping for a software platform that would:

1. Serve as a registration and intake solution for self-help center and clinic staff which would record the kind of legal assistance being sought and direct the user towards the appropriate resource.
2. Eventually allow individuals to access guided interviews and form preparation modules for legal matters including expungement and guardianship and conservatorship.
3. Improve the speed and efficiency of attorneys and pro se litigants filling out multiple forms by allowing data to be shared between different case applications within the platform (e.g. personal information, contact information, and financial information for those submitting poverty affidavits)
4. Allow clinic or self-help center staff to assign individuals to pro bono attorneys within the platform, giving those attorneys direct access to the applicants' draft forms, allowing administrative staff to track the individuals' progress and outcomes, and allowing the pro bono attorneys to track their hours and contributions
5. Allow for asynchronous communication between the person being assisted, the self-help center manager, and the pro bono attorney assigned to them
6. Provide instructions for users on local court rules with a checklist capability based on instructional materials created by the self-help center managers and guidance from the court about options for filing documents created.

Component 3.1: Build an intake and registration solution for clinics and self-help centers

Based on our expungement work, we have found that self-help centers and legal assistance clinics often do not have an effective mechanism for registering and tracking the individuals they serve as well as the pro bono attorneys who volunteer with them. This makes it difficult to follow up with individuals and record outcomes, as well as to generate reports and track information about impact.

Through this project we would explore ways to build a software platform where individuals who come to self-help centers or legal assistance clinics would be able to sign up and create a profile with their personal details and contact information. These sign-ups would be visible to clinic and self-help center administrators, allowing them to have an automatic digital record of the individuals they serve. This would eventually also allow administrators to manage the assignment of individuals to attorneys who could assist and review their cases, and to follow up with individuals to provide support and record outcomes.

Component 3.2: Host expungement, guardianship, and conservatorship applications

Eventually, we envision this platform hosting a set of legal assistance modules for different case types that would guide users through a series of questions and generate the forms they need to file with the courts. As we work to rebuild the expungement assistance application and develop a new guardianship and conservatorship application, we intend to build these applications so they could eventually be integrated into this platform and be accessible to users who had created a profile.

Component 3.3: Improve the efficiency of filling out multiple applications

Through our expungement work, we have learned that many pro se litigants require assistance with multiple legal matters. A priority for our platform is thus to create a system that is able to easily reuse information that an individual has already provided in order to fill out subsequent applications. This will be accomplished by allowing the personal and contact information provided by individuals during account creation to be automatically added to all forms created within the system. This will make it faster both to fill out multiple applications of the same type (e.g. expungement applications for multiple charges) and applications for different legal matters (e.g. an expungement application and an application for guardianship).

Component 3.4: Enable pro bono assignment to pro se litigants

Our experience with expungement assistance has taught us that most pro se litigants will need some form of legal assistance in order to successfully prepare their forms, even if this assistance is merely a review to confirm that the proper information has been entered. In order to facilitate this and support legal assistance organizations and self-help centers in engaging with pro bono attorneys, we would explore how to design our prototype to allow staff members to assign individuals' cases to specific pro bono attorneys who have volunteered their time. This assignment would allow the attorneys to be able to access the forms that the individual has prepared at the clinic or self-help center, review them for completeness, and make corrections if necessary. This feature would also allow clinic and self-help center staff to track the number of pro bono attorneys engaged, the number of hours they worked, and the number of individuals each attorney assists.

Component 3.5: Enable asynchronous communication between pro se litigants and pro bono attorneys

From our engagement with self-help centers to date, we have learned that it is often difficult to get pro bono attorneys to commit to supporting self-help centers by coming to the location and helping individuals who arrive. In order to make it easier for self-help centers to recruit and retain pro bono support and for pro bono attorneys to offer their time to individuals in need, our platform would enable asynchronous communication between individuals and the attorneys they are assigned to. This communication capability would allow individuals to ask questions of the attorneys if they are unsure about a question, and would allow attorneys to query applicants for additional information or clarify something they have entered in their form.

Component 3.6: Provide filing assistance to pro se applicants

Once an individual has filled out their forms, they still need to know how to go about filing those documents with the courts. This process may not always be the same between different courts. We would explore ways in which our proposed software platform could incorporate local court

rules to provide each individual with a court-specific set of instructions for how they must prepare and file their forms.

Ultimately, the project team hopes to explore email filing through this platform. The team proposes to hold discovery conversations with the county clerk's office in Douglas county where we will pilot this system in order to understand the opportunities and barriers for allowing the clerk's office to accept forms filed via email by pro se litigants.

Development and Testing Plan

The KC Digital Drive team will utilize a similar approach for this project as we used to successfully develop our Kansas expungement assistance tool.

The team will begin with a discovery process where we will interview self-help centers and legal assistance organization staff about their needs regarding intake, pro bono attorney management, and guardianship and conservatorship process flow. This work will be completed by September 2024.

The team will then begin an iterative development process for building a guided interview and form generation tool for guardianship and conservatorship. This will begin by clarifying the legal requirements for guardianship and conservatorship requests, documenting all of the necessary information the application will need to compile, laying out the flow of questions, and designing template forms for document generation. The team will then begin building this application in a new and more robust software platform. By the end of 2024, KC Digital Drive will begin conducting initial tests of this application with partner attorneys at legal assistance organizations and the Douglas County self-help center to gather feedback.

In parallel, the team will rebuild our existing expungement application in the same new software platform. We will use our existing interview flow and document templates as the base for this new application. By the end of 2024 we will begin conducting initial tests of this new expungement tool with partner attorneys at legal assistance organizations and the Douglas County self-help center to gather feedback.

During this period the KC Digital Drive team will also begin prototyping a client intake system that will form the base of the proposed custom software platform. This initial prototype will be focused on allowing individuals to create a profile when they arrive at a self-help clinic or when they pre-register for or arrive at a legal assistance clinic. By the end of 2024 we will begin conducting initial tests of this intake platform with self-help center and clinic staff.

Throughout the first quarter of 2025, the team will focus on incorporating feedback from our tests to improve the expungement application tool, the guardianship and conservatorship tool, and the intake platform. Beyond these improvements, the team will also begin working to embed the two guided interviews into the intake tool to allow individuals who register on the platform to

access the expungement and guardianship and conservatorship tools from within the same system.

During 2025 the team will also begin prototyping the ability to add pro bono attorneys to the platform and enable attorney assignment and asynchronous communication. Development and testing of these features will continue through the end of the grant period.

Future work would allow this platform to be expanded to other self-help clinics across the state, as well as to add additional functionalities such as new guided interview modules for legal matters beyond expungement and guardianship and conservatorship.

3. Funding amount requested:

\$150,000

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

- 1) full or limited scope pro bono legal services for litigants involved in Kansas district court proceedings;

The proposed project would support both full and limited scope pro bono legal services for litigants seeking legal services related to expungement, guardianship, and conservatorship.

Attorneys volunteering their time at legal assistance clinics will be able to use our application to serve a larger number of clients more efficiently. With our platform, clinic attendees can be set up at a workstation and allowed to fill out the guided interview themselves, asking for assistance from an attorney whenever they encounter a question or once they have finished their forms and need a review. This allows a single attorney to assist a larger number of clients than has been previously possible with a document-based workflow that required attorneys to dedicate their attention to a single individual at a time. This process is adaptable both for situations where the attorney will go on to represent the individual and handle the remainder of the process as well as situations where the attorney provides no further assistance after the clinic.

At self-help clinics, our proposed project would explore ways for clinics to connect applicants to pro bono attorneys who had volunteered their services. By allowing for asynchronous communication and assistance, this will make it easier for pro bono volunteers to offer their time at self-help clinics, especially when those clinics are located in rural areas. And by allowing applicants to complete part of the process themselves through a guided interview, pro bono attorneys will be able to support a larger number of clients with their time.

- 2) scalable projects that utilize innovative strategies for providing legal information and brief legal advice to large numbers of district court patrons, particularly in quickmoving limited civil actions cases;

This project is designed to facilitate scaling. Our prototype will be built to accommodate the need to eventually scale the tool beyond our pilot locations to other self-help clinics across the state. In the prototype intake tool, each self-help center will be managed separately so the local manager can focus on their center.

Designing a tool for a centralized self-help center will be considered separately as the initial self-help center prototypes given the added complexity.

- 3) services that enhance the availability of onsite legal information, brief legal advice, and pro bono legal services at district court self-help centers in the following locations [...]

The intake function will require the development of a model self-help center website landing page. Simplification will be essential to making the self-help center websites more effective. The intake function—described elsewhere—with an interview function.

1. Intake. For example: The self-help center will have a button to ask for help. It will ask some basic questions (e.g., what are you seeking help with? Do you have a court date scheduled (if so, when, where, what time?); name, email, phone, address, employment, work hours. If you are just looking for a form, here are the forms that relate to your matter. If you would like help, someone will respond to you. Limited representation agreement may be signed at that time. Maybe an account allows a person to return and continue with information, forms.
2. Triage. The intake arrives at a queue. If the self-help manager can handle it, they can make the call and take notes. If the person wants a 10 minute consult with a pro bono attorney, the self-help manager can schedule that person with a phone consult/Zoom call with a pro bono attorney who will make the contact.
3. Attorney Pro Bono portal. Attorney is committed to one hour 15 minutes on Tuesday lunch hour. Attorney gets an email. Attorney logs in to the dashboard portal. For the 1 hr. 15 minutes that attorney is scheduled to talk to three people. The intake info is presented. Like the current app, the attorney may be able to complete a guided interview (like the expungement app) for maybe name change or eviction or (in six months) guardianship and Conservatorship. Attorney reviews docs before they are provided to the person. Attorney reports work done. Important: For attorneys, it is: Into the portal, provide pro bono services, report results, log out of the portal.

The proposed project would not provide case management, but simply a way to keep track of applicants' information, and to facilitate asynchronous communication between the person being assisted, the self-help center, and volunteer attorneys. This platform will also allow anonymized data to be made available to the court for purposes of evaluating needs and efficacy. The same system can be used by KLS for intake and clinic registration.

A second part of the proposal is creating an app like we created for expungement for one or two (or three) areas of the law, e.g., eviction defense, name change, and guardianship/conservatorship. The three examples have several similarities to expungement: It is usually a quick and uncomplicated case (want a name change, failure to pay rent, need a guardian for an impaired person). The output can be completed forms for the most part. If things get complicated, there will be an application process to KLS or other pro bono assistance, if available; in all instances a simple education of the law that relates to the area of law, so the pro se litigant is on a more level playing field.

A third part is a design thinking process for incorporating mediation and settlement into early phases of cases with pro se litigants. Having a neutral evaluator who will not hear the case, but will hear both sides explain their situation for 5-10 minutes will give them a way to try to find a solution that does not involve a day off of work and weeks of anxiety. The intake may have a simple “If you would be willing to talk to the other party with a neutral case evaluator, click here.” If both parties click yes, the parties are offered an opportunity. That offer to visit might take place at the eviction answer date. Again, this is a design thinking process. Helping the court to imagine creative solutions, an iterative design process—all to reveal a better way.

We are building on the experience with KLS expungement clinics:

- Guided interviews that integrate law and process to speed pro bono assistance
 - Intake to facilitate prepared meetings, facilitating matching need with assistance
 - Tracking assistance to allow the court to prioritize and fund improvements
- 4) services that provide a centralized, remote solution for legal information, brief legal advice, and pro bono legal services at district court self-help centers in other counties throughout the state, including Bourbon County, Dickinson County, and Lyon County;

The resources created for the existing self-help centers—when operational—will be designed with an eye towards eventually implementing them on a Judicial Branch website. A member of the public seeking assistance may begin at kscourts.org or the local district court website. An intake system—whether in a district court self-help center or a Kansas Judicial Branch website—should direct users to the district court self-help center in the county where assistance is available. If there is not a self-help center in a particular county, a Kansas Judicial Branch self-help website should be able to present a guided, conditional interview towards resources that relate to the visitor. This will not be accomplished within the grant period, but the tools we develop will be designed so that such implementations may be possible in the future.

- 5) Projects that propose innovative alternative dispute resolution strategies to aid in early resolution of Kansas district court cases.

As part of the discovery process we will explore whether our proposed system may eventually be able to incorporate mediation and settlement into early phases of cases with pro se litigants.

While these features would not be incorporated into the initial prototype, we hope that a design thinking process may assist the court in thinking about how pro se tools may eventually be able to incorporate options for mediation and alternative resolution. The design work undertaken will provide the Access to Justice team with a better outline of what a possible solution might be with future funding.

- 6) projects that focus on addressing unmet legal needs and do not duplicate existing services or for which other funds are available.

This project is designed to extend the reach of the court system to people who are not served or underserved. The project is designed to help nonprofits such as Kansas Legal Services to recruit attorneys—those in private practice and those in industry, government, and retired—to provide pro bono, asynchronous legal assistance using tools that inform the attorney about the law and procedure relating to the area in which assistance is given.

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

The proposed project would focus on supporting expungement, guardianship, and conservatorship cases. However, the ultimate ambition of this project is to create a platform that could eventually host additional guided interview modules for other legal matters, such as eviction, name changes, driver's license reinstatement, drug registry removal, debt collection, and more.

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

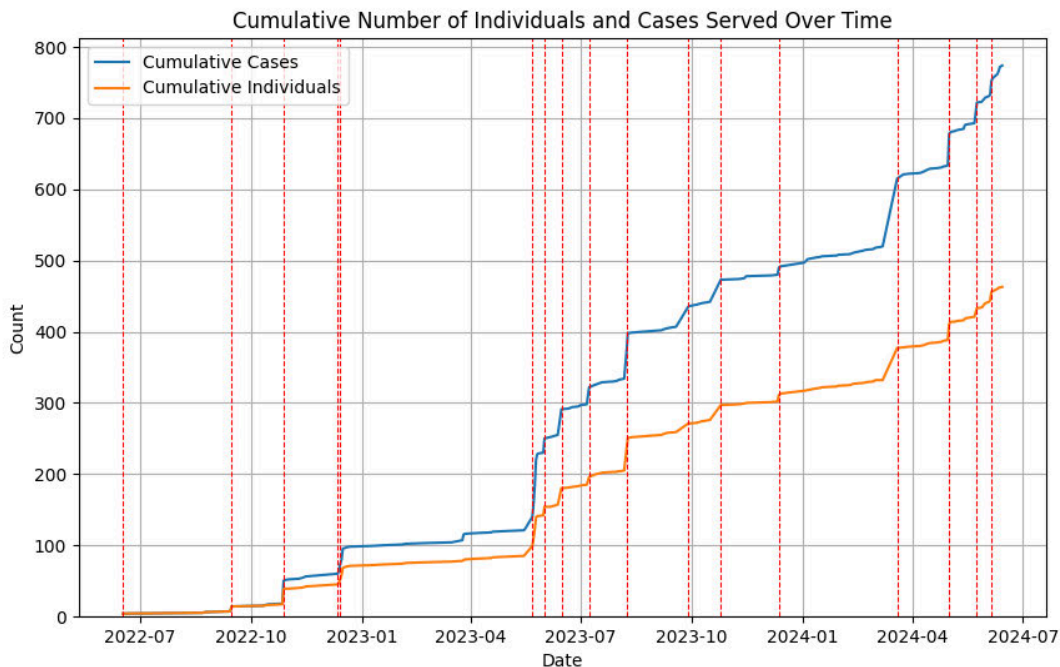
KC Digital Drive/Code for KC has been engaged since 2017 with the University Missouri Kansas City School of Law to explore technology to make expungement available for persons in Missouri and Kansas. In 2022, the Code for KC team, working with our development partners Kansas Legal Services and the Wyandotte County District Attorney's Office, began a design and development process to create an expungement application to assist pro se and pro bono users in determining their eligibility for expungement of Kansas convictions. The Kansas Expungement Project has deployed an web-based application that may be found at expungement.works. The application is a guided interview format that incorporates Kansas expungement law and district court procedure. Kansas Legal Services uses the expungement app to conduct expungement clinics across the state. The work of the Kansas Expungement team is described in a recent CLE presentation you may access with the following link: <https://vimeo.com/780210284/08759bff63>.

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

To date, our Kansas expungement assistance tool has been deployed at seventeen clinics, and is being used internally by KLS attorneys and volunteer pro bono attorneys.

Since our first testing in June 2022, our tool has been used to process 772 cases for 472 individuals. These have included cases prepared for filing in forty-eight Kansas counties. Of the individuals receiving assistance at expungement clinics, approximately half (45%) have been from clinics hosted in rural counties. Of all individuals who have used our tool, half (48%) have been minorities.

The graph below shows the cumulative number of individuals (orange) and cases (blue) processed over time by our tool. Each vertical red dotted line represents an expungement clinic we supported.



Over these past two years, 108 attorneys have utilized this tool while supporting individuals. Twenty-five of these attorneys used the tool to prepare forms for clients they were representing. Eighty-six of these attorneys used the tool to assist an individual they were not representing. Among those using the tool were attorneys from T-Mobile, Koch, Stinson, KLS, KU, and numerous private firms.

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

The Grant Application packet outlines financial eligibility criteria to be applied to the project. The intake system will be designed with the capability of gauging financial eligibility criteria. The tool will be designed to gather the information our partners at legal aid organizations and self-help centers may use to apply their own eligibility criteria to determine who will receive service.

We anticipate the large majority of users of this system will have household incomes below 150% of the federal poverty line. Of individuals who used our expungement assistance tool for whom financial information was provided, the median household income was \$19,400, and 87% had a household income below 150% of the federal poverty line for their household size.

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

There is a design component to the project that necessitates meeting with stakeholders (Justices, Judges, Magistrates, court administrators, court clerks, self-help clinic directors, attorneys, social service agencies). The interview process is essential to the design process. KCDD's design philosophy has been focused on rapid prototyping, iterative design, and collaboration with partners who provide legal services or information. Our expungement application has, to date, been utilized by over four hundred people in the past two years. The main constraint to its use has been organizing and staffing expungement clinics.

We will work with the self-help centers assisting in the design and development process to do user testing on the prototypes as they are being refined. Such use/user testing might be incorporated into after-hours events at libraries when volunteer attorneys could be present to address issues as they arise and make notes for improvements. When the prototypes are sufficiently refined, we would be open to organizing events with the other self-help centers to schedule volunteer pro bono attorneys to be present and help with the event.

- The prototype guardianship and conservatorship app (with durable power of attorney and advance medical directives capability) could serve 50-150 people in the first year. Once integrated into intake, the G&C/POA app could serve upwards of 50 people per month in larger counties (100k+) and 5 people per month in smaller counties. Once designed (as the expungement app that has already been developed), the constraint is not so much the capability of the software, but rather making the app available in ways that users will discover it and they can make use of it.
- Expungement events have drawn an average of approximately twenty individuals per event. Some recent events have averaged closer to 50 applicants. The project team will explore whether expungement clinics may be organized at self-help centers in parallel with the development and testing of the application. We anticipate that at least 250 additional individuals will be served over the next year using our tool, representing over 500 additional expungement applications.

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

For the two or three self-help centers that are the initial development partners (along with KLS) for deployment and testing, we do not anticipate any need to prioritize services. The tools we describe in this proposal should be able to support those three locations.

As it becomes possible to implement at other self-help centers, we would look to the Kansas Judicial Branch for guidance about prioritization of implementation. There may be other constraints (such as website capabilities) that slow or prevent implementation at one or another self-help center.

We have constrained this project request to protect the quality of the implementation. If resources are available to extend the scope of the project, that contingency will be addressed at that time.

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

The project is a system designed to make use of pro bono attorneys recruited by self-help clinics, Kansas Legal Services, and the Kansas Judicial Branch. We will assist in that recruitment process through training. As we do now, we will be standing shoulder-to-shoulder with other volunteer attorneys leading by example.

For smaller self-help centers, it may be more difficult to recruit pro bono counsel. It is our expectation that pro bono counsel may be recruited in larger cities to use the intake tool to provide assistance asynchronously. This cooperative arrangement will require support and encouragement from the Kansas Judicial Branch, self-help center manager, and perhaps the local bar.

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

Individual self-help centers will require support. As the resources that are being created are implemented, the project team will provide training to staff members and volunteers, both in person and asynchronous (videos, checklists, etc.). When there is travel planned in an area, we will make an effort to check with self-help managers who may want a drop-by visit to review questions and for further training.

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

The project team will track the following metrics over the course of the project:

- The number of individuals seeking legal assistance who create a profile on the platform
- The number of individuals who receive expungement application assistance through the platform
- The number of expungement cases prepared through the platform
- The number of expungement clinics supported with the platform
- The number of individuals who receive guardianship and conservatorship assistance through the platform
- The number of pro bono attorneys who create profiles through the platform
- The number of hours of pro bono assistance facilitated through the platform

The project team will also record feedback from staff at legal assistance clinics and self-help centers where the tool is deployed in order to understand its qualitative impact.

The intake will be designed to permit the Kansas Judicial Branch to see anonymized data across self-help centers. It may be possible that—with consent—anonymized data could be aggregated between the self-help centers and KLS. We would look to the Kansas Judicial Branch and KLS to address such a possibility.

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

This project has not received any past access to justice grant funds.

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

\$166,667

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

The project team has no other current sources of funding for this work. However, over the course of the grant period, the project team may engage with community foundations and rural employers to explore ways of raising additional funds to support discovery work relating to the development of future guided interview modules for legal matters such as eviction, driver's license reinstatement, drug registry removal, debt collection, and more. The project team may also apply for federal grants for these purposes should any relevant opportunities arise.

In implementing the LISC grant for the Kansas Expungement App, volunteer hours and financial contributions have more than doubled the \$43,000 of the grant. We understand the scope of this grant will include volunteer hours from the team that are not fully reimbursed. We will track and report the volunteer hours and report them in the periodic reports.

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

Item	A2J	Other	Total
Personnel Costs			
Professional salaries	\$77,000	\$0	\$77,000
Support salaries	\$12,000	\$0	\$12,000
Employee Benefits	\$28,000	\$0	\$28,000
<i>Total personnel costs</i>	<i>\$117,000</i>	<i>\$0</i>	<i>\$117,000</i>
Non-personnel costs			
Capital expenditures	\$0	\$0	\$0
Non-capital expenditures	\$20,000	\$0	\$20,000
Supplies	\$0	\$0	\$0
Travel	\$13,000	\$0	\$13,000
Insurance	\$0	\$0	\$0
Audit	\$0	\$0	\$0
Telephone/communications	\$0	\$0	\$0
Other	\$16,667	\$0	\$16,667
<i>Total Non personnel costs</i>	<i>\$49,667</i>	<i>\$0</i>	<i>\$49,667</i>
Total	\$166,667	\$0	\$166,667

Breakdown by Phase

Item	Ph 1	Ph 2	Ph 3
Personnel Costs			
Professional salaries	\$15,000	\$15,000	\$47,000
Support salaries	\$4,000	\$4,000	\$4,000
Employee Benefits	\$5,980	\$5,980	\$16,040
<i>Total personnel costs</i>	<i>\$24,980</i>	<i>\$24,980</i>	<i>\$67,040</i>

Non-personnel costs			
Capital expenditures	\$0	\$0	\$0
Non-capital expenditures	\$0	\$0	\$20,000
Supplies	\$0	\$0	\$0
Travel	\$4,333	\$4,333	\$4,333
Insurance	\$0	\$0	\$0
Audit	\$0	\$0	\$0
Telephone/communications	\$0	\$0	\$0
Other	\$3,257	\$3,257	\$10,153
<i>Total Non personnel costs</i>	<i>\$7,590</i>	<i>\$7,590</i>	<i>\$34,486</i>
Total			
	\$32,570	\$32,570	\$101,526

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

Professional Salaries

Legal Director (Scott Stockwell) - 240 hours at \$125/hr = \$30,000

Software Developer - 320 hours at \$100/hr = \$32,000

UX Designer (Bree Walter) - 200 hours at \$75/hr = \$15,000

Support salaries

Program Analyst (William Crumpler) - 400 hours at \$25/hr = \$10,000

Admin Staff (Linda Williams) - 100 hours at \$20/hr = \$2,000

Employee Benefits

Our fringe rate is calculated at 32% which includes payroll administration, employee health, retirement, unemployment and social security costs.

32% of \$89,000 in salary = \$28,000

Capital Expenditures

N/A

Non-Capital Expenditures

[Abada Health](#) will be the technical partner on the proposed project, providing hosting services through their VAULT environment for the software described in this application.

Abada Health has experience and expertise serving clients to protect and host their customer's Personally Identifiable Information at or above the requirements federally mandated through requirements outlined by HIPAA. These requirements are transferable to many other industries that require data protection and privacy that is not just mandated but expected due to the nature of the work being done.

The Abada VAULT environment will assist in aligning with security rules that help with the following key elements:

1. Ensure the confidentiality, integrity, and availability of all data that is created, received, maintained or transmitted;
2. Identify and protect against reasonably anticipated threats to the security or integrity of the information;
3. Protect against reasonably anticipated, impermissible uses or disclosures; and
4. Use technical safeguards to support access controls, audit controls, integrity controls, and transmission security.

This limited data environment will have tighter control and lower risk than a general access portal to a larger data environment hosted by larger agencies. This allows for quicker responses to the needs of the users as well as lower risks in access of data by those users. These different users (ex: individuals, lawyers, data managers) can have different permissions based on their roles that only allows access to permissible data and prevents all other access due to encryption safeguards in place. This limited data environment will also allow for quick responsiveness for the first organizations that will be using and importing data into the environment.

The environment will be managed and maintained by Abada Health at a discounted rate of \$1,666.66 per month for 12 months (\$20,000/year). Abada Health will be donating the setup fee of \$3000 and support and maintenance of \$833.34 per month for a total of \$13,000.

Supplies

N/A

Travel

\$13,000 for travel for our legal director to attend expungement clinics and meet with self-help center staff across KS.

Insurance

N/A

Audit

N/A

Telephone/communications

N/A

Other

Indirect costs are included here and calculated at 11.1% of expenses.

**KC DIGITAL DRIVE, INC.
BYLAWS**

**ARTICLE I
GENERAL**

Section 1. Name. This not-for-profit corporation shall be known as KC Digital Drive, Inc. (the “Corporation”).

Section 2. Purpose. The Corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code.

Section 3 Registered Office. The Corporation may have offices at such places both within and without the State of Missouri as the Board of Directors may, from time to time, determine or the business of the Corporation may require.

**ARTICLE II
MEMBERS**

Section 1. Admission of Members. Members may be admitted to the Corporation by an affirmative vote of at least a majority of the entire Board of Directors.

Section 2. Voting. Members shall have no voting rights.

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. General. The property, business, and affairs of the Corporation shall be vested under the direction of a Board of Directors, which shall have all the powers and duties necessary or appropriate for the administration of the affairs of the Corporation as are permitted by law, the Certificate of Incorporation, and these Bylaws.

Section 2. Number. The Board shall consist of not less than 3 directors. The number of directors may be increased or decreased by action of a majority of the entire Board, provided, however, that no decrease shall shorten the term of any incumbent director.

Section 3. Election and Term. Directors of the Corporation shall be elected by a majority of the Board present at the annual meeting of Board of Directors. Each director shall serve until the next succeeding annual meeting and until such director’s successor shall have been elected and qualified.

Section 4. Resignation. A director may resign from the Corporation at any time by presenting to the President a written letter of resignation. Such letter shall be presented to the Board by the President at the next meeting of the Board following receipt of such letter. Such resignation shall be effective upon receipt by the President unless otherwise specified in the letter of resignation. The acceptance of a resignation shall not be necessary to make it effective; however, no resignation shall discharge any accrued obligation or duty of a director.

Section 5. Removal. Any director may be removed for cause at any time by a vote of a majority of the entire Board at any meeting, provided that notice of the proposed resolution to remove the director has been stated in the notice of the meeting.

Section 6. Vacancies and Newly-Created Directorships. Whenever a vacancy shall occur in the Board for any reason or a directorship shall be created, it may be filled by vote of a majority of the directors then in office, regardless of their number, and a director so elected shall hold office until the next annual meeting of the Board of Directors at which the election of directors is in the regular course of business, and until such director's successor is elected and qualified.

Section 7. Compensation. No director, as such, shall receive any compensation from the Corporation for service performed; however, by resolution of the Board, directors may be reimbursed for reasonable and necessary expenses incurred in the performance of their official duties. Nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.

ARTICLE IV BOARD OF DIRECTORS MEETINGS

Section 1. Annual Meeting. The annual meeting of the Board shall be held at such time, date and location as shall be designated by the Board of Directors from time to time, and stated in the notice of the meeting for the purpose of electing officers, and receiving the annual reports of the officers and committees of the Corporation, and transacting such other business as may properly come before the meeting. In the event such annual meeting is adjourned or for any other reason is not held at such time and place so fixed, the meeting may be held at such time and place as shall be specified in a notice given as hereinafter provided, or as shall be specified in a duly-executed waiver of notice hereof.

Section 2. Regular and Special Meetings. Regular meetings of the Board shall be held as required by the activities of the Corporation, at such time and place as the Board shall from time to time determine. Special meetings of the Board shall be held upon notice to the directors and may be called by the President at any time and by any director upon written demand of not less than a majority of the entire Board. Such requests shall state the purpose or purposes of the proposed meeting. Business transacted at special meetings shall be confined to the purpose or purposes stated in the notice of the meeting.

Section 3. Place of Meetings. The Board shall hold its meetings at the principal office of the Corporation or at such other places, either within or without the State of Missouri, as it may from time to time determine.

Section 4. Notice of Meetings of the Board. Regular meetings of the Board shall be held without notice. Written notice of any annual or special meeting of the Board, stating the place, date, and time of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be given either personally, by facsimile or other electronic transmission, or by mail to each director not less than 10 days before the meeting. If mailed, notice is given when deposited in the United States mail, with postage thereon prepaid, directed to

the director at such director's address as it appears on the record of directors, or if such director shall have filed with the Secretary a written request that notices be mailed to such director at some other address, then directed to such director at such other address. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another specified time and place. Notice of the adjournment shall be given to all directors who are absent at the time of the adjournment.

Section 5. Waiver of Notice. Notice of a meeting need not be given to any director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director.

Section 6. Quorum and Vote. Except as otherwise provided by law or in the Certificate of Incorporation, a majority of the entire Board shall constitute a quorum for the transaction of business or of any specified item of business. The vote of a majority of the Board present at the time of a vote, if a quorum is present at such time, shall be the act of the Board.

Section 7. Presumption of Assent. A director who is present at the meeting of the Board in which action on any corporate matters shall be taken shall be presumed to have entered into the action unless such director votes against such action or abstains from voting because of a conflict of interest.

Section 8. Chairman. At all meetings of the Board, the President or, in his absence, the Vice President (or the Executive Vice President if there is more than one Vice President, or in his absence another Vice President nominated by the President), or in the absence of the President and the Vice President(s), a chairman chosen by the Board, shall preside.

Section 9. Action of Directors Without a Meeting. Any action required or permitted to be taken by the Board or any Committee thereof may be taken without a meeting if all of the members of the Board or Committee consent in writing to the adoption of a resolution authorizing the action.

Section 10. Meetings by Conference Telephone. Any one or more of the directors may participate in a meeting of the Board or any Committee thereof by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

ARTICLE V COMMITTEES

Section 1. Executive Committee. The Board of Directors, by resolution adopted by a majority of the whole Board, may appoint an Executive Committee consisting of at least one director, whom shall be designated as Chairman of the Executive Committee. A member of the Executive Committee, other than the Chairman, need not be a member of the Board or the Corporation to serve on the Executive Committee. Members of the Executive Committee shall serve at the discretion of the Board of Directors. The Executive Committee shall have and may exercise those rights, powers, and authority of the Board of Directors as may from time to time be

granted to it by the Board of Directors to the extent permitted by law, and may authorize the seal of the Corporation to be affixed to all papers that may require it.

Section 2. Compensation Committee. The Board of Directors, by resolution adopted by a majority of the whole Board, may appoint a Compensation Committee consisting of at least one director, whom shall be designated as Chairman of the Compensation Committee. A member of the Compensation Committee, other than the Chairman, need not be a member of the Board or the Corporation to serve on the Compensation Committee. Members of the Compensation Committee shall serve at the discretion of the Board of Directors. The Compensation Committee shall have and may exercise those rights, powers, and authority of the Board of Directors as may from time to time be granted to it by the Board of Directors to the extent permitted by law, and may authorize the seal of the Corporation to be affixed to all papers that may require it.

Section 3. Other Committees. The Board of Directors, by resolutions adopted by a majority of the whole Board, may appoint such other committee or committees as it shall deem advisable and with such rights, power, and authority as it shall prescribe. Each such committee shall consist of at least one director that shall act as the chairman of said committee.

ARTICLE VI OFFICERS

Section 1. Number. The officers of the Corporation shall be a President, Secretary, and Treasurer, and such other officers as the Board may elect. Any two or more offices may be held by the same person, except the office of President and Secretary.

Section 2. Election and Term. The officers of the Corporation shall be elected by the Board at the annual meeting to hold office until the next annual meeting of the Corporation. Each officer shall hold office until such officer's successor has been elected and qualified, or until the officer resigns or is removed in the manner hereinafter provided.

Section 3. Removal. Any officer may be removed at any meeting by the Board, with or without cause.

Section 4. Vacancies. In the event of the death, resignation, or removal of an officer, the Board may elect a successor to fill the unexpired term.

Section 5. Compensation. Compensation for all officers shall be fixed from time to time by the Board or its authorized Compensation Committee. Upon submission of a proper claim, officers shall be reimbursed for their reasonable expenses incurred in the performance of their duties. No officer shall be prevented from receiving such compensation by reason of the fact that such officer is also a director.

Section 6. President. The President shall be the chief executive officer of the Corporation; he shall preside at all meetings of the Board and of the Executive Committee, if any; he shall have responsibility for the supervision and management of the business and affairs of the Corporation, subject to the control of the Board; and he shall see that all orders and resolutions of the Board are carried into effect. The President shall have the power to sign and execute all contracts and instruments of conveyance in the name of the Corporation, to sign checks, drafts, notes, and orders for the payments of money, and to appoint and discharge agents and employees,

subject to the approval of the Board. The President shall perform all the duties usually incident to the office of President.

Section 7. Vice Presidents. During the absence or disability of the President, the Vice President or, if there are more than one, the Executive Vice President, shall perform the duties and exercise all the powers of the President. Each Vice President shall perform such other duties as the Board or the President may from time to time prescribe.

Section 8. Secretary. The Secretary shall attend all meetings of the Board, record all votes and minutes of all proceedings in a book to be kept for that purpose, give or cause to be given notice of all annual and special meetings of the Board and all other notices required by law or by these Bylaws, keep in safe custody the seal of the Corporation and affix it to any instrument when so authorized by the Board or the President, keep all the corporate books and records of the Corporation as required by law or otherwise in a proper and safe manner, and perform all duties incident to the office of Secretary and such other duties as from time to time may be prescribed by the Board or the President.

Section 9. Treasurer. The Treasurer shall have the custody of the corporate funds, securities, evidences of indebtedness, and other valuable documents; keep full and accurate accounts of receipts and disbursements in the corporate books; deposit all money and other valuables in the name and to the credit of the Corporation in such depositories as may be designated by the Board; disburse the funds of the Corporation as may be ordered or authorized by the Board and preserve proper vouchers for such disbursements; render to the President and Board at the regular meetings of the Board, or whenever they require it, an account of all transactions as Treasurer and of the financial condition of the Corporation; and render a full financial report at the annual meeting of the Corporation if so requested; be furnished by all corporate officers and agents at such Treasurer's request with such reports and statements as such Treasurer may require as to all financial transactions of the Corporation; and perform such other duties as from time to time may be prescribed by the Board or the President.

Section 10. Sureties and Bonds. In case the Board shall so require, any officer, employee, or agent of the Corporation may be required by the Board to execute a bond in such sum and with such surety or sureties as the Board may direct, conditioned upon the faithful performance of such officer's, employee's, or agent's duties to the Corporation and including responsibility for negligence and for the accounting for all property, funds, or securities of the Corporation which may come into such officer's, employee's or agent's hands.

Section 11. Delegation of Duties. In the absence or disability of any officer, or for any other reason deemed sufficient by the Board, the Board may delegate such officer's powers or duties to any other officer.

ARTICLE VII EXECUTION OF INSTRUMENTS

All corporate instruments and documents shall be signed or countersigned, executed, verified, or acknowledged by the President or by such other officer or officers or other person or persons as the Board may from time to time designate.

ARTICLE VIII
DIRECTORS' AND OFFICERS' LIABILITY AND INDEMNIFICATION

Section 1. Indemnification.

(a) Any person made or threatened to be made a party to any action or proceeding, other than one by or in the right of the Corporation to procure a judgment in its favor, whether civil or criminal, by reason of the fact that such person, such person's testator, or intestate was a director or officer of this Corporation, shall be indemnified by this Corporation to the full extent permitted by law against amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by such person, such person's testator or intestate as a result of such action or proceeding, or any appeal therein, if such director or officer acted in good faith, for a purpose which he reasonably believed to be the best interests of the Corporation, and in criminal actions or proceedings, had no reasonable cause to believe that his conduct was unlawful.

(b) Any person made or threatened to be made a party to any action or proceeding by or in the right of the Corporation to procure a judgment in its favor, whether civil or criminal, by reason of the fact that such person, such person's testator or intestate, is or was a director or officer of this Corporation, shall be indemnified by this Corporation to the full extent permitted by law against amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by such person, such person's testator or intestate in connection with the defense of such action or proceeding, or in connection with any appeal therein, if such director or officer acted in good faith, for a purpose which he reasonably believed to be the best interests of the Corporation, except that no indemnification under this paragraph shall be made in respect of (1) a threatened action, or a pending action which is settled or otherwise disposed of, or (2) any claim, issue, or matter as to which such person shall have been adjudged to be liable to the Corporation, unless and only to the extent that a court determines that such person is fairly and reasonably entitled to indemnity.

The right of indemnification provided in this **ARTICLE VIII**, subparagraph (b) shall not be deemed exclusive of any other rights to which a director or officer seeking indemnification or advancement of expenses may be entitled as provided in the Certificate of Incorporation or as provided by (1) a resolution of the Board or (2) an agreement providing for such indemnification, it being expressly intended that these Bylaws authorize the creation of other rights in any such manner.

Section 2. Repeal or Modification. No repeal or modification of this **ARTICLE VIII**, including, without limitation, any repeal or modification of this **ARTICLE VIII** occurring upon the merger, consolidation, or dissolution of the Corporation, shall adversely affect, repeal, or modify any right of indemnification for any act or omission which occurred or is alleged to have occurred while such right of indemnification was in place.

Section 3. Insurance. The Board shall have the power to purchase and maintain insurance: (i) to indemnify the Corporation for any obligation which it incurs as a result of the indemnification of its directors and officers under the provisions of this **ARTICLE VIII**; (ii) to indemnify directors and officers in instances in which they may be indemnified by the Corporation; and (iii) to indemnify in instances in which they may not otherwise be indemnified

by the Corporation under the provisions of this **ARTICLE VIII**, provided the contract of insurance covering such directors and officers provides, to the extent required by law, for a retention amount and for co-insurance.

ARTICLE IX FISCAL MANAGEMENT

Section 1. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of January of every year, except that the first fiscal year of the Corporation shall begin at the date of incorporation and end the next following December 31st. The commencement date of the fiscal year herein established shall be subject to change by the Board.

Section 2. Books and Accounts. The books and accounts of the Corporation shall be kept under the direction of the Treasurer in accordance with generally accepted accounting practices.

Section 3. Auditing and Reports. At the close of each fiscal year, the books and records of the Corporation shall be audited in accordance with generally accepted accounting practices, and the Board shall direct the President and Treasurer to present a full and correct statement of the affairs of the Corporation at the annual meeting of the Board and filed with the Secretary and other agencies as legally required.

ARTICLE X BYLAW CHANGES

The Bylaws may be adopted, amended, or repealed by the Board, provided notice of the meeting and of the proposed action shall have been given in accordance with **ARTICLE IV**, Section 4 of these Bylaws.

ARTICLE XI REFERENCES

Reference to the Certificate of Incorporation in these Bylaws shall include all amendments thereto or changes thereof unless specifically excepted.

All pronouns and any variations thereof in these Bylaws shall be deemed to refer to masculine, feminine, or neuter, singular or plural, as the identity of the person or persons referred to may require.



Board Members

As of Oct 31, 2023

BOARD SERVICE	MEMBER	TITLE & ORGANIZATION
CHAIRMAN	Greg Elliott	Vice President of Business Development, 1623 Farnam
KCMO CITY SEAT; DIRECTOR	Melissa Kozakiewicz	Assistant City Manager, City of Kansas City, MO
KCK CITY SEAT; DIRECTOR	Alan Howze	Assistant County Administrator and Chief Knowledge Officer, Unified Government of Wyandotte County and Kansas City, KS
TREASURER & SECRETARY	Shawn Etheridge	SVP Corporate Development & Strategy, ECCO Select
DIRECTOR	Aaron Deacon	Managing Director, KC Digital Drive
DIRECTOR	Mike Grigsby	Executive Advisor, MWGrigs LLC; Citizen Engagement Solutions, Lumen Technologies

Leadership & Staff

Leadership	Title
Aaron Deacon	Managing Director
Jim Starcev	Innovation & Entrepreneurship Program Manager
John Fitzpatrick	Community Health Strategist
Kari Keefe	Director of Operations
Leslie Scott	Digital Inclusion Program Manager
Staff	
Brynna Darley	Communications Coordinator
Carol Meyers	Digital Skills Trainer
Jackie Gildo	Community Support Representative
Kyra Colbert	Digital Support Services Coordinator
Leah Henriksen	Digital Inclusion Community Organizer
Linda Williams	Executive Coordinator



Peter Smith	Innovation and Inclusion Vista
Sarah Steiner	Community Impact Coordinator
William Crumpler	Program Analyst

Advisors

Paul Barham	Captain, Code for KC
Anurag Patel	Digital Health Strategist
David Ross	Philanthropy and Giving Consultant
Scott Stockwell	Legal Project Consultant

KC Digital Drive
Operating Budget
FY 2023, 2024, 2025

	FY 2023	FY 2024	FY 2025
	Actual	Budget	Budget
Revenue, gains, & other support			
Revenue from direct contributions			
4010 - Individual/small business contributions	668	735	808
4020 - Corporate contributions	7,588	8,347	9,181
Total Revenue from direct contributions	8,256	9,082	9,990
Donated goods & services revenue			
4110 - Donated professional services-GAAP	9,597	10,557	11,612
4120 - Donated other services - non-GAAP (4120)	1,590	1,749	1,924
Total donated goods & services revenue	11,187	12,306	13,536
Revenue from non-government grants			
4210 - Corporate/business grants	77,000	84,700	93,170
4230 - Foundation/trust grants	372,165	750,000	825,000
4250 - Nonprofit organization grants	22,893	25,182	27,701
Total revenue from non-government grants	472,058	859,882	945,871
Revenue from government grants			
4520 - Federal grants	544,649	599,114	659,025
4530 - State grants	53,862	59,248	65,173
4540 - Local government grants	2,500	2,750	3,025
Total revenue from government grants	601,011	661,112	727,223
Revenue from program-related sales & fees			
5180 - Program service fees - consulting	70,500	77,550	85,305
5181 - Program service fees - ticketed events	8,086	8,895	9,784
Total revenue from program-related sales & fees	78,586	86,445	95,089
Revenue from other sources			
5490 - Misc revenue	0	0	0
Total revenue from other sources	0	0	0
Special Events			
5810 - Special events - non-gift revenue	5,000	5,500	6,050
5820 - Special events - gift revenue	10,000	11,000	12,100
5911 - Special events - food and beverage	(1,000)	(1,100)	(1,210)
Total Special Events	14,000	15,400	16,940
Total revenue, gains, & other support	1,185,098	1,644,226	1,808,649
Expenses			
Grants, contracts, & direct assistance			
7010 - Contracts - program-related	35,022	38,524	42,377
7020 - Grants to other organizations	16,174	17,791	19,571
7040 - Awards & grants - individuals	5,100	5,610	6,171
7050 - Specific assistance - individuals	91,884	101,072	111,180
Total grants, contracts, & direct assistance	148,180	162,998	179,298
Salaries & related expenses			

7220 - Salaries & wages - other	547,893	602,682	662,951
7230 - Pension plan contributions	31,149	34,264	37,690
7240 - Employee benefits - not pension	17,953	19,748	21,723
7250 - Payroll Taxes	43,549	47,904	52,694
7260 - Payroll processing fees	1,183	1,301	1,431
Total salaries & related expenses	641,727	705,900	776,490
Contract service expenses			
7520 - Accounting fees	19,420	21,362	23,498
7540 - Professional fees - other	205,400	225,940	248,534
7550 - Temporary help - contract	39,200	43,120	47,432
7580 - Donated professional services - GAAP	9,596	10,556	11,611
7590 - Donated other services - non-GAAP (7590)	1,590	1,749	1,924
Total contract service expenses	275,206	302,727	332,999
Nonpersonnel expenses			
7800 - Gifts	1,252	1,377	1,515
8110 - Supplies	5,193	5,712	6,284
8115 - Meals and Entertainment	1,971	2,168	2,385
8140 - Postage & shipping	634	697	767
8150 - Mailing services	335	369	405
8160 - Information technology - hardware	13,069	14,376	15,813
8161 - Information technology - software	28,687	31,556	34,711
8170 - Printing & copying	5,112	5,623	6,186
8180 - Books, subscriptions, references	499	549	604
Total nonpersonnel expenses	56,752	62,427	68,670
Facility & equipment expenses			
8210 - Rent, parking, other occupancy	25,673	28,240	31,064
8240 - Auto fuel	250	275	303
8260 - Equipment rental and maintenance	653	718	790
8265 - Licenses and Fees	188	207	227
8270 - Depreciation Expense	336	370	407
Total facility & equipment expenses	27,100	29,810	32,791
Travel & meetings expenses			
8310 - Travel - meals	805	886	974
8311 - Travel - lodging	11,149	12,264	13,490
8312 - Travel - transportation	13,715	15,087	16,595
8320 - Conferences, conventions, meetings	14,613	16,074	17,682
8321 - Internal conferences and meetings - other	18,003	19,803	21,784
8322 - Internal conferences and meetings - catering	12,949	14,244	15,668
Total travel & meetings expenses	71,234	78,357	86,193
Other expenses			
8510 - Interest Expense	8,918	9,810	10,791
8520 - Insurance - non-employee related	730	803	883
8530 - Membership dues - organization	4,044	4,448	4,893
8560 - Outside computer services	915	1,007	1,107
8570 - Advertising Expense	59,546	30,000	33,000
8590 - Other expenses	2,434	2,677	2,945
8592 - Bank service charges	7,134	7,847	8,632
Total other expenses	83,721	56,593	62,252
Total expenses	1,303,920	1,398,811	1,538,693

Total Changes in Assets

(118,822)

245,415

269,956

KC DIGITAL DRIVE, INC.
INDEPENDENT AUDITOR'S REPORT
AND
FINANCIAL STATEMENTS
DECEMBER 31, 2022 and 2021

KC DIGITAL DRIVE, INC.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
KC Digital Drive, Inc.
Kansas City, Missouri

Opinion

We have audited the accompanying financial statements of KC Digital Drive, Inc. (a Missouri not-for-profit corporation) which comprise the statements of financial position as of December 31, 2022 and 2021, and the related statements of activities, of functional expenses, and of cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of KC Digital Drive 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. 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 KC Digital Drive, Inc. and to meet our 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 these 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 a substantial doubt about KC Digital Drive, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are 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 generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of KC Digital Drive, Inc.'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 KC Digital Drive, Inc.'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.

November 30, 2023
Kansas City, MO

KC DIGITAL DRIVE, INC.
 STATEMENTS OF FINANCIAL POSITION
 For the Years Ended December 31, 2022 and 2021

ASSETS

	2022	2021
Current Assets:		
Cash in bank	\$ 581,192	\$ 189,922
Receivables	263,325	166,650
Prepaid expenses	150,000	-
Other	15,000	-
Total Current Assets	1,009,517	356,572
Fixed Assets:		
Furniture/equipment/software (net)	336	2,353
Total Assets	\$ 1,009,853	\$ 358,925

LIABILITIES AND NET ASSETS

Current Liabilities:		
Accounts payable	\$ 187,210	\$ 32,093
Total Current Liabilities	187,210	32,093
Long-term Liabilities:		
Note payable - SBA/EIDL (Note F)	93,500	93,500
Total Long-term Liabilities	93,500	93,500
Total Liabilities	280,710	125,593
Net Assets:		
Without Donor Restrictions	405,818	66,682
With Donor Restrictions	323,325	166,650
Total Net Assets	729,143	233,332
Total Liabilities and Net Assets	\$ 1,009,853	\$ 358,925

The accompanying notes are an integral part of
 this financial statement.

KC DIGITAL DRIVE, INC
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenue:			
Contributions	\$ 137,445	\$ -	\$ 137,445
Foundation/Trust Grants	389,989	240,000	629,989
NFP Grants	522,780	-	522,780
Government Grants	19,350	-	19,350
Program Service Fees	110,100	-	110,100
Special Events, net of expenses	17,962	-	17,962
Net assets released from restriction	83,325	(83,325)	-
Total Public Support and Revenue	1,280,951	156,675	1,437,626
 Expenses:			
Program services	691,131	-	691,131
Management and General	214,036	-	214,036
Fundraising	36,648	-	36,648
Total Expenses	941,815	-	941,815
 Change in Net Assets	339,136	156,675	495,811
 Net Assets, beginning of year	66,682	166,650	233,332
 Net Assets, end of year	\$ 405,818	\$ 323,325	\$ 729,143

The accompanying notes are an integral part of
this financial statement.

KC DIGITAL DRIVE, INC
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Public Support and Revenue:			
Contribution	\$ 29,023	\$ -	\$ 29,023
Foundation/Trust Grants	124,154	249,975	374,129
NFP Grants	243,022	-	243,022
Government Grants	24,437	-	24,437
Program Service Fees	44,086	-	44,086
Ticketed Events	1,798	-	1,798
Net assets released from restriction	<u>269,521</u>	<u>(269,521)</u>	<u>-</u>
Total Public Support and Revenue	<u>736,041</u>	<u>(19,546)</u>	<u>716,495</u>
Expenses:			
Program services	516,274	-	516,274
Management and General	144,803	-	144,803
Fundraising	<u>32,728</u>	<u>-</u>	<u>32,728</u>
Total Expenses	<u>693,805</u>	<u>-</u>	<u>693,805</u>
Change in Net Assets	42,236	(19,546)	22,690
Net Assets, beginning of year	<u>24,446</u>	<u>186,196</u>	<u>210,642</u>
Net Assets, end of year	<u>\$ 66,682</u>	<u>\$ 166,650</u>	<u>\$ 233,332</u>

The accompanying notes are an integral part of
this financial statement.

KC DIGITAL DRIVE, INC.
 STATEMENT OF FUNCTIONAL EXPENSES
 For the Year Ended December 31, 2022

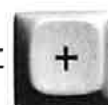
	Program	Management and General	Fundraising	Total
Payroll	\$ 384,471	\$ 72,088	\$ 24,029	\$ 480,588
Payroll taxes	29,189	5,473	1,824	36,486
Health insurance	12,056	2,261	754	15,071
Retirement	22,095	4,143	1,381	27,619
Accounting Services	-	18,000	-	18,000
Professional services	54,737	16,655	7,544	78,936
Advertising	9,094	291	-	9,385
Office expenses	13,966	20,227	666	34,859
Information Technology	17,724	16,303	-	34,027
Occupancy	-	17,796	-	17,796
Depreciation	-	2,017	-	2,017
Travel	7,250	25,759	-	33,009
Conferences/meetings	1,128	761	-	1,889
Insurance	-	562	-	562
Specific assistance to individuals	82,466	-	-	82,466
Grants to other organizations	31,150	10,725	450	42,325
Equipment rental and maintenance	19,717	-	-	19,717
Membership Dues	6,088	975	-	7,063
	<u>\$ 691,131</u>	<u>\$ 214,036</u>	<u>\$ 36,648</u>	<u>\$ 941,815</u>

The accompanying notes are an integral part of
 this financial statement.

KC DIGITAL DRIVE, INC.
 STATEMENT OF FUNCTIONAL EXPENSES
 For the Year Ended December 31, 2021

	Program	Management and General	Fundraising	Total
Payroll	\$ 194,462	\$ 46,671	\$ 18,149	\$ 259,282
Payroll taxes	14,722	3,533	1,374	19,629
Health insurance	9,290	2,230	867	12,387
Retirement	-	5,778	-	5,778
Accounting services	-	15,531	-	15,531
Professional services	160,919	14,879	1,500	177,298
Advertising	-	20,262	-	20,262
Office expenses	3,235	13,037	-	16,272
Information Technology	5,808	5,808	5,808	17,424
Occupancy	4,209	4,209	4,208	12,626
Depreciation	-	2,017	-	2,017
Travel	1,126	1,153	-	2,279
Conferences/meetings	823	823	822	2,468
Interest Expense	-	262	-	262
Insurance	-	7,760	-	7,760
Specific assistance to individuals	86,562	-	-	86,562
Equipment rental and maintenance	35,118	-	-	35,118
Membership Dues	-	850	-	850
	<u>\$ 516,274</u>	<u>\$ 144,803</u>	<u>\$ 32,728</u>	<u>\$ 693,805</u>

The accompanying notes are an integral part of
 this financial statement.



KC DIGITAL DRIVE, INC.
 STATEMENTS OF CASH FLOWS
 For the Years Ended December 31, 2022 and 2021

	2022	2021
Cash Flows From Operating Activities:		
Change in net assets	\$ 495,811	\$ 22,690
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	2,017	2,017
Change in receivables	(96,675)	(41,650)
Change in prepaid expenses	(150,000)	-
Change in other assets	(15,000)	-
Change in accounts payable	<u>155,117</u>	<u>(639,093)</u>
Net Cash From Operating Activities	<u>391,270</u>	<u>(656,036)</u>
Net Change in Cash and Cash Equivalents	391,270	(656,036)
Cash and Cash Equivalent, beginning of year	<u>189,922</u>	<u>845,958</u>
Cash and Cash Equivalents, end of year	<u>\$ 581,192</u>	<u>\$ 189,922</u>

The accompanying notes are an integral part of this financial statement.

KC DIGITAL DRIVE, INC.
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization — KC Digital Drive, Inc. is a Missouri not-for-profit corporation established to make Kansas City a digital leader, to secure economic prosperity, and improve the quality of life for all people in the region. This will be done by closing the digital divide by connecting everyone to affordable broadband internet and making emerging technology equitably accessible; and giving everyone the opportunity and resources to create new technology ventures and applications that will improve lives and grow the economy.

Basis of Accounting — The accompanying financial statements have been prepared using the accrual method of accounting.

Basis of Presentation — Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) No. 958, Not-for-Profit Entities. Under ASC No. 958, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions.

Public Support and Revenue — Fees are accounted for as unrestricted contributions and recorded as revenue when received. Contributions and grants are generally available for unrestricted use in the current year unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Grants and other contributions are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Estimates — The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents — The Organization considers all highly liquid investments with maturity of one year or less when purchased to be cash equivalents. Cash equivalents at December 31, 2022 and 2021 consisted of bank and money market accounts. The Organization maintains cash balances at various local financial institutions. Account balances at these institutions are insured by FDIC for up to \$250,000. As of December 31, 2022 balances in excess of FDIC coverage totaled \$317,547. Coverage was sufficient for balances as of December 31, 2021.

KC DIGITAL DRIVE, INC.
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Income Taxes — The Organization is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. The Organization follows accounting principles generally accepted in the United States of America (U.S. GAAP) related to uncertain tax positions. The Organization's policy is to provide liabilities for uncertain income tax provisions when a liability is probable and estimatable. The Organization has no uncertain income tax positions for the years ended December 31, 2022 and 2021. Management is not aware of any violation of its tax status as an organization exempt from income taxes. The Organization is no longer subject to audit for federal or state income tax purposes for fiscal years prior to fiscal 2019.

Fixed Assets — Fixed assets are recorded at historical cost. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets, which range from three to seven years.

Allocation of Functional Expenses — The costs of program and supporting services activities have been summarized on a functional basis in the statements of functional expenses. Certain categories of expenses are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expense categories that are allocated include depreciation, and occupancy related costs which are allocated on how they are utilized; and information technology, professional fees, salaries, payroll taxes and other employee related costs, which are allocated on the basis of estimates of time and effort.

Date of Management's Review — In preparing the financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through November 30, 2023, the date that the financial statements were available to be issued.

NOTE B – CONCENTRATION

A significant portion of the Organization's 2022 revenues came from Foundations and Non-profit organizations. These funds represented 81% of total revenue in the year ended December 31, 2022 with 44% coming from a single foundation. In 2021, 86% of total revenues came from Foundations and Non-profit organizations with 20% coming from a single foundation.

NOTE C – NET ASSETS WITH DONOR RESTRICTIONS

The Organization periodically receives contributions and grants which are restricted for specific purposes. Awards received and expended in the current year are considered to be net assets without donor restrictions.

KC DIGITAL DRIVE, INC.
 NOTES TO FINANCIAL STATEMENTS
 December 31, 2022 and 2021

NOTE C – NET ASSETS WITH DONOR RESTRICTIONS (Continued)

Net assets with donor restrictions consisted of:

	2022
Multi-year grant (2021-2023)	\$ 83,325
Multi-year grant (2022-2025)	240,000
Total restricted for time	\$323,325
	2021
Multi-year grant (2021-2023)	\$166,650
Total restricted for time	\$166,650

NOTE D – LEASES

The Organization leases a shared office space on a month-to-month basis. The office rental totaled \$11,417 for each year ended December 31, 2022 and 2021.

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02 (Topic 842) as it applies to accounting for leases. This is an update to the accounting and financial reporting standards for periods with year-ends of December 31, 2022, and future periods. The standard requires lessees to recognize the assets and liabilities that arise from leases on the balance sheet. The Organization adopted ASU 2016-02 and its related amendments as of January 1, 2022. The adoption of this ASU did not result in the recognition of operating "right of use" assets and liabilities in the current period.

NOTE E - LIQUIDITY

The Organization's primary source of revenue is from program fees and contributions. The Organization expends the revenue in accordance with any donor restrictions.

The Organization's financial assets are typically not subject to donor restrictions that would make them unavailable for general expenditure, other than the guidelines of any fund/donor restrictions. The Organization has a goal to maintain financial assets, consisting of cash and cash equivalents, on hand to meet normal operating expenses. Management believes that these resources are sufficient to meet the general operating needs of the Organization, based on their review of programming needs for the upcoming year, and a review of historical costs.

KC DIGITAL DRIVE, INC.
 NOTES TO FINANCIAL STATEMENTS
 December 31, 2022 and 2021

NOTE E – LIQUIDITY (Continued)

Financial assets available to meet cash needs for general expenditures at December 31, 2022 and 2021 are as follows:

	2022	2021
Cash and cash equivalents	\$ 581,192	\$ 189,922
Receivables	263,325	166,650
	844,517	356,572
Financial Assets Unavailable for General Expenditures:		
Account payable	187,210	32,093
Net assets with donor restrictions	323,325	166,650
	510,535	198,743
Financial Assets Available to Meet Cash Needs of General Expenses	\$ 333,982	\$ 157,829

NOTE F – SBA/EIDL NOTE PAYABLE

The organization received a \$93,500 economic injury disaster loan (EIDL) through the Small Business Administration (SBA) in 2020. This is a 2.75% fixed rate 30-year loan to help overcome the effects of the pandemic by providing working capital to meet operating expenses. Payments were deferred with the first payment being due in January 2023. The monthly payment of \$400 is applied to the accrued interest balance first and then to principal. Interest only payments will be applied to the accrued interest balance through September of 2025. There is no penalty for prepayment.

	Years	Amount
Principal payments for future years:	2023	\$ 0
	2024	0
	2025	663
	2026	2,276
	2027	2,339
	2028-2050	88,222
	Total	\$93,500

NOTE G – REVENUE RECOGNITION

In May 2014, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) No. 2014-09, Revenue from Contracts with Customers (Topic 606). The ASU and all subsequently issued clarifying ASU’s replaced most existing revenue recognition guidance in U.S. GAAP. The ASU also required expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. The Company adopted the new standard effective January 1, 2020, the first day of the Company’s fiscal year, using the modified retrospective method.

KC DIGITAL DRIVE, INC.
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE G – REVENUE RECOGNITION (Continued)

Based on the Company's evaluation process and review of its contracts with customers, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new standard. No changes were required to previously reported revenues as a result of the adoption.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 12 2014**

KC DIGITAL DRIVE INC
C/O ROBERT J PAYNE
2024 MAIN ST
KANSAS CITY, MO 64108

Employer Identification Number:

██████████

DLN:

██████████

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

January 8, 2014

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to 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.

Letter 947

KC DIGITAL DRIVE INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Tamara Rippanda". The signature is written in a cursive style with a large initial 'T' and a prominent flourish at the end.

Director, Exempt Organizations