



The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

TASK FORCE ON DISTRIBUTION OF IOTA FUNDS

AGENDA

June 12, 2020

1:00 p.m. until 3:00 p.m.

Zoom Meeting

To: Mayanne Downs, Chair; Karen J. Ladis, Laird A. Lile; Hala Sandridge; Edwin A. Scales; John M. Stewart; and M. Scott Thomas

From: Elizabeth Clark Tarbert, Ethics Counsel

cc: Dori Foster-Morales; Michael G. Tanner; Joshua E. Doyle; Lori Holcomb; Gypsy Bailey, General Counsel; and Gary Blankenship

The following items are presented for committee action:

1. Approval of the May 18, 2020 meeting minutes.
2. Review of the combined report of the subcommittee to examine whether specific requirements or limitations should be imposed on the use of IOTA funds and the subcommittee to examine whether reporting requirements regarding the distribution and use of IOTA funds should be adopted. Combined subcommittee draft report and comments received since the last meeting are attached.
3. Other items at the direction of the chair.
4. Discussion of the future meeting schedule. Chart of meetings and subcommittee assignments is attached.



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TASK FORCE ON DISTRIBUTION OF IOTA FUNDS

MINUTES

May 18, 2020

10:00 a.m. until Noon

Zoom Meeting

To: Mayanne Downs, Chair; Karen J. Ladis, Laird A. Lile; Hala Sandridge; Edwin A. Scales; John M. Stewart; and M. Scott Thomas

From: Elizabeth Clark Tarbert, Ethics Counsel

cc: Dori Foster-Morales; Michael G. Tanner; Joshua E. Doyle; Lori Holcomb; Gypsy Bailey, General Counsel; and Gary Blankenship

Guests: Stephen R. Senn, Hugh Carithers, Carrie Litherland, Carlos Halley, Connie Bookman, Tom Oldt, Murray Silverstein, Leslie Powell-Boudreaux, Anthony Musto, Robin Rosenberg, Christopher M. Jones, Kevin McCoy, Steven Dupre, Paige Greenlee, Gary Blankenship, Michelle Ortiz, Buddy Schulz, Legal Aid Society, Juliette Lippman, Suzanne Van Wyk, Raymond P. Reid, Jr., Justice Peggy Quince (Ret.), D Thompson, Monica Vignes-Pitan, Tammy Greer, Bethanie Barber, Bruce Levine, Angela Vigil, Brandi Thomas

The following items are presented for committee action:

1. Approved the April 13, 2020 meeting minutes 7-0.
2. Deferred review of the combined report of the subcommittee to examine whether specific requirements or limitations should be imposed on the use of IOTA funds and the subcommittee to examine whether reporting requirements regarding the distribution and use of IOTA funds should be adopted.
3. Reviewed a report from Florida Bar Foundation Executive Director Dominic MacKenzie, who introduced Stephen R. Senn, who reported on behalf of the Foundation.
4. Discussed the future meeting schedule. The next scheduled meeting will be held via Zoom on Thursday, June 18, 2020 from 9:00 a.m. until noon. The chair will schedule additional conference calls or virtual meetings after conferring with the task force members.

5. The meeting was adjourned.



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MEMORANDUM

To: Task Force on Distribution of IOTA Funds

From: Laird A. Lile, Edwin A. Scales, III, and M. Scott Thomas

cc: Joshua E. Doyle; Gypsy Bailey; Elizabeth Clark Tarbert

Date: June 12, 2020

Re: Revised Combined Recommendations of the Subcommittee to Examine Whether Specific Requirements or Limitations Should Be Imposed on the Use of IOTA Funds and the Subcommittee to Examine Whether Reporting Requirements Regarding the Distribution and Use of IOTA Funds Should Be Adopted

In Administrative Order AOSC19-79 (“Order”) issued October 24, 2019, the Florida Supreme Court created the Task Force on Distribution of IOTA Funds to “examine whether rule 5-1.1(g) should be amended to better ensure the most effective use of IOTA funds.” The Order charged the task force to examine four distinct areas, and one general area, all related to distribution and use of IOTA funds. The Court further charged the task force to make recommendations and any proposed rule amendments to the Court regarding those areas. The Court gave the task force the specific overarching directive to “give priority consideration to the need for funding direct legal services for low-income litigants in Florida.”¹

To accomplish the task force’s mission, task force chair, Mayanne Downs, created several subcommittees to focus on each of the areas identified in the Order. The subcommittees making recommendations in this report were tasked with examining and making recommendations to the task force regarding “whether specific requirements or limitations should be imposed on the use of IOTA funds” (“requirements subcommittee”) and examining “whether reporting requirements

¹ The requirements subcommittee and the reporting subcommittee believe the term “litigants” as used in the court order includes not only low-income Floridians who are parties in Florida civil cases but also those low-income Floridians who have other non-criminal legal needs that may not then involve civil cases. For instance, the term “litigants” should apply to those who are involved in any type of non-criminal law issue, including Lemon Law disputes, landlord tenant disputes, and the like, even when not currently the subject of litigation. This report, therefore, uses the term “low-income clients” instead of “low-income litigants.”

regarding the distribution and use of IOTA funds should be adopted (“reporting subcommittee”). Importantly, the requirements subcommittee report follows on the heels of a prior subcommittee report tasked with examining another area identified in the Order: “whether specific priorities should be established for the use of available IOTA funds.” While that subcommittee answered the posed question in the affirmative—simply recommending that specific priorities should be established for the use of available IOTA funds (a conclusion adopted by the task force on a 5-1 vote)—that prior subcommittee did not recommend any specific priorities.

For the reasons expressed below, the requirements subcommittee does not believe it has that luxury—i.e. simply answering the posed question in the affirmative. Accordingly, the requirements subcommittee recommends both: (i) that rule 5-1.1(g) be amended to impose specific requirements and limitations to the use of IOTA funds, and (ii) specific requirements and limitations for inclusion in that rule.

A. Amendment of Rule 5-1.1(g) to impose specific requirements and limitations to the use of IOTA Funds

Rule 5-1.1(g) currently imposes no requirements or limitations on the use of IOTA funds. Limitations on the use of IOTA funds can be reasonably inferred from the Court-approved mission of the Court-chartered Florida Bar Foundation,² which is the not-for-profit, quasi-public/private entity that is currently the beneficiary of, and administers, IOTA funds pursuant to Rule 5-1.1(g). However, the rule itself is silent on this issue. The requirements subcommittee recommends that the task force include in its report to the Court that Rule 5-1.1(g) should be amended to include specific restrictions and limitations for the reasons described below.

At the outset, the requirements subcommittee emphasizes it is aware of *no* instance in which the Foundation has ever expended or appropriated IOTA funds in derogation of the Court-approved mission statement of the Foundation. The requirements subcommittee surmises, though, that implicit in the Court’s issuance of AOSC19-70 is a desire by the Court that expenditures of IOTA funds be governed not by the Foundation’s governing documents, but, rather, in the same manner as collection of IOTA funds: by Court rule. Indeed, the second paragraph of the Order creating the task force expressly and unequivocally focuses the task force on examining “whether rule 5-1.1(g) should be amended to better ensure the most effective use of IOTA

² “Under the program, the interest generated on trust accounts is used to fund programs which are designed to improve the administration of justice or to expand the delivery of legal services to the poor.” *Matter of Interest on Tr. Accounts: Petition to Amend Rules Regulating the Fla. Bar*, 538 So. 2d 448, 450 (Fla. 1989). The purpose of the Florida Bar Foundation is to fund, administer, implement, operate, and assist programs that: “a) Expand and improve representation and advocacy on behalf of low-income persons in civil legal matters; b) Improve the administration of justice; and c) Promote service to the public by members of the legal profession by making public service an integral component of the law school experience.” Article III, 3.1, The Florida Bar Foundation, Inc. Amended and Restated Articles of Incorporation.

The Foundation articles also prohibit payment to directors, officers, or other private persons except “reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III” in Article IV. Article VI also prohibits the Foundation from influencing legislation, political donations, and any activities prohibited by the federal tax code that would affect the Foundation’s nonprofit status. https://fbfcdn-lwncgfpvgomdk2qxt0e.stackpathdns.com/wp-content/uploads/2015/04/Amended_Restated_Articles-of-Incorporation_2016_April.pdf

funds.” Similarly, the final paragraph of the Order expressly invites proposed rule amendments. In contrast, the Order does not direct the task force to examine any Foundation documents or procedures, and the Foundation is not mentioned in the Order. The Foundation is simply outside of the task force’s scope. The requirements subcommittee, therefore, has little difficulty discerning that, as a practical matter, the Court is interested in prescribing IOTA Fund expenditures by rule.

In addressing the requirements subcommittee’s charge, the first concern is a practical one. The subcommittee is concerned that the compulsory nature of IOTA participation, without accompanying restrictions on the use of the funds generated by program participation, may expose the program itself to legal challenge. In sum, the requirements subcommittee views the program as less vulnerable to legal challenge when the parameters on use of the funds are embodied in a Court-adopted rule, rather than in a semi-private organization’s governing documents.

The requirements subcommittee next turns to another, yet related, practical reason for codifying requirements and limitations for use of IOTA funds in a Court-adopted rule: ensuring that IOTA funds are expended consistent with the Court’s specific directives. Again, to be absolutely clear, there is no indication whatsoever that IOTA funds have been improperly used by the Foundation. In fact, the Foundation receives annual “clean” audits, with no material findings. But, consistent with GAAS (Generally Accepted Auditing Standards), the Foundation’s auditors are tasked with planning and performing procedures to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.³ The auditors do not review individual expenditures of IOTA funds for the purposes of opining whether those expenditures are “effective” or “efficient” or whether they advance the Foundation’s mission.

The requirements subcommittee believes that if the IOTA rule contained specific, Court-promulgated requirements and limitations for use of IOTA funds, then the auditors could review the expenditures from the perspective of the rule.⁴

Finally, the requirements subcommittee concludes that, for IOTA funds to be utilized as the Court directs, adoption of a rule specifically governing those expenditures with requirements and limitations is necessary.⁵

³ American Institute of Certified Public Accountants. Committee on Auditing Procedure, "Codification of auditing standards and procedures; Statement on auditing standards, 001, Section 110, paragraph .01." (1973). *Statements on Auditing Standards*. 4. https://egrove.olemiss.edu/aicpa_sas/4

⁴ Another task force subcommittee is charged with reviewing “whether reporting requirements regarding the distribution and use of IOTA funds should be adopted.” In the estimation of the requirements subcommittee, the administrators of the IOTA funds would benefit by the budgetary discipline that these directives would instill.

⁵ In opposition to this recommendation, the Foundation and several grantee organizations argue that the Foundation’s independent, 33-member Board of Directors is able to nimbly and appropriately respond to variables impacting grantee funding and IOTA income; and, they argue, that a rule prescribing uses or limitations of IOTA funds would detrimentally hamper the Foundation’s flexibility in both assessing and addressing the legal needs environment. In our view, this argument somewhat misses the point of the requirements subcommittee’s recommendation. Codifying limitations on IOTA fund uses in Rule 5-1.1(g) provides the Court with assurance that such funds are used consistent with specific priorities established by the Court, rather than those set by a private entity’s independent board. Indeed, the Court, in AOSC19-79 has specifically identified its priority as “funding direct legal services for low-income Florida litigants.” Illustrating the existing incongruity of Court priorities with

B. *Recommendations regarding specific requirements or limitations imposed on the use of IOTA Funds*

Having recommended that specific requirements and limitations on uses of IOTA funds be memorialized in rule 5-1.1(g), the requirements subcommittee also recommends to the task force what those specific requirements and limitations should be. The endeavor is first met by acknowledging that the Court has specifically expressed in its Order that IOTA funds should be used for funding direct legal services for low-income clients in Florida.⁶

Against the backdrop of this specific Court directive, the requirements subcommittee suggests that the rule establish the following structure for distribution of IOTA funds:

1. The Court shall designate one or more **IOTA Funds Administrators**. Each IOTA Funds Administrator shall receive IOTA funds from the participating financial institutions, and, using objective standards it develops, distribute received IOTA funds to one or more Qualified Grantee Organizations.
2. A **Qualified Grantee Organization** is an organization that facilitates Qualified Providers providing Qualified Legal Services. Such facilitation may include directly employing Qualified Providers, coordinating volunteer Qualified Providers, or facilitating such other Qualified Legal Services as the Qualified Grantee Organization determines is appropriate for that organization taking into account the unique characteristics of the population and geography intended to be served.
3. **Qualified Legal Services** are legal services provided directly to low-income clients for their civil legal needs in Florida.
4. A **Qualified Provider** is a member of The Florida Bar or any other individual authorized by the Rules Regulating the Florida Bar to provide Qualified Legal Services.

Assuming the structure described above is adopted, the requirements subcommittee recommends the rule also contain the following limitations on the use of IOTA funds:

- A. An IOTA Funds Administrator should be able to efficiently fulfill its responsibilities with no significant costs. Accordingly, an IOTA Funds Administrator must distribute to Qualified Grantee Organizations at least 95% of the IOTA funds received within six months of receipt.
- B. A Qualified Grantee Organization shall use at least 80% of the IOTA funds received for facilitating Qualified Providers by providing compensation to Qualified Providers,

IOTA fund expenditures, the Foundation advises that little, if any, IOTA funds are currently being awarded to its grantees for such purposes.

⁶ See above for the 2 subcommittees' understanding of the term "low-income clients."

for staff necessary for coordinating volunteer Qualified Providers, or otherwise facilitating the providing of Qualified Legal Services. Compensation includes benefits such as health insurance and bar dues. No more than 20% of the IOTA Funds received by a Qualified Grantee Organization may be used for establishing reserves, training, and for paying overhead and administrative expenses, such as rent, technology, and the like. A Qualified Grantee Organization is expected, but not required to, receive funds from sources other than IOTA funds to support its overall mission.

C. The Adoption of Reporting Requirements Regarding the Distribution and Use of IOTA Funds

Based upon the above recommendation of the requirements subcommittee, the reporting subcommittee next gave consideration to whether Rule 5-1.1(g) should, in turn, incorporate corollary reporting requirements.

Presently, the rule contains no reporting requirements at all regarding the distribution or use of IOTA funds. As noted above, an independent audit of the accounts and funds of the Foundation is performed annually pursuant to Article IX of the Foundation's Amended and Restated Bylaws.⁷ However, such audits, as presently focused, do not evaluate whether IOTA funds are used consistent with the limitations proposed in Section B of this Memorandum Report. In light of those proposed limitations, the reporting subcommittee answers the posed question in the affirmative. Rule 5-1.1(g) should incorporate reporting requirements regarding the distribution and use of IOTA funds.

Again, answering in the affirmative prompts the further question – what reporting requirements should be adopted? That question returns the reporting subcommittee to the original rationale for codifying IOTA Fund requirements, to wit, to ensure that IOTA funds are expended consistent with the Court's specific directives. In furtherance of that end, the reporting subcommittee proposes that Rule 5-1.1(g) require that each IOTA Funds Administrator and Qualified Grantee Organization certify to the Court at least annually compliance with the requirements and limitations on the use of IOTA funds as set forth in an amended Rule 5-1.1(g). With specific reference to the proposed requirements and limitations set forth in this Memorandum, that certification would include, but not necessarily limited to, the following:

1. For IOTA Funds Administrators:
 - A. The amount of IOTA funds received.
 - B. The name of each Qualified Grantee Organization to which distributions were made.
 - C. The amount of distributions received by each Qualified Grantee Organization.
 - D. A description of the process for determining the Qualified Grantee Organization, including the objective standards developed for that purpose.
 - E. The total amount received from sources other than IOTA funds.

⁷ For comparison, sixty percent (60%) of the respondents to the State IOLTA/IOTA funds Survey completed in December 2019, reported being subject to a reporting requirement concerning the usage of IOLTA/IOTA funds, and the majority of such requirements were set by court order or rule.

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- F. Any other information determined to be relevant by the IOTA Funds Administrator.
2. For Qualified Grantee Organizations:
- A. The number of Qualified Providers facilitated with IOTA funds.
 - B. The number of clients served with IOTA funds.
 - C. The hours expended delivering Qualified Legal Services with IOTA funds.
 - D. The types of matters handled with IOTA funds.
 - E. An accounting of the use of IOTA funds.
 - F. The total amount received from sources other than IOTA funds.
 - G. Any other information determined to be relevant by the Qualified Grantee Organization.

While these suggested reporting requirements are drawn to implement the proposed requirements and limitations on the use of IOTA funds set forth in this report, the reporting subcommittee is aware that this task force has not voted on nor endorsed these proposals as of the publication of this report. In the event this task force proposes a differing set of requirements, the reporting subcommittee remains of the opinion that a corresponding specific reporting regimen should be adopted.

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Via Electronic Mail

May 19, 2020

Elizabeth Tarbert, Ethics Counsel
The Florida Bar
651 East Jefferson Street
Tallahassee, FL 32399-2300

Re: Follow up requests by IOTA Distribution Task Force

Dear Elizabeth,

In follow up to the task force meeting yesterday this morning, please find enclosed:

1. Chart showing Comparative Overview of Expenses with totals as requested;
2. Chart showing all payments made to FJTC from Florida Bar Foundation, regardless of source;
3. Associated chart showing projects funded by Chase Funds with Attorney General's permission (i.e. Gateway project, including pilot); and
4. Loan Documents between TFB and FBF.

Please send these materials to the task force members. Please also tell them that the Foundation sent quarterly and periodic reports to both TFB and the Attorney General's office relating to the use of their respective funds loaned or given to the Foundation. Should anyone wish to see copies of those reports, please let us know and we will send copies.

In addition, Steve Senn asked me to add the following to this letter: Based on the Combined Revised Recommendations of the Subcommittees, the Foundation understands that the Subcommittees of the Task Force have answered "Yes" to the following questions asked by the Supreme Court of Florida: "whether rule 5-1.1(g) should be amended to better ensure the most effective use of IOTA funds[;] whether specific priorities should be established for the use of available IOTA funds; [and] whether specific requirements or limitations should be imposed on the use of IOTA funds" In re Task Force

Letter to Elizabeth Tarbert

May 19, 2020

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on Distribution of IOTA Funds, No. AOSC19-70 (Fla. Dec. 31, 2020). The Foundation's written and oral submissions are intended to provide additional relevant information to encourage further thinking by the full Task Force on these questions. The information we have provided may allow the Task Force to conclude instead that such specific priorities, requirements, or limitations should not be imposed, because of the adverse unintended consequences that would be suffered by Florida's legal aid infrastructure by the proposals to date, or that might follow any other undue restriction on the decision-making of the Foundation's Board of Directors with respect to use of IOTA funds for particular grants that best serve the needs of poor Floridians at the particular time, and as needs change. The Foundation's submissions, and the submissions the Task Force has received from most of the legal aid providers in Florida, might allow the Task Force to reflect further on these "whether" questions. Based on this new information, the Foundation believes the Task Force should instead conclude that there is no need for amendment in order to ensure more effective use of IOTA funds, and no need to establish specific priorities, requirements, or limitations on the use of IOTA Funds.

The Supreme Court has directed the Task Force to "give priority consideration to the need for funding direct legal services for low-income litigants in Florida." *Id.* The Foundation's written and oral submissions show that programs funded by IOTA receipts already give priority consideration to funding direct legal services for low-income Floridians (if the Subcommittee's definition of "direct legal services" is expanded to reflect that such services may be provided via pro bono volunteers, paralegals, and law students). Moreover, programs like Florida's Children First, who serve low-income Floridians in ways other than direct representation, have in fact brought about tremendous expansion of direct legal services for children in dependency court, along with fairer procedures for children during that direct representation. Accordingly, the Task Force has adequate grounds to conclude that the answer to these questions should be that no amendment to Rule 5-1.1(g) is needed in order to prioritize consideration to the need for legal services for low-income Floridians.

In the event that the Task Force does not reconsider the preliminarily expressed views of the Subcommittees on these three "whether" questions, then, as we stated in the Foundation's written submissions, any codification by rule should take care to reflect the concerns that have been expressed by the Foundation and by the many legal aid organizations who demonstrate by their own examples the diverse ways that civil justice can be advanced. Any rule the Task Force might propose should also endorse and preserve the existing IOTA funded programs which advance the cause of civil justice. For example, programs which rely on pro bono volunteers, or law students, or paralegals, should be permitted as benefitting the Bar and needy Floridians, and should not be defunded. Similarly, Florida Children's First has shown that advocacy that takes place outside the courtroom can achieve tremendous results by systemic changes to help more Floridians and make the systems fairer.

Letter to Elizabeth Tarbert
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Any rule proposed by the Task Force should also preserve the primary decision-making responsibility of the Foundation's Board of Directors, including the ability to be flexible in addressing changes to the legal aid infrastructure and to the legal needs of low income Floridians, so that the Foundation may take advantage of the best opportunities to cost-effectively serve those needs. Any rule proposed by the Task Force should also preserve the Board's authority over the Foundation's budget and reserves, and continue to entrust the Board with the responsibility to ensure that IOTA receipts are allocated so as to best serve the interests of low income and vulnerable Floridians to equal access to justice, primarily but not exclusively through providing legal services to low income Floridians. Retention of such decision-making by the Foundation Board would be far preferable to potentially destructive percentage caps on spending or reserves, which remove the opportunity to thoughtfully review and address such questions based on all the relevant circumstances at the time such decisions must be made.

For the reasons we and others have presented, the position of the Foundation is that the Task Force should report to the Supreme Court that no rule amendment is required to better ensure the most effective use of IOTA funds. However, if the Task Force determines that it must propose a rule amendment, the Foundation requests the opportunity to propose rule language for consideration by the Task Force, and to work with the Task Force to develop language that would not disserve Florida's legal aid infrastructure, and the low-income Floridians they serve.

Sincerely,



Donny MacKenzie
Executive Director

- Enclosures:
- 1) Chart showing Comparative Overview of Expenses with totals as requested;
 - 2) Chart showing all payments made to FJTC from Florida Bar Foundation, regardless of source;
 - 3) Associated chart showing projects funded by Chase Funds with Attorney General's permission (i.e. Gateway project, including pilot); and
 - 4) Loan Documents between TFB and FBF.

Letter to Elizabeth Tarbert
May 19, 2020
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Comparative Overview of Expenses

before Year-End Functional Allocation of Overhead

Expense Category	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21	% Budget Change FY 2018-19 vs FY 2017-18	% Budget Change FY 2019-20 vs FY 2018-19	% Budget Change FY 2020-21 vs FY 2019-20
	Budget	Actual Expenses	Budget	Actual Expenses	Budget	Projected Actual Expenses	Proposed Expenses			
Personnel Costs	\$ 2,042,830	\$ 1,862,000	\$ 1,480,900	\$ 1,355,370	\$ 1,539,145	\$ 1,479,170	\$ 1,606,890	-27.5%	3.1%	4.4%
Professional Services	974,315	506,945	756,995	362,370	579,850	270,685	397,700	-22.3%	-34.9%	-31.4%
Office Expenses	212,720	151,520	189,940	167,295	196,750	147,240	167,145	-10.7%	4.5%	-15.0%
Facilities and Equipment	471,525	385,155	459,135	417,300	381,630	381,795	395,640	-2.6%	-20.1%	3.7%
Meetings/Convenings	347,575	234,935	327,455	228,725	224,175	69,670	129,665	-5.8%	-44.0%	-42.2%
Other	422,370	330,420	347,070	295,715	294,295	158,215	182,045	-17.8%	-16.0%	-38.1%
Total	\$ 4,471,335	\$ 3,470,975	\$ 3,561,495	\$ 2,826,775	\$ 3,215,845	\$ 2,506,775	\$ 2,879,085	-20.3%	-9.7%	-10.5%

	Actual FY 2017-18		Actual FYE 2018-19		Projected Actual FYE 2019-20		Proposed FYE 2020-21	
Program Related	\$1,085,520	6.88%	\$966,585	7.17%	\$687,880	4.13%	\$766,260	6.60%
M & G	\$2,097,760	13.29%	\$1,523,550	11.30%	\$1,642,475	9.87%	\$1,928,730	16.61%
FR	\$287,695	1.82%	\$336,640	2.50%	\$176,420	1.06%	\$184,095	1.59%
	\$3,470,975	21.99%	\$2,826,775	20.97%	\$2,506,775	15.07%	\$2,879,085	24.80%
Grants	\$12,313,045	78.01%	\$10,654,400	79.03%	\$14,130,723	84.93%	\$8,731,228	75.20%
Total Expenses	\$15,784,020	100.00%	\$13,481,175	100.00%	\$16,637,498	100.00%	\$11,610,313	100.00%

The Florida Bar Foundation
 Payments to Florida Justice Technology Center (FJTC)
 May-20

1 **FJTC Start-UP**

Funded per Bar Loan Directive \$1,794,058.40

2 **Triage Pilot Project (Gateway)**

Funded by Chase Settlement* \$418,275.77
 Funded by the Foundation \$11,250.00 (a)
\$429,525.77

*Total amount funded by Chase Settlement for the project was \$500,000.

3 **FY 2019-20 AOJ Grant to FJTC:**

Original Amount \$350,000.00
 Amount returned by FJTC (\$150,000.00)
 Rescission of second payment (\$175,000.00)
 Grant funded by Foundation \$25,000.00 (a)

4 **Program-Related Expenses paid by Foundation:**

Grantee Travel Reimbursements:
 18-Apr Travel Reimbursement for SRLN Conference - J Schieffer \$1,134.73
 18-Jan Travel Reimbursement for J Raby to BoardSource Forum \$1,100.00
\$2,234.73 (a)

4 **Bridge Funding**

Three payments of \$38,000 \$114,000.00 (a)

5 **Purchase of FJTC assets (websites)**

\$48,058.00 (a)

(a) Total payments to FJTC from Foundation funds which may include IOTA money = \$200,542.73.

Total payments to FJTC = \$2,412,876.90

GATEWAY COSTS

Deferred Revenue - Contra Account a/c 130-2815-00-000
Contract Revenue - Account a/c 130-4350-00-000
PPPF # 4902

	Date	Vendor	Batch #	Amount	
Receipt from Chase Bank	02/04/16		48023	\$ 500,000.00	\$ 500,000.00
Drawdown	FYE 6-30-2016				
	06/30/16	Neota	48962	\$ (2,000.00)	
	06/30/16	Neota	48964	\$ (3,892.50)	\$ (5,892.50)
Drawdown	FYE 6-30-2017				
	08/23/16	FedEx	48960	\$ (5.16)	\$ 500,000.00
	Various	Neota	Various	\$ (34,311.04)	
	Various	FJTC	Various	\$ (67,049.74)	
	Various	Pro Bono Net	Various	\$ (39,700.00)	\$ (141,065.94)
Drawdown	FYE 6-30-2018				
	Various	Neota	Various	(\$1,350.00)	(\$1,350.00)
	03/14/18	FJTC	50743	(\$351,000.00)	(\$351,000.00)
Refund sent to AG's office	10/22/19			-691.56	(\$691.56)
Amount returned from AG's office	11/12/19			691.56	\$691.56
Final sent to Community Justice Project #36097				-691.56	(\$691.56)
					<u>\$ (0.00)</u>

SECURITY AGREEMENT

DATE: 6 November, 2014

BORROWER: THE FLORIDA BAR FOUNDATION, INC., a Florida corporation
not-for-profit

BORROWER'S ADDRESS: 875 Concourse Parkway South, Suite 195
Maitland FL 32751

LENDER: THE FLORIDA BAR, an official arm of the Supreme Court of
Florida

LENDER'S ADDRESS: 651 East Jefferson Street
Tallahassee FL 32399-2300

NOTE AMOUNT: \$6,000,000.00

**MAXIMUM PRINCIPAL INDEBTEDNESS,
INCLUDING FUTURE ADVANCES,
THAT MAY BE SECURED HEREBY:** \$6,000,000.00

COLLATERAL: Borrower's receivables from banks pursuant to the Interest on Trust Accounts ("IOTA") rule within subchapter 5-1 of the Rules Regulating The Florida Bar, now outstanding or arising in the future (the "IOTA Receivables").

1. **Security Interest.** Borrower is indebted to Lender in the principal amount stated above as evidenced by a promissory note of the same date as this Security Agreement made by Borrower and delivered to Lender (the "Note"). In consideration of the loan to Borrower evidenced by the Note, Borrower grants to Lender a security interest in the Collateral, for the purposes and under the terms and conditions set forth in this Security Agreement.

2. **Secured Indebtedness.** This Security Agreement secures: (a) the initial indebtedness of Borrower to Lender, as specified above; (b) any future advances made by Borrower to Lender; and (c) all other indebtedness of Borrower to Lender, however and wherever incurred or evidenced, whether primary, secondary, direct, indirect, absolute, contingent, sole, joint or several, due or to become due, whether contracted for or acquired now or in the future, whether arising in the ordinary course of business or otherwise. The total amount of indebtedness secured by this Security Agreement may decrease or increase from time-to-time, but the total unpaid balance so secured at any one time may not exceed the maximum principal amount specified above, plus accrued interest and any disbursements made for the payment of taxes, levies, or insurance on the Collateral and for maintenance, repair, protection, and preservation of the Collateral, enforcement and collection expenses (including reasonable attorneys' fees) with interest on such disbursements, all as provided in this Security Agreement.

This Security Agreement does not secure any future advances made more than twenty (20) years from the date hereof.

3. **Proceeds.** The Collateral includes all proceeds thereof as well as all replacements, additions and accessions at any time in the future.

4. **Payment.** Borrower shall pay all indebtedness and perform all obligations secured by this Security Agreement when due.

5. **Title.** Borrower covenants that the Collateral is free from all liens and encumbrances (other than this Security Agreement and tangible personal property taxes for the current year), and that Borrower is the owner of the Collateral and has the right to execute and deliver this Security Agreement.

6. **Location.** Borrower shall collect and keep the Collateral at its bank accounts in Orlando, Florida.

7. **Enforcement and Collection Expenses.** Borrower shall pay all expenses, including attorneys' fees, incurred by Lender with respect to the collection of the indebtedness secured by this Security Agreement or the enforcement of Lender's rights under this Security Agreement (including sale, foreclosure or other litigation expenses and such costs and attorney fees as may be incurred before and after commencement of litigation and on appeal), resulting from any default by Borrower, and all such sums: (a) are a part of the indebtedness secured by this Security Agreement; (b) are, at Lender's option, immediately due and payable; and (c) bear interest at the highest lawful rate specified in the Note.

8. **Default.** It is a default under this Security Agreement if: (a) Borrower fails to pay in full, as and when due, any sums required by the Note, this Security Agreement, any other indebtedness of Borrower to Lender, or any other instrument or document executed or delivered to Lender in connection with this Loan; (b) Borrower fails to perform or observe any other covenant, condition or agreement of this Security Agreement or any other instrument or document executed or delivered to Lender in connection with this Loan; (c) any warranties or representations made and any written application by Borrower to Lender for this Loan, or any information contained in documents executed or delivered to Lender in connection with this Loan, are false or misleading; (d) any suit is filed against Borrower which, if adversely determined, may materially impair the ability of Borrower to perform its obligations under the Note, Security Agreement, and any other instrument or document executed or delivered to Lender in connection with this Loan; or (e) a levy is made under any process on the Collateral.

9. **Acceleration Upon Default.** If Borrower fails to pay any indebtedness secured hereby or otherwise due hereunder promptly when due or within the grace period provided in the Note, or if Borrower breaches any other covenant of this Security Agreement or any other instrument or document executed or delivered to Lender in connection with this Loan, or otherwise defaults, then Lender may declare all indebtedness secured hereby accelerated and immediately due and payable. Lender's failure to declare an acceleration does not impair Lender's right to do so in the event of a continuing or subsequent breach or default.

10. **Sale or Encumbrance of Collateral.** Borrower shall not assign, transfer or encumber, or attempt to assign, transfer or encumber, any of the Collateral, and shall not create or permit any other security interest or other lien or encumbrance on the Collateral, without the prior written consent of the Lender. However, unless or until a default occurs, Borrower may collect and use the Collateral in the ordinary course of its business.

11. **No Waiver.** No delay by Lender in exercising any option, right, or remedy provided by this Security Agreement or otherwise afforded by law shall waive or preclude the exercise of such option during the continuance of any breach or default of this Security Agreement. No waiver by Lender of any provision, breach, or default shall be a waiver of any other provision or a consent to any subsequent breach or default.

12. **Extensions, Leniencies and Releases.** Lender may grant extensions of time for payment and other leniencies with respect to any indebtedness secured by this Security Agreement, and may waive or fail to enforce any of the Lender's rights hereunder, and may release a portion or portions of the Collateral from the lien of this Security Agreement, without releasing or diminishing the obligation or liability of any person constituting Borrower, or any guarantor or endorser.

13. **Subrogation.** Lender shall be subrogated to the lien (notwithstanding its release of record) of any vendor, secured party, or other lienholder paid or discharged by the proceeds of any loan or advance made by Lender to Borrower and secured by this Security Agreement.

14. **Release or Satisfaction.** Whenever there is no outstanding obligation secured by or otherwise due under this Security Agreement and no commitment to make advances, Lender shall, on written demand by Borrower, give documents terminating this Security Agreement in proper form. Borrower acknowledges that Lender is under no present commitment to make advances or other loans.

15. **Prohibition Against Other Liens.** Borrower agrees not to create or permit the creation of any other security interest, charge, lien, or encumbrance against the Collateral (or any portion of the Collateral) without obtaining the prior written consent of Lender. Lender may grant, withhold or condition such consent in its sole discretion.

16. **Compliance With Law.** Borrower represents that it has complied, and shall in the future comply, with all valid laws, rules and ordinances and regulations pertaining to the use and ownership of the Collateral.

17. **Remedies.** Upon the occurrence of any monetary default which remains uncured for thirty (30) days or more, or upon the occurrence of any non-monetary default that remains uncured for forty (40) days or more, Lender may, at its option, declare all indebtedness secured hereby, or any part of them, immediately due and payable without any further demand or notice of any kind, and it shall be immediately due and payable without demand or notice. Lender shall have, and may exercise from time-to-time, any and all rights and remedies of a

secured party under the Uniform Commercial Code of the State of Florida and any and all other rights and remedies available to it under any other applicable law, including the right to foreclose this Security Agreement and any other mortgage and any security agreement securing all or any part of the indebtedness secured hereby in the same proceedings. If a default occurs that is not cured within the applicable curative period, if any, upon written demand of Lender, Borrower shall, at his expense, assemble the Collateral and make it available to the Lender. Expenses of any retaking, holding, preparing for sale, selling, or similar expenses, including reasonable attorneys' fees involved therein, shall be paid by Borrower and shall be secured by this Security Agreement.

18. **Financing Statements.** Borrower shall, when requested by Lender in writing, deliver to Lender for filing or recording, or both, one or more financing statements and such other documents as Lender may request to establish and maintain a valid perfected security interest in the Collateral. Borrower shall execute such documents on Lender's written request. Borrower authorizes Lender to file or record financing statements and such other documents as Lender may deem appropriate to establish and maintain a valid perfected security interest in the Collateral if any such document requires Borrower's signature, the full power and authority to execute the document as Borrower's attorney-in-fact. This authorization is irrevocable, and shall only terminate when the loan and any other loans from Lender to Borrower have been paid in full and Lender has no obligation to make any further loans to Borrower. Borrower warrants that no financing statement covering any of the Collateral is on file in any public office.

19. **Notices.** Any notices, demands, and other communications required or permitted in connection with this Security Agreement shall be in writing and shall be given personally or by prepaid certified mail (return receipt requested) to the address indicated on the first page of this Security Agreement. Communications given by mail shall be deemed effectively made when the receipt is signed or when the initial attempt delivery is refused or cannot be made. Any notice to Lender shall be addressed to the attention of the Executive Director. Notice of change in addresses shall be sent in the same manner as other notices.

20. **General Provisions.** The singular shall include the plural and any gender shall be applicable to all genders when the context permits or implies. If more than one person constitutes Borrower, their covenants and obligations hereunder shall be joint and several. Lender's rights expressed in this Security Agreement are in addition to and cumulative of any other rights and remedies provided by law. Then the context permits, the terms "Borrower" and "Lender" shall extend to and include their respective heirs, legal representatives, successors, and assigns. Any agreement made in the future by Borrower and Lender pursuant to this Security Agreement shall be superior to the rights of the holder of any intervening lien or encumbrance. Time is of the essence. Which party prepared this Security Agreement shall have no bearing on its construction or its interpretation.

21. **Cumulative Nature of Provisions.** The provisions of this Security Agreement are cumulative and in addition to the provisions of the Note and the provisions of any Mortgage from Borrower to Lender and other Loan Documents (as that term is defined in the Mortgage). Lender shall have all the benefits, rights and remedies of and under the Note and any other Loan Documents, and may elect to proceed under any, some, or all of such documents. If

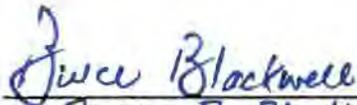
the Mortgage or any other instrument, agreement or law gives Lender greater rights and remedies upon a default of the Loan by Borrower than this Security Agreement, then it shall, to the extent it gives greater rights or remedies, take precedence over this Security Agreement.

22. **Applicable Law.** This Security Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of the State of Florida.

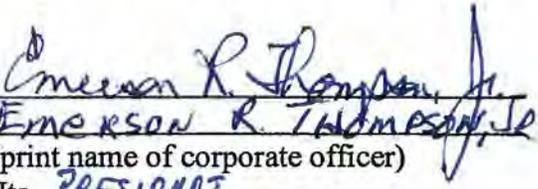
IN WITNESS WHEREOF, Borrower has executed this Security Agreement on the date stated above.

WITNESSES:

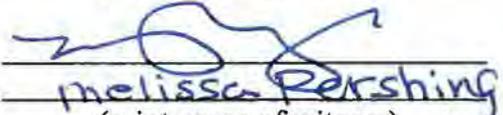
THE FLORIDA BAR FOUNDATION,
INC., a Florida corporation not for profit



Bruce B Blackwell
(print name of witness)

By: 

Emerson R. Thompson, Jr.
(print name of corporate officer)
Its PRESIDENT



melissa Pershing
(print name of witness)

NOTE

U.S. \$6,000,000.00

**ORLANDO, FLORIDA
NOVEMBER 6th 2014**

FOR VALUE RECEIVED, the undersigned (the "Borrower") promises to pay to the order of **THE FLORIDA BAR** (the "Lender," which shall also refer to any holder of this Note), the principal sum of Six Million and No/100 Dollars (\$6,000,000.00) U.S., provided, however, the actual indebtedness from time-to-time evidenced by this Note shall be the sum of all advances made by the Lender to the Borrower, less the aggregate amount of all principal repayments made under this Note by Borrower to Lender, plus any accrued and unpaid interest and other charges. This Note is made pursuant to a Loan Agreement between Lender and Borrower of the same date establishing provisions for a non-revolving line of credit to Borrower. This Note shall be governed by and paid in accordance with the following provisions:

A. LOAN PROCEEDS AND DRAW REQUESTS

The loan proceeds will be advanced by Lender to Borrower in two (2) installments of \$3 million each. A written request shall be made by the executive director of Borrower to the executive director of Lender for any such advancement of loan proceeds. The first request shall be made no earlier than November 1, 2014, and the second request shall be made no earlier than one (1) year thereafter. The funds shall be advanced within thirty (30) days from receipt by Lender of the written request. However, Borrower shall provide Lender informally with as much advance notice as is practicable.

B. INTEREST

Interest shall be charged on the unpaid principal until the full amount of principal has been paid. From the first disbursement of loan proceeds to Borrower until the change date Borrower shall pay interest at a rate equal to the Annual Mid-Term Applicable Federal Rate ("AFR") in effect on the date of the Note (the "Initial Rate") as published by the Internal Revenue Service ("IRS") in Revenue Rulings or otherwise. The interest rate Borrower shall pay will change in accordance with Section D of this Note.

C. PAYMENTS

(1) Time and Amount of Payments

Borrower shall pay principal and interest by making payments as follows.

Borrower shall make annual payments of interest only beginning with the first anniversary date of the first installment and on each anniversary date thereafter. In addition,

Borrower shall make minimum principal payments of \$375,000.00 per quarter beginning on January 2, 2018 and every three (3) months thereafter. Borrower shall make these payments every quarter until Borrower has paid all of the principal and interest and any other charges that Borrower may owe under this Note. However, if Borrower owes any amounts under this Note on the seventh anniversary date of the initial installment (the "Maturity Date"), Borrower shall pay these amounts in full on that date.

(2) Place of Payments

Borrower shall direct payments to 651 East Jefferson Street, Tallahassee, Florida, 32399-2300 or at such other place Lender may designate in writing.

D. INTEREST RATE CHANGES

(1) Change Dates

The interest rate Borrower will pay will change on the first day of each month upon update of the AFR by the IRS. Each date on which Borrower's interest rate could change is called a "Change Date".

(2) The Index

Beginning with the first Change Date, Borrower's interest rate shall be based on an Index. The "Index" is the Annual Mid-Term Applicable Federal Rate ("AFR"). The most recent Index figure available as of the date thirty (30) days before each Change Date is called the "Current Index."

If the Index is no longer available, Lender shall choose a new index that is based upon comparable information. Lender shall give Borrower written notice of this choice.

(3) Calculation of Changes

Before each Change Date, Lender will determine the new interest rate ("current interest rate") in accordance with the provisions of this Note. Subject to minimum rate stated in Section C(4) below, this shall be Borrower's new interest rate until the next Change Date.

(4) Limits on Interest Rate Changes

Regardless of other provisions of this Note, Borrower's interest rate shall not be less than seventy-five hundredths percent (0.75%) per annum during the life of the loan.

(5) Effective Date of Changes

Borrower's new interest rate ("current interest rate") shall become effective each Change Date. Borrower shall pay the amount of Borrower's annual interest payment based on the current interest rate until the interest rate changes again.

E. MATURITY

To the extent it remains unpaid under other provisions of this Note, the entire outstanding principal balance of the indebtedness evidenced hereby, together with all unpaid interest accrued thereon and other sums due Lender, shall be due and payable in full on the Maturity Date.

F. GENERAL

(1) All payments made hereunder shall first be applied to interest, then to any other sums due to Lender under this Note or the Security Agreement, and the balance, if any, to principal.

(2) Interest shall be calculated on the basis of a 365-day year, actual days elapsed.

(3) Lender will provide Borrower with a quarterly statement of interest calculations and payment reconciliations until all funds are repaid.

(4) Borrower may prepay all or part of the principal sum of the indebtedness evidenced by this Note at any time without penalty. Any prepayment of principal shall be accompanied by payment of any unpaid interest and any other sums due under this Note or the Security Agreement accrued to the time of the prepayment. However, except for any payments due on the Maturity Date, any prepayment of principal shall be in the minimum amount of \$10,000.00.

(5) Permitted partial prepayments shall not affect or vary the duty of Borrower to pay all obligations, when due, and they shall not affect or impair the right of Lender to pursue all remedies available to it under this Note, or under any other Loan Document (as defined in the Loan Agreement), or as provided by law.

(6) Any payment of principal or interest which is not made when due shall bear additional interest at 8% per annum (the "Supplemental Interest Rate"). In the event any payment of principal or interest is not made within ten (10) days of the due date, Borrower shall pay Lender a late charge equal to 1% of any such late payment.

(7) In no event shall Lender have the right to charge or collect, nor shall Borrower be required or obligated to pay, interest or payments in the nature of interest that would result in interest being charged or collected at a rate in excess of the maximum rate of interest allowed to be contracted for by applicable law, as changed from time-to-time. If any

payment that is interest or in the nature of interest is made by Borrower or received by Lender that would result in the rate of interest being charged or collected by Lender being in excess of the maximum rate of interest allowed to be contracted for by applicable law as changed from time-to-time, then the portion of any such payment that causes the rate of interest being charged or collected by Lender to exceed the maximum rate of interest allowed to be contracted for by applicable law as changed from time-to-time (hereinafter called the "excess sum") shall be credited as a payment of principal. If Borrower notifies Lender in writing that Borrower elects to have such excess sum returned to Borrower, the excess sum shall be returned to Borrower. If any such overcharge is discovered after this Note has been paid in full, then the amount of such excess sum shall be returned to Borrower. If an excess sum is returned to Borrower rather than being credited as a payment of principal, it shall be returned together with interest thereon at the current Index Rate from the date the excess sum was paid or collected at the same rate as was due Lender during such period under the terms of this Note. All excess sums credited to principal shall be credited as of the date paid to Lender. It is the intent of Lender to conform strictly to the limitations of applicable laws governing the charging and collection of interest as changed from time-to-time.

(8) Lender shall have the optional right to declare the amount of the total unpaid balance owing under this Note and the Loan Documents to be due and forthwith payable in full upon the failure of Borrower to pay, within thirty (30) days of the due date any of the installments of interest or principal, or upon the occurrence of any default or failure to perform in accordance with any of the terms and conditions of the Security Agreement or any other Loan Document. Upon exercise of this option by Lender, the entire unpaid principal shall bear interest at the Supplemental Interest Rate from the due date until paid. Forbearance to exercise this option with respect to any failure or breach of Borrower shall not constitute a waiver of the right as to any continuing failure or breach or any subsequent failure or breach. Exercise of this option shall be without notice to Borrower and Borrower waives any right to receive such notice.

(9) Time is of the essence. If this Note is collected by law or through an attorney-at-law, or under advice from an attorney, Borrower agrees to pay all costs of collection, including reasonable attorneys' fees.

(10) Reasonable attorneys' fees shall include, but not be limited to, all fees and costs incurred in all matters of collection and enforcement, construction and interpretation, before, during and after suit, trial, proceedings and appeals, as well as appearances in and connected with any bankruptcy proceedings or creditors' reorganization or similar proceedings.

(11) The remedies of the Lender, as provided in this Note or in any Loan Document shall be cumulative and concurrent, and may be pursued singularly, successively or together, at the sole discretion of the Lender, and may be exercised as often as occasion shall arise. They shall be in addition to any remedies or rights provided by law. No act of omission or commission of Lender, including specifically any failure to exercise any right, remedy or recourse, shall be deemed to be a waiver or release of the same, such waiver or release to be effected only through a written document executed by Lender. A waiver or release with reference to any one event shall not be construed as continuing, as a bar to, or as a waiver or release of any subsequent right, remedy or recourse as to a subsequent event.

(12) Any notice to be given or to be served upon Borrower or Lender in connection with this Note must be in writing, and may be given by certified or registered mail and shall be deemed to have been given and received on the third business day after a certified or registered letter containing the notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given other than by certified or registered mail, the notice shall be deemed to have been given when delivered to and received by the party to whom it is addressed. Such notices shall be given to the parties hereto at the addresses set forth herein. Any party hereto may, at any time by giving five (5) days' written notice to the other party, designate any other party or address in substitution of any party or address to which such notice shall be given.

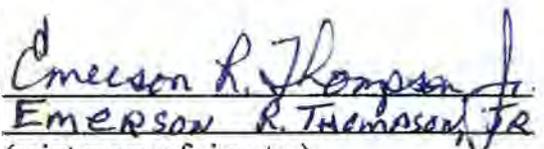
(13) All persons or entities now or at any time liable, whether primarily or secondarily, for the payment of the indebtedness evidenced by this Note, for themselves, their heirs, legal representatives, successors and assigns respectively, hereby (a) expressly waive presentment, demand for payment, notice of dishonor, protest, notice of nonpayment or protest, and diligence in collection; and (b) consent that the time of all payments or any part thereof may be extended, rearranged, renewed or postponed by the Lender from time-to-time as often as the Lender may desire and further consent that the collateral security or any part of it may, from time-to-time, be released, exchanged, added to or substituted for by Lender, without otherwise modifying, altering, releasing, affecting or limiting their respective liability or the lien of the Security Agreement or any other security instrument.

(14) In this Note, whenever the context so requires, the neuter gender includes the feminine and/or masculine, as the case may be, and the singular number includes the plural.

(15) This has been executed and delivered in the State of Florida, and its terms and provisions are to be governed and construed laws of the State of Florida.

IN WITNESS WHEREOF, the undersigned has executed this Note on the day and year first above written.

The Florida Bar Foundation, Inc., a Florida corporation not-for-profit

By: 
EMERSON R. THOMPSON JR.
(print name of signator)

Borrower's Address:
875 Concourse Parkway South, Suite 195
Maitland FL 32751

LOAN AGREEMENT

THIS AGREEMENT is made on this 6~~th~~ day of November, 2014, between **THE FLORIDA BAR**, an official arm of the Supreme Court of Florida ("Lender"), and **THE FLORIDA BAR FOUNDATION, INC.**, a Florida corporation not for profit ("Borrower").

INTRODUCTION:

A. Borrower is a Florida corporation not-for-profit and a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Its mission is to provide greater access to justice in Florida. It accomplishes its mission primarily through funding programs that expand and improve representation and advocacy on behalf of lower income persons in civil legal matters; that enhance a fairer and more effective administration of justice; and that promote public service among lawyers, by making it an integral component of the law school experience.

B. Lender is an official arm of the Supreme Court of Florida, and acts pursuant to the Rules Regulating The Florida Bar and the Court's ultimate supervision.

C. Lender is making a loan to Borrower (all installments are being collectively referred to as the "Loan"), evidenced by a Note in the original principal amount of \$6,000,000.00 U.S. The Loan will initially be unsecured, but if Lender reasonably deems itself insecure, the Loan shall be secured by a Security Agreement pledging the Borrower's receivables from banks pursuant to the Interest on Trust Accounts ("IOTA") rule within subchapter 5-1 of the Rules Regulating The Florida Bar and a UCC-1 Financing Statement (the "IOTA Receivables"). The Note, this Loan Agreement, and any other documents executed by Borrower or Lender now or in the future in connection with this Loan are referred to as the "Loan Documents."

D. The Borrower has applied to Lender for a non-revolving line of credit up to a maximum loan limit and Lender is willing to make such a non-revolving line of credit available to Borrower upon the terms and conditions described in this Agreement.

E. Borrower and Lender wish to set forth certain terms and conditions regarding the Loan.

THEREFORE, for good and valuable consideration, the parties agree as follows:

1. **Facts.** The facts set forth in the Introduction are true and correct.
2. **Amounts.** Lender agrees, on the terms and conditions of this Agreement, to extend to the Borrower a non-revolving line of credit up to \$6,000,000.00 of principal indebtedness at any time outstanding. Within this limit and subject to the terms of this Agreement, the Borrower may obtain advances of loan proceeds from Lender up to the maximum amount of \$6,000,000.00.

3. **The Note.** Loans made pursuant to this Agreement shall be evidenced by a promissory note, executed by the Borrower (the "Note") in the form of the attached Exhibit "A," dated no later than the date of the first borrowing under this Agreement. The principal amount at any time outstanding and all accrued interest thereon shall be payable on the date provided for in the Note, or at such earlier date as the Lender may have the right to require payment under this Agreement or other Loan Documents.

4. **Interest.** Interest shall accrue upon the principal amount from time-to-time outstanding and shall be paid at the rate and at the times provided in the Note. No provision of this Agreement or the Note shall require the payment or permit the collection of interest in excess of the maximum permitted by law. If any payment of interest or in the nature of interest hereunder shall exceed the maximum rate of interest allowed by applicable law, as amended from time-to-time, then such excess payment shall be credited as a payment of principal, unless the Borrower notifies the Lender that the Borrower wishes to have such excess sum returned.

5. **Repayment of Principal.** The terms for the repayment of principal and interest are set forth in the Note. Notwithstanding these terms and any other provisions of this Agreement, the Note or any agreement to the contrary now or hereafter entered into between the Lender and the Borrower (unless such agreement is in writing, signed by both parties, and expressly states that it amends this Agreement), Lender may, at any time and at its sole option, terminate the non-revolving line of credit extended by this Agreement and declare all amounts outstanding under the Note due and payable if:

- a. Borrower defaults under this Agreement, the Note.
- b. Any voluntary or involuntary bankruptcy, receivership, or similar proceeding is commenced by or against Borrower, or Borrower makes any assignment for the benefit of creditors.
- c. Ordered by the Supreme Court of Florida.

6. **Security.** If Lender reasonably deems itself insecure, Lender shall notify Borrower in writing. The notice shall specify why Lender reasonably deems itself insecure. Borrower shall have ten (10) days from receipt of the notice within which to provide Lender with a written plan for an alternative solution to correct any cause of the insecurity. If Lender is not satisfied with Borrower's suggested solution, Borrower shall sign and deliver to Lender a security agreement (the "Security Agreement") and financing statement (the "Financing Statement") in the forms attached as Exhibits "B" and "C," respectively, that secures payment of the Note by a first priority security interest in the IOTA Receivables.

7. **Stamp and Excise Taxes.** The Borrower shall pay any documentary stamp taxes applicable to the full face amount of the Note. If any additional stamp or excise tax shall become applicable with respect to this Agreement, the Note, any loan or credit extended hereunder, or any security agreement, guaranty or other document, the Borrower shall promptly pay such tax in full (including interest and penalties, if any).

8. **Costs and Expenses.** Each party shall bear its own cost and expenses (other than any documentary stamp taxes or other excise taxes), including attorneys' fees, in connection with the making of this Loan and the preparation of the Loan Documents.

9. **Terminology.** Wherever used herein, the term "Borrower" shall be deemed to include the plural wherever applicable.

10. **Representations and Warranties.** To induce the Lender to make the Loan, Borrower makes the following representations and warranties, which shall survive the execution and delivery of the Note and other Loan Documents:

- a. The financial information furnished to Lender in connection with its application for the loan and in the financial statements submitted to Lender is complete and accurate and Borrower has no undisclosed direct or contingent liabilities.
- b. Borrower is duly organized, existing and in good standing under the laws of the State of Florida, has corporate power to carry on the business in which it is engaged, and the obtaining and performance of the loan have been duly authorized by all necessary action of the board of directors of the corporation under applicable law, and do not and will not (i) violate any provision of law or any of its organizational or other organic documents, or (ii) result in a breach of constitute a default under, require any consent under, or result in the creation of any lien, charge, or encumbrance upon any property of Borrower pursuant to any instrument, order, or other agreement to which Borrower is a party or by which Borrower, any of its officers as such, or any of its property is bound.
- c. There are no judgments, liens encumbrances, or other security interests outstanding against Borrower.
- d. Borrower has not incurred any debts, liabilities, or obligations and has not committed itself to incur any debts, liabilities, or obligations other than those disclosed to Lender in connection with its request for the loan or shown on the financial statements submitted to Lender.

11. **Use of Loan Proceeds.** The proceeds of the loan will be used for the purpose or purposes of carrying out Borrower's mission in accordance with past policies and practices, as may be amended from time-to-time by the Board of Directors of Borrower. However, this use shall be subject to the following:

- a. \$1 million of the first draw and \$1 million of the second draw will be used either directly or indirectly for technology and the

implementation of technology that will allow Borrower and its grantees to improve access to justice *primarily* by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use. This shall be modeled generally on Illinois' nationally recognized work and award-winning statewide non-profit with a similar mission. Borrower will work with the Bar's Vision 2016 Commission Access to Justice Committee consultant and national legal aid/courts technology expert John Greacen and seek pro bono assistance to develop and submit a preliminary business plan for the new entity on or before December 31, 2014.

- b. Borrower shall report to Lender, on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.

12. Affirmative Covenants. Borrower will:

- a. Reserve and keep in force all licenses, permits, and franchises necessary for the proper conduct of Borrower's business and duly pay and discharge all taxes, assessments, and governmental charges upon Borrower or against Borrower's property before the date on which penalties attach thereto, unless and to the extent only that the same shall be contested in good faith and by appropriate proceedings.
- b. Furnish to Lender (i) within one hundred twenty (120) days after the close of each fiscal year a detailed report of audit of Borrower; (ii) within thirty (30) days after the close of the first, second and third quarters of each fiscal year of Borrower, a balance sheet and profit and loss statement for Borrower certified by Borrower to be correct and accurate; and (iii) such other information regarding the financial condition and operations of Borrower as Lender may from time-to-time reasonably request.
- c. Upon request by Lender, execute and deliver to Lender financing statements, or other instruments in form and substance satisfactory to Lender to perfect or continue any and all security interests or liens of Lender in any collateral securing the Loan. Borrower shall otherwise maintain Borrower's real and personal property in an unsecured status for the duration of this Loan except for those mortgages or security agreements in existence as of the date of the Loan.

- d. Permit any representative or agent of Lender to examine and audit any or all of Borrower's books and records when requested by Lender.
- e. Inform Lender immediately of any material adverse change in the financial condition of Borrower. Borrower will also promptly inform Lender of any litigation or threatened litigation which might substantially affect Borrower's financial condition.
- f. Maintain Borrower's property and equipment in a state of good repair.
- g. Continue discussions with Lender regarding modification of the current provisions in Borrower's articles of incorporation and bylaws regarding three seats on its Board of Directors for the President, President-Elect, and Immediate Past President of Lender. The purpose of these discussions, and proposed changes to allow designees of each of these individuals to serve in their stead on Borrower's Board of Directors, is to foster greater involvement and communication between Lender and Borrower with regard to their respective missions, and improving collaborative efforts where appropriate. Borrower agrees to modify its organizational documents in such manner as to accommodate these proposed changes, recognizing that any changes to its articles of incorporation are subject to approval by the Supreme Court of Florida.

Lender: **13. Negative Covenants.** Borrower will not, without prior written consent of

- a. Incur any additional indebtedness for borrowed money, any additional contingent liability, or assign, mortgage, pledge, encumber, grant any security interest in, or transfer any of Borrower's assets, whether now owned or hereafter acquired, except in the ordinary course of Borrower's business.
- b. Guarantee, endorse, or otherwise become surety for or upon the obligation of any person, firm, or corporation except for the ordinary course of the operation of Borrower's Loan Repayment Assistance Program for lawyers employed by grantees of Borrower.

15. Events of Default. The Lender shall have the option to declare the entire unpaid amount of the Loan and accrued interest immediately due and payable, without

presentment, demand, or notice of any kind, if any of the following events occurs before the Loan is fully repaid:

- a. Any payment of principal or interest on the Loan is not made when due.
- b. Any provision of this Agreement is breached or proves to be untrue or misleading in any material respect.
- c. Any warranty, representation, or statement made or furnished the Lender by Borrower in connection with the Loan and this Agreement (including any warranty, representation, or statement in the Borrower's financial statements) or to induce the Lender to make the Loan, is untrue or misleading in any material respect.
- d. Any default occurs under any agreement with another financial institution, which default is not corrected within the cure period provided in such agreement, if any.
- e. Any voluntary or involuntary bankruptcy, reorganization, insolvency, arrangement, receivership, or similar proceeding is commenced by or against Borrower under any federal or state law, or Borrower makes any assignment for the benefit of creditors.
- f. Any substantial part of the inventory, equipment, or other property of the borrower, real or personal, tangible or intangible, is damaged or destroyed and the damage or destruction is not covered by collectible insurance.
- g. Borrower defaults in the payment of any principal or interest on any obligation to Lender or any other creditor.
- h. Borrower suffers or permits any lien, encumbrance, or security interest to arise or attach to any of the Borrower's property, or any judgment is entered against Borrower that is not satisfied or appealed within thirty (30) days.
- i. Lender reasonably deems itself insecure and Borrower fails to comply with its obligations under Paragraph 6 above.
- j. The Supreme Court of Florida orders such action.

16. Remedies Upon Default. Upon the occurrence, or the discovery by Lender of the occurrence, of any of the foregoing events, circumstances, or conditions of default, Lender shall have, in addition to its option to declare the entire unpaid amount of the Loan and

accrued interest thereon immediately due and payable, all of the rights and remedies under applicable State law.

If the Loan becomes secured and proceeds from the realization or disposition of the collateral are insufficient to pay in full all sums due to Lender, Borrower shall forthwith pay any deficiency to Lender upon demand.

17. **Waiver.** No failure or delay on the part of Lender in exercising any power or right hereunder, and no failure of Lender to give Borrower notice of a default hereunder, shall operate as a waiver thereof, nor shall any single or partial exercise of any such right or power preclude any other or further exercise thereof or the exercise of any other right or power hereunder. No modification or waiver of any provision of this Agreement or any instrument executed pursuant hereto or consent to any departure by Borrower from this Agreement or such instrument shall in any event be effective unless the same shall be in writing, and such waiver or consent shall be effective only in the specific instance and for the particular purpose for which given.

18. **Benefit.** This Agreement shall be binding upon and shall inure to the benefit of Borrower, Lender, and their respective successors and assigns. However, the rights and obligations of the parties under the Loan Documents are not assignable or assumable.

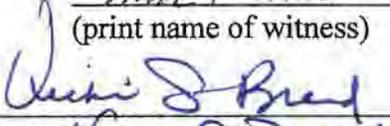
19. **Construction.** This Agreement shall be governed and construed in accordance with the laws of the State of Florida, and any litigation arising out of or relating to this Agreement or the Loan shall be commenced and conducted in the courts of that state or in the federal courts of that state. Each party hereto hereby agrees that any proceeding relating to this Agreement shall be brought in a state court of Florida or a federal court located in Leon County, Florida. Each party hereto hereby consents to jurisdiction in any such action brought in any such state or federal court, consents to service of process by registered mail made upon such party and such party's agent and waives any objection to venue in any such state or federal court and any claim that any such state or federal court is an inconvenient forum.

20. **Jury Trial Waiver.** Lender and Borrower each waive the right to a trial by jury with regard to any matters pertaining to or relating to this Agreement.

"LENDER"
THE FLORIDA BAR

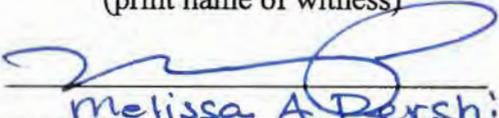
By: 
GREGORY W. COLEMAN
Its President


BILL F. [unclear]
(print name of witness)


VICKI S. BRAND
(print name of witness)

"BORROWER"
THE FLORIDA BAR FOUNDATION,
INC.

Bruce B Blackwell
Bruce B. Blackwell
(print name of witness)


Melissa A. Pershing
(print name of witness)

By: Emerson R. Thompson Jr.
EMERSON R. THOMPSON JR.
(print name of corporate officer)
Its PRESIDENT

2019-20 OFFICERS

President
Hala A. Sandridge

President-elect
Thomas R. Oldt

First Vice President
Stephen R. Senn

Second Vice President
Connie Bookman

Immediate Past President
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Angela C. Vigil

EXECUTIVE DIRECTOR

Dominic C. MacKenzie



Via electronic transmission

May 29, 2020

Mayanne Downs, Chair
Task Force on Distribution of IOTA Funds
c/o Elizabeth Tarbert, Ethics Counsel
The Florida Bar
651 East Jefferson Street
Tallahassee, FL 32399-2300

Re: Task Force on Distribution of IOTA Funds

Dear Mayanne,

I hope this note finds you well. Upon reflection after the task force’s meeting on May 18, we understood you to say that the task force had hoped that the Foundation would have provided some input into proposed language regarding a possible rule change. We apologize for the misunderstanding and truly regret if anyone on the task force found the time spent to be unproductive or less than informative. Given our newfound understanding of what we believe the task force wants from us, we have studied the rule and offer up the following suggested text which we believe addresses the issues and concerns raised by the task force in its proceedings and in keeping with the language in the Court’s order creating the task force:

(7) Funds remitted to the Foundation pursuant to this rule, less reasonable expenses as determined and approved by the Foundation’s Board of Directors, shall be used to further the mission of the Foundation as expressed in its charter documents, and as established and approved by the Supreme Court of Florida. The Foundation shall manage and disburse these remitted IOTA funds to ensure the funds’ most effective use in furthering its mission, and in so doing shall give priority consideration to the need for funding legal services for low-income and vulnerable Floridians. The Foundation shall provide periodic reports, not less than twice per year, to the Court regarding the Foundation’s activities and use of IOTA funds, and shall respond promptly to any inquiries from the Court regarding any matter encompassed within this rule.

We are mindful of the issues raised and are dedicated to resolving them in a reasonable and responsible manner so as to assuage any concerns that have been raised. We therefore welcome the opportunity to discuss our proposal with either the task force or its delegation and would also welcome the opportunity to discuss any specific questions or concerns the task force may have so that we may discuss them directly and explain how we propose to proceed in light of the amended rule.

We look forward to hearing from you and thank you all for your consideration.

Sincerely,



Dominic C. MacKenzie
Executive Director

cc: FBF officers

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 April 30, 2015

Loan Covenant Numbers	Use of Loan Proceeds	2015			
		March 31	June 30	September 30	December 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X (A)			
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (B)			
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X			
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X			
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached			
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X			
E.12.(c)	If requested, statements needed to satisfy security interests.	X			
E.12.(d)	Permit TFB to audit or examine any books and records.	X			
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X			
E.12.(g)	Maintain property and equipment in good repair.	X			
E.13.	No additional debt incurred.	X			

X Covenant met

(A) See Memo to The Florida Bar dated April 10, 2015 from Melissa Moss attached.

(B) See attached Progress Report on the Florida Justice Technology Center

Submitted By:

Lou Ann Powell, Director of Finance, IOTA and Administration, CFO


 Signature

4/30/15
 Date

Florida Justice Technology Center: **April 2015** Progress Report

FJTC Business Plan and Budget

- First draft of business plan and budget delivered to the Foundation on February 6, 2015.
- Final version of the business plan and budget delivered to The Bar on March 27, 2015.

Florida Day Preconference at LSC's 2015 Technology Initiative Grant conference

- "Florida Day" preconference held for all attendees from Florida programs to the 2015 Legal Services Corporation's Technology Initiative Grant conference on Tuesday January 13, 2015. The preconference was attended by 34 Florida Bar Foundation grantee staff, 8 technology experts and vendors, with presentations made by 4 individuals from 3 different legal services efforts from around the country. Florida Day fostered communication and brainstorming between programs on technology efforts and ideas that could be implemented in Florida.

Listening Sessions

- Listening Sessions targeted to legal services programs were hosted around the state to gather feedback regarding the establishment and mission of the Florida Justice Technology Center (FJTC). Eight sessions were held with 94 individuals from 29 programs participating.
- The Program Directors' Association March meeting included an opportunity for additional feedback gathering.
- Listening sessions targeted to OSCA staff, Court Clerks, members of the judiciary, and members of the private Bar are currently in the planning stages.

Software Testing and Pilots

- Statewide website platforms and web-based collaboration tools tested with pilot groups.

Development of Initial FJTC Objectives

- Discussions with OSCA and FCCC regarding document assembly efforts held.
- Discussions with Legal Services of Greater Miami regarding online intake/triage partnership help.

COSTS INCURRED BY THE FLORIDA BAR FOUNDATION ON ABOVE ACTIVITIES THROUGH MARCH 31, 2015:

Consultants (includes fees and travel):

Joyce Raby	\$ 51,066.37
Greacen Associates	28,420.32
Jimmy Midyette	12,238.64
Other Administrative Costs	<u>400.77</u>
TOTAL	<u>\$ 92,126.10</u>

The Florida Bar Foundation Inc.
Statement of Financial Position
 March 31, 2015

DRAFT

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,254,923.16
IOTA Contributions Receivable	\$468,500.00
Other Contributions Receivable	\$20,087.65
Notes Receivable, net of Allowance	\$18,041.39
Accounts Receivable	\$276.48
Travel Advances	\$0.00
Prepaid Expenses	\$164,887.91
Short Term Investments	\$8,284,283.58
Intermediate Term Investments	\$4,513,919.03
Total Current Assets	\$15,724,919.20
Fixed Assets	
Office Equipment	\$105,143.10
Computer Equipment	\$64,018.67
Furniture and Fixtures	\$130,217.92
Computer Software	\$737,650.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$867,931.18)
Total Fixed Assets	\$206,900.62
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$18,538.60
Advances on Grants	\$100,000.00
Total Other Assets	\$126,253.10
Total ASSETS	\$16,058,072.92

The Florida Bar Foundation Inc.
Statement of Financial Position

March 31, 2015

DRAFT

	<u>Actual</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$325,351.39
Payroll Withholding	\$4,083.63
Conditional Grants Payable	\$1,053,484.13
Grants Payable	\$2,627,206.84
Accrued Expenses	\$150,205.24
Deferred Revenues	\$2,655.06
Other Current Liabilities	\$13,569.60
Due to/Due From	\$0.00
Total Current Liabilities	<u>\$4,176,555.89</u>
Other Non-Current Liabilities	
Note Payable	\$3,000,000.00
Liability for Charitable Gift Annuitant Payments	\$10,068.89
Liability for Capital Lease Obligations	\$41,886.53
Total Non-Current Liabilities	<u>\$3,051,955.42</u>
	<u>\$7,228,511.31</u>
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$888,584.94
Total Temporarily Restricted	<u>\$888,584.94</u>
Unrestricted	
Increase (Decrease) in Net Assets	\$7,940,976.67
Total Unrestricted	<u>\$7,940,976.67</u>
Total NET ASSETS	<u>\$8,829,561.61</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$16,058,072.92</u>
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$15,841,637.43
NET SURPLUS/(DEFICIT)	(\$7,012,075.82)
ENDING NET ASSETS	<u>\$8,829,561.61</u>

The Florida Bar Foundation Inc.
Statement of Activities
For the Nine Months Ended March 31, 2015

DRAFT

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$3,885,613.38	\$0.00	\$0.00	\$3,885,613.38
Other Contributions	\$183,595.97	\$92,562.66	\$0.00	\$276,158.63
Bar Fee Statement, Check-Off Receipts	\$0.00	\$288,281.50	\$0.00	\$288,281.50
License Plate Campaign Contributions	\$0.00	\$29,750.00	\$0.00	\$29,750.00
CY Pres Awards	\$3,079.92	\$0.00	\$0.00	\$3,079.92
Return of Unspent Grant Funds	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Investment Income	\$88,652.70	\$0.00	\$0.00	\$88,652.70
Unrealized/Realized Gains (Losses) on Investments	(\$114,398.15)	\$0.00	\$0.00	(\$114,398.15)
Gain (Loss) on Sale of Assets	(\$319.45)	\$0.00	\$0.00	(\$319.45)
Miscellaneous Income	\$21,050.00	\$0.00	\$0.00	\$21,050.00
Conditional Grants Awarded	(\$1,053,484.13)	\$0.00	\$0.00	(\$1,053,484.13)
Net Assets Released from Restriction	\$12,500.00	(\$12,500.00)	\$0.00	\$0.00
Total REVENUE	\$3,031,290.24	\$398,094.16	\$0.00	\$3,429,384.40
EXPENSES				
Program Expenses - Grants	(\$7,938,195.49)	\$0.00	\$0.00	(\$7,938,195.49)
Program Related Expenses	(\$468,214.46)	\$0.00	\$0.00	(\$468,214.46)
Supporting Services	(\$1,889,760.00)	\$0.00	\$0.00	(\$1,889,760.00)
Fund Raising Expenses	(\$145,290.27)	\$0.00	\$0.00	(\$145,290.27)
Total EXPENSES	(\$10,441,460.22)	\$0.00	\$0.00	(\$10,441,460.22)
BEGINNING NET ASSETS	\$15,351,146.65	\$490,490.78	\$0.00	\$15,841,637.43
NET SURPLUS/(DEFICIT)	(\$7,410,169.98)	\$398,094.16	\$0.00	(\$7,012,075.82)
ENDING NET ASSETS	\$7,940,976.67	\$888,584.94	\$0.00	\$8,829,561.61

The Florida Bar Foundation Inc.
Endowment Trust - Statement of Financial Position
March 31, 2015

DRAFT

	<u>Actual</u>
ASSETS	
Current Assets	
Accounts Receivable	\$25.00
Long Term Investments	\$8,038,349.60
Total Current Assets	<u>\$8,038,374.60</u>
Other Assets	
Pledges Receivable	\$88,481.79
Contributions Receivable	\$29,295.01
Total Other Assets	<u>\$117,776.80</u>
Total ASSETS	<u><u>\$8,156,151.40</u></u>

The Florida Bar Foundation Inc.
Endowment Trust - Statement of Financial Position
 March 31, 2015

DRAFT

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Due to/Due From	\$0.00
Total Current Liabilities	\$0.00
	\$0.00
NET ASSETS	
Permanently Restricted	
Increase (Decrease) in Net Assets	\$3,412,789.53
Total Permanently Restricted	\$3,412,789.53
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$4,683,209.51
Total Temporarily Restricted	\$4,683,209.51
Unrestricted	
Increase (Decrease) in Net Assets	\$60,152.36
Total Unrestricted	\$60,152.36
Total NET ASSETS	\$8,156,151.40
TOTAL LIABILITIES AND NET ASSETS	\$8,156,151.40
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$8,134,426.11
NET SURPLUS/(DEFICIT)	\$21,725.29
ENDING NET ASSETS	\$8,156,151.40

The Florida Bar Foundation Inc.
Statement of Activities - Endowment
For the Nine Months Ended March 31, 2015

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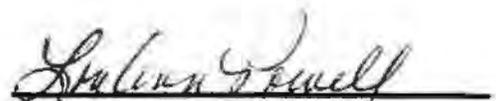
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
Fellows Contributions	\$0.00	\$0.00	\$29,000.00	\$29,000.00
Other Contributions	\$17,840.05	\$0.00	\$5,973.28	\$23,813.33
Investment Income	\$0.00	\$106,722.29	\$0.00	\$106,722.29
Unrealized/Realized Gains (Losses) on Investments	\$0.00	(\$119,970.28)	\$0.00	(\$119,970.28)
Total REVENUE	\$17,840.05	(\$13,247.99)	\$34,973.28	\$39,565.34
EXPENSES				
Supporting Services	(\$17,840.05)	\$0.00	\$0.00	(\$17,840.05)
Total EXPENSES	(\$17,840.05)	\$0.00	\$0.00	(\$17,840.05)
 BEGINNING NET ASSETS	 \$60,152.36	 \$4,696,457.50	 \$3,377,816.25	 \$8,134,426.11
 NET SURPLUS/(DEFICIT)	 \$0.00	 (\$13,247.99)	 \$34,973.28	 \$21,725.29
 ENDING NET ASSETS	 \$60,152.36	 \$4,683,209.51	 \$3,412,789.53	 \$8,156,151.40

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 July 31, 2015

Loan Covenant Numbers	Use of Loan Proceeds	2015			
		March 31	June 30	September 30	December 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X (A)	X		
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (B)	X (B)		
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X	X		
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X	X		
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached	X Attached		
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X	X		
E.12.(c)	If requested, statements needed to satisfy security interests.	X	X		
E.12.(d)	Permit TFB to audit or examine any books and records.	X	X		
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X	X		
E.12.(g)	Maintain property and equipment in good repair.	X	X		
E.13.	No additional debt incurred.	X	X		

- X Covenant met
- (A) See Memo to The Florida Bar dated April 10, 2015 from Melissa Moss submitted with March report.
- (B) See attached Bar Loan Quarterly Report narrative

Submitted By:
 Lou Ann Powell, Deputy Director/CFO/COO


 Signature
 8/7/15
 Date

THE FLORIDA BAR FOUNDATION

Quarterly Report to The Florida Bar

Use of The Florida Bar Bridge Loan Technology-designated funds

For the Period April 1, 2015 – June 30, 2015

Introductory Narrative

Prior to January 1, 2015, Florida Legal Services, a grantee of the Florida Bar Foundation, managed the three statewide websites. Similar websites exist in all 50 states, almost all of which were developed with federal Legal Services Corporation (LSC) Technology Innovations Grant (TIG) funding.¹

- www.FloridaLawHelp.org – Information for the public
- www.FloridaProbono.org – Information and opportunities for pro bono attorneys
- www.FLAdvocate.org – Information for Foundation grantee staff

The Florida Bar Foundation assumed “ownership” of Florida’s three statewide websites on January 1, 2015 for two reasons

- 2013-2014 surveys of, and interviews, with staff and volunteer advocates revealed a lack of awareness, a lack of use and/or outright frustration with the Pro Bono and Advocate websites. The public website, FloridaLawHelp does not favorably in robustness of content to LawHelp sites in other states known to be the most robust including but not limited to Michigan, Washington, Illinois and New York (see also footnote below)
- To maintain the status quo (including federal Legal Services Corporation-required compliance) on the statewide websites from January 1, 2015 until The Florida Justice

¹ National Network of Legal Aid Websites (LSC Technology Innovations Grant/TIG) <http://tig.lsc.gov/about-us/tigs-impact>

The TIG program has played a critical role in the development of legal services websites in all 50 states, the District of Columbia, and U.S. territories. These websites, nearly all of which were developed with TIG support and templates, provide information such as the locations of LSC-funded programs and their offices, information about pro bono and volunteer opportunities, and a broad range of legal resources for clients and legal services attorneys. Many are supported by Live Chat functionality, which allows users to interact with legal services staff to find the resources they need. Online videos, many created with TIG support, can be viewed from the websites, providing legal information in the areas most needed by low-income people. Surveys show that users of TIG-supported websites are highly satisfied: 76 percent find them “easy” or “very easy” to use and 88 percent find the information they provide “easy” or “very easy” to understand.

The [interactive map on the frontpage of the TIG website](#) connects users to the statewide website network.

Examples of leading statewide websites supported through the TIG program include:

- [Illinois Legal Aid](#)
- [LawHelp New York](#)
- [Connecticut LawHelp](#)
- [Michigan Legal Help](#)

Technology Center (FJTC) was prepared as an entity and had sufficient capacity to maintain the websites, identify where the websites needed to improve and develop a plan to insure those improvements would be implemented. FJTC is beginning that process now and is working with a highly regarded contractor who works regularly on LawHelpNY.

The key to the development of the most robust public website will be the continuous development of accurate and up to date content—the biggest challenge in the maintenance of all 50 states LawHelp websites. FJTC's future investment in hiring a Director of Content Development is a recognition of the importance of that work but all of The Foundations legal aid and pro bono grantees will be expected to work actively and in partnership with that person and the FJTC to provide accurate, timely and valuable content. We will also hope for content development and involvement from other stakeholders such as Circuit Pro Bono Committees, the YLD, Sections etc.

In addition, we have assumed ownership of www.onepromiseflorida.org and anticipate a very productive collaboration among the Standing Committee on Pro Bono, The Florida Bar Foundation, The Florida Bar, The Florida Justice Technology Center, the new statewide Director of Pro Bono, Foundation grantees and others to re-energize the ONE campaign and www.onepromiseflorida.org

FLORIDA JUSTICE TECHNOLOGY CENTER:

Progress Report for April 1, 2015 – June 30, 2015

FJTC Administration of Justice (AOJ grant) Application to The Florida Bar Foundation

- Completed Grant Application delivered to FBF on June 8, 2015.
- Grant award notification received June 18, 2015.

Organizational Filings

- Articles of Incorporation on behalf of Florida Justice Technology Center filed May 6, 2015.
- Employer Identification Number Notice received from Internal Revenue Service on May 11, 2015.
- IRS Application Requesting 501c3 Determination Letter submitted by mail June 25, 2015. Confirmation of receipt of application received via mail on July 9, 2015.

Listening Sessions/Feedback Gathering Visits

- Listening Sessions hosted on May 22 2015 with the Office of the Supreme Court Administration staff, Judge Hilliard (ATJ Commission Tech Subcommittee chair) and Judge Munyon (FJTC chair) and members of The Florida Bar staff Terry Hill and Frank Digon (primary topic – online triage system).
- Listening Session hosted on May 19 2015 with a gathering of Court Clerks from around the State of Florida. Thirteen Clerks attended the session including Clerk Doggett of Lee County, Clerk Bock from Palm Beach County, and Clerk Russell of Orange County. (primary topic – online triage system)
- Lee County Clerk's Office/Self Help Center Visit June 17, 2015.
- Pinellas County Clerk's Office/Self Help Center visit June 19, 2015
- Discussions with Florida Children's First regarding case management systems.
- Discussions with Legal Services of Greater Miami regarding online intake federal LSC-funded Technology Innovations Grant (TIG) statewide online intake pilot project.
- Brief Presentation to Public Interest Law Section of The Florida Bar on June 26, 2015 at Annual Bar Convention.

Establishment of a Start-up Board

Members of the Start-up Board include:

- Greg Coleman – President of The Florida Bar, and Florida Commission on Access to Civil Justice member, and partner at Critton, Luttier, & Coleman, LLP.
- Kathy McLeroy – Florida Commission on Access To Civil Justice Member, The Florida Bar Vision 2016 Commission member, The Florida Bar Pro Bono Legal Services Committee co-chair, and attorney at Carlton, Fields, Jordan, Burt;
- Tom Oldt – Florida Bar Foundation board member, and founder of Thomas R. Oldt Investment Services LLC.

- o Adriana Linares – founder of LawTech Partners (a legal technology consulting firm), ABA Law Practice Division Legal Technology Resource Center board member and Chair-elect ABA ELawyering Task Force.
- o James Haggard – founder of Wiedza Creations, LLC a legal tech start up, Editor of TheStudentAppeal.com and staff attorney at Brevard County Legal Aid attorney, ad hoc member of the Florida Commission on Access to Civil Justice Technology Subcommittee.

The Florida Justice Technology Center Board of Director's planning retreat and first Board meeting is scheduled for Sept 11, 2015.

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 July 30, 2015

	<u>Current Quarter 6/30/15</u>	<u>Year-to-Date Thru 6/30/15</u>
Costs incurred by the Florida Bar Foundation:		
Consultants (includes fees and travel):		
Joyce Raby	\$ 43,931.40	\$ 94,997.77
Greacen Associates	27,987.93	56,408.25
Jimmy Midyette	35,345.03	47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	16,166.00	16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	20,625.00	20,625.00
Other Administrative Costs	2,845.02	3,245.79
Total	<u><u>\$ 146,900.38</u></u>	<u><u>\$ 239,026.48</u></u>

The Florida Bar Foundation Inc.
Statement of Financial Position
June 30, 2015

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,685,681.93
IOTA Contributions Receivable	\$481,525.00
Other Contributions Receivable	\$15,087.65
Notes Receivable, net of Allowance	\$442,818.82
Due From Broker	\$8,247.32
Accounts Receivable	\$13,453.45
Travel Advances	\$0.00
Prepaid Expenses	\$141,572.06
Short Term Investments	\$8,281,524.35
Intermediate Term Investments	\$4,523,857.63
Total Current Assets	\$16,593,768.21
Fixed Assets	
Office Equipment	\$105,143.10
Computer Equipment	\$64,018.67
Furniture and Fixtures	\$130,217.92
Computer Software	\$737,650.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$887,613.10)
Total Fixed Assets	\$187,218.70
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$17,998.60
Advances on Grants	\$50,000.00
Total Other Assets	\$75,713.10
Total ASSETS	\$16,856,700.01

The Florida Bar Foundation Inc.
Statement of Financial Position
June 30, 2015

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$133,078.11
Due to Broker	\$53,658.74
Payroll Withholding	(\$53.68)
Conditional Grants Payable	\$163,904.13
Grants Payable	\$1,766,299.32
Accrued Expenses	\$130,832.63
Deferred Revenues	\$2,655.06
Other Current Liabilities	\$13,569.60
Due to/Due From	\$0.00
Total Current Liabilities	\$2,263,943.91
Other Non-Current Liabilities	
Note Payable	\$3,000,000.00
Liability for Charitable Gift Annuitant Payments	\$9,588.89
Liability for Capital Lease Obligations	\$38,850.44
Total Non-Current Liabilities	\$3,048,439.33
	\$5,312,383.24
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$945,477.33
Total Temporarily Restricted	\$945,477.33
Unrestricted	
Increase (Decrease) in Net Assets	\$10,598,839.44
Total Unrestricted	\$10,598,839.44
Total NET ASSETS	\$11,544,316.77
TOTAL LIABILITIES AND NET ASSETS	\$16,856,700.01
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$15,841,637.43
NET SURPLUS/(DEFICIT)	(\$4,297,320.66)
ENDING NET ASSETS	\$11,544,316.77

The Florida Bar Foundation Inc. Statement of Financial Position

June 30, 2015

Report name: FBF Stmt of Fin Position - FYE 2015

Chart template: BS Audit

Include account levels 1 to 4

Do not include accounts with zero balances

Include inactive accounts

User has access to all accounts

User has access to all PPPFS

Include these Org/classes: 110 to 130

Include all Account Codes

Include all Accounts

Include all Account Attributes

Include all Pppfs

Include all Pppf Attributes

Include all Transaction Attributes

Include all Classes

Include all Journals

Include all Not Yet Posted Transactions

Include all Cash Flow Codes

Include all Working Capital Codes

Include all Who(s)

Include all Activity/Appeal(s)

Include all Pppf Types

Include all Pppf Statuses

Include all Pppf Divisions

Include all Pppf Departments

Include all Pppf Locations

Include all Department(s)

Include all Functional Expense(s)

Column 1 criteria:

Heading:

Definition: Account Number

Column 2 criteria:

Heading:

Definition: Account Description

Column 3 criteria:

Heading: Actual

Include these dates: 6/30/2015

Definition: {Actual}

The Florida Bar Foundation Inc.
Statement of Activities
For the Year Ended June 30, 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$5,259,551.13	\$0.00	\$0.00	\$5,259,551.13
Other Contributions	\$213,109.62	\$141,077.66	\$0.00	\$354,187.28
Bar Fee Statement, Check-Off Receipts	\$0.00	\$288,397.50	\$0.00	\$288,397.50
License Plate Campaign Contributions	\$0.00	\$38,011.39	\$0.00	\$38,011.39
CY Pres Awards	\$5,079.92	\$0.00	\$0.00	\$5,079.92
Return of Unspent Grant Funds	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Investment Income	\$102,944.30	\$0.00	\$0.00	\$102,944.30
Unrealized/Realized Gains (Losses) on Investments	(\$162,487.79)	\$0.00	\$0.00	(\$162,487.79)
Gain (Loss) on Sale of Assets	(\$319.45)	\$0.00	\$0.00	(\$319.45)
Miscellaneous Income	\$45,710.00	\$0.00	\$0.00	\$45,710.00
Grants Received	\$1,395,699.84	\$0.00	\$0.00	\$1,395,699.84
Conditional Grants Awarded	(\$163,904.13)	\$0.00	\$0.00	(\$163,904.13)
Net Assets Released from Restriction	\$12,500.00	(\$12,500.00)	\$0.00	\$0.00
Total REVENUE	\$6,712,883.44	\$454,986.55	\$0.00	\$7,167,869.99
EXPENSES				
Program Expenses - Grants	(\$7,958,507.73)	\$0.00	\$0.00	(\$7,958,507.73)
Program Related Expenses	(\$709,847.11)	\$0.00	\$0.00	(\$709,847.11)
Supporting Services	(\$2,587,500.05)	\$0.00	\$0.00	(\$2,587,500.05)
Fund Raising Expenses	(\$209,335.76)	\$0.00	\$0.00	(\$209,335.76)
Total EXPENSES	(\$11,465,190.65)	\$0.00	\$0.00	(\$11,465,190.65)
BEGINNING NET ASSETS	\$15,351,146.65	\$490,490.78	\$0.00	\$15,841,637.43
NET SURPLUS/(DEFICIT)	(\$4,752,307.21)	\$454,986.55	\$0.00	(\$4,297,320.66)
ENDING NET ASSETS	\$10,598,839.44	\$945,477.33	\$0.00	\$11,544,316.77

The Florida Bar Foundation Inc.
Endowment Trust - Statement of Financial Position
 June 30, 2015

	Actual
ASSETS	
Current Assets	
Due From Broker	\$8,096.68
Accounts Receivable	\$1,747.50
Long Term Investments	\$8,041,208.62
Total Current Assets	\$8,051,052.80
Other Assets	
Pledges Receivable	\$104,269.29
Contributions Receivable	\$30,700.01
Total Other Assets	\$134,969.30
Total ASSETS	\$8,186,022.10

The Florida Bar Foundation Inc.
Endowment Trust - Statement of Financial Position
 June 30, 2015

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Due to Broker	\$7,978.05
Due to/Due From	\$0.00
Total Current Liabilities	\$7,978.05
	\$7,978.05
NET ASSETS	
Permanently Restricted	
Increase (Decrease) in Net Assets	\$3,455,789.53
Total Permanently Restricted	\$3,455,789.53
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$4,658,852.16
Total Temporarily Restricted	\$4,658,852.16
Unrestricted	
Increase (Decrease) in Net Assets	\$63,402.36
Total Unrestricted	\$63,402.36
Total NET ASSETS	\$8,178,044.05
TOTAL LIABILITIES AND NET ASSETS	\$8,186,022.10
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$8,134,426.11
NET SURPLUS/(DEFICIT)	\$43,617.94
ENDING NET ASSETS	\$8,178,044.05

The Florida Bar Foundation Inc.
Statement of Activities - Endowment
For the Year Ended June 30, 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
Fellows Contributions	\$3,000.00	\$0.00	\$68,000.00	\$71,000.00
Other Contributions	\$24,848.17	\$0.00	\$9,973.28	\$34,821.45
Investment Income	\$0.00	\$122,243.41	\$0.00	\$122,243.41
Unrealized/Realized Gains (Losses) on Investments	\$0.00	(\$159,848.75)	\$0.00	(\$159,848.75)
Total REVENUE	<u>\$27,848.17</u>	<u>(\$37,605.34)</u>	<u>\$77,973.28</u>	<u>\$68,216.11</u>
EXPENSES				
Supporting Services	(\$24,598.17)	\$0.00	\$0.00	(\$24,598.17)
Total EXPENSES	<u>(\$24,598.17)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$24,598.17)</u>
 BEGINNING NET ASSETS	 \$60,152.36	 \$4,696,457.50	 \$3,377,816.25	 \$8,134,426.11
 NET SURPLUS/(DEFICIT)	 \$3,250.00	 (\$37,605.34)	 \$77,973.28	 \$43,617.94
 ENDING NET ASSETS	 <u>\$63,402.36</u>	 <u>\$4,658,852.16</u>	 <u>\$3,455,789.53</u>	 <u>\$8,178,044.05</u>

The Florida Bar

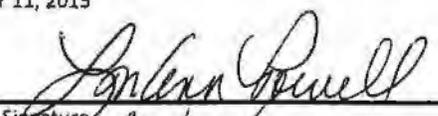
Statement of Loan Balance As of: September 30, 2015 For: The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued Payment	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.950%	\$ 4,808.22	\$ 3,000,000.00	\$3,042,065.76

Loan Covenant Numbers	Use of Loan Proceeds	2015			
		March 31	June 30	September 30	December 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X (A)	X	X	
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (B)	X (B)	X (B)	
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X	X	X	
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X	X	X (C)	
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached	X Attached	X Attached	
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X	X	X	
E.12.(c)	If requested, statements needed to satisfy security interests.	X	X	X	
E.12.(d)	Permit TFB to audit or examine any books and records.	X	X	X	
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X	X	X	
E.12.(g)	Maintain property and equipment in good repair.	X	X	X	
E.13.	No additional debt incurred.	X	X	X	

- X Covenant met
- (A) See Memo to The Florida Bar dated April 10, 2015 from Melissa Moss submitted with March report.
- (B) See attached Bar Loan Quarterly Report narrative
- (C) The Foundation Board will approved the June 30, 2015 audit report on December 11, 2015

Submitted By:
 Lou Ann Powell, Deputy Director/CFO/COO


 Signature
 10/30/15
 Date

THE FLORIDA BAR FOUNDATION

Quarterly Report to The Florida Bar

Use of the Florida Bar Bridge Loan Technology-designated funds

For the Period July 1, 2015 – September, 30 2015

FJTC Board

- First meeting convened September 11, 2015.
- Swearing in and Officers elected; Kathy McLeroy as Chair, Greg Coleman as Vice Chair, Thomas Oldt as Treasurer.

Organizational Filings

- IRS 501c3 Designation awarded on Aug 7 2015.

Visits and Presentations

- July 9, 2015 -Visit to Miami Self Help Center to learn more about how self-help centers function.
- Aug 10-11, 2015 – meeting in Jacksonville with Jim Kowalski, Donny MacKenzie, and Bill VanNortwick to discuss triage/gateway project.
- Aug 18-20, 2015 – New Mexico Legal Aid Hackathon
- Aug 21-24, 2015 – 2015 Court Technology Conference, Minneapolis, MN
- Aug 25, 2015 – presented on FJTC to the Children’s Legal Services Conference, Tampa

Transition of FloridaLawHelp.org, FLAdvocate.org, FloridaProBono.org, and OnePromise.org

- As of July 1, 2015 FJTC took responsibility for the maintenance and improvement of the Florida statewide websites as part of the grant award from the Florida Bar Foundation.
- July 22, 2015 hired on contract Wilneida Negron as FJTC webmaster. Wilneida has extensive experience with the ProBono.net template (the platform for the statewide websites) and is a doctoral student at the City University of New York and a Data & Society Fellow. Please also Wilneida’s analysis of FloridaLawHelp traffic and usage (attached).
- September 22, 2015 hired on contract Katrina Miller as a part time legal content manager for the statewide websites. Katrina is currently the Assistant Director for Interlibrary Loan and Document Delivery for Florida State University College of Law Research Center, Tallahassee, Florida. Katrina received her law degree from Florida State University College of Law in 2005.

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 October 30, 2015

Costs incurred by the Florida Bar Foundation:	Current Quarter 9/30/15	Thru 9/30/15
Consultants (includes fees and travel):		
Joyce Raby	\$ 32,366.32	\$ 127,364.09
Greacen Associates	-	\$ 56,408.25
Jimmy Midyette	5,907.00	\$ 53,490.67
Katrina Miller	575.00	\$ 575.00
Wilneida Negrón	11,764.92	\$ 11,764.92
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	-	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	-	\$ 20,625.00
Other Administrative Costs	182.87	\$ 3,428.66
Total	\$ 50,796.11	\$ 289,822.59

Note: In June 2015, The Florida Bar Foundation awarded a grant to the Florida Justice Technology Center (FJTC) in the amount of \$725,000 (less costs incurred for the current quarter) conditioned on FJTC's receipt of IRS determination of its tax exempt status. This condition was met in August and the Foundation is in the process of finalizing the contract.

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2015

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$3,651,697.28
IOTA Contributions Receivable	\$528,000.00
Other Contributions Receivable	\$14,440.85
Notes Receivable, net of Allowance	\$846,417.32
Accounts Receivable	\$726.00
Travel Advances	\$0.00
Prepaid Expenses	\$208,595.45
Short Term Investments	\$8,279,435.40
Intermediate Term Investments	\$4,209,994.88
Total Current Assets	\$17,739,307.18
Fixed Assets	
Office Equipment	\$105,143.10
Computer Equipment	\$69,278.67
Furniture and Fixtures	\$130,217.92
Computer Software	\$737,650.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$905,767.38)
Total Fixed Assets	\$174,324.42
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$13,678.40
Advances on Grants	\$50,000.00
Total Other Assets	\$71,392.90
Total ASSETS	\$17,985,024.50

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2015

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$94,720.91
Payroll Withholding	(\$307.07)
Conditional Grants Payable	\$885,913.23
Accrued Expenses	\$173,606.65
Deferred Revenues	\$1,401,015.35
Other Current Liabilities	\$17,648.20
Due to/Due From	\$0.00
Total Current Liabilities	\$2,572,597.27
Non-Current Liabilities	
Note Payable	\$3,000,000.00
Other Non-Current Liabilities	\$91,652.13
Total Non-Current Liabilities	\$3,091,652.13
	\$5,664,249.40
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$694,373.91
Total Temporarily Restricted	\$694,373.91
Unrestricted	
Increase (Decrease) in Net Assets	\$11,626,401.19
Total Unrestricted	\$11,626,401.19
Total NET ASSETS	\$12,320,775.10
TOTAL LIABILITIES AND NET ASSETS	\$17,985,024.50
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$10,294,002.63
NET SURPLUS/(DEFICIT)	\$2,026,772.47
ENDING NET ASSETS	\$12,320,775.10

The Florida Bar Foundation Inc.
Statement of Activities
For the Three Months Ended September 30, 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$1,499,322.48	\$0.00	\$0.00	\$1,499,322.48
Other Contributions	\$1,377,688.41	\$36,009.00	\$0.00	\$1,413,697.41
Bar Fee Statement, Check-Off Receipts	\$0.00	\$264,655.36	\$0.00	\$264,655.36
License Plate Campaign Contributions	\$0.00	\$13,675.00	\$0.00	\$13,675.00
CY Pres Awards	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Return of Unspent Grant Funds	\$583.33	\$0.00	\$0.00	\$583.33
Investment Income	\$14,009.33	\$0.00	\$0.00	\$14,009.33
Unrealized/Realized Gains (Losses) on Investments	(\$280,802.44)	\$0.00	\$0.00	(\$280,802.44)
Grants Received	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Conditional Grants Awarded	(\$885,913.23)	\$0.00	\$0.00	(\$885,913.23)
Net Assets Released from Restriction	\$25,000.00	(\$25,000.00)	\$0.00	\$0.00
Total REVENUE	\$2,749,887.88	\$289,339.36	\$0.00	\$3,039,227.24
EXPENSES				
Program Expenses - Grants	(\$65,147.91)	\$0.00	\$0.00	(\$65,147.91)
Program Related Expenses	(\$139,623.16)	\$0.00	\$0.00	(\$139,623.16)
Supporting Services	(\$749,508.65)	\$0.00	\$0.00	(\$749,508.65)
Fund Raising Expenses	(\$58,175.05)	\$0.00	\$0.00	(\$58,175.05)
Total EXPENSES	(\$1,012,454.77)	\$0.00	\$0.00	(\$1,012,454.77)
BEGINNING NET ASSETS	\$9,888,968.08	\$405,034.55	\$0.00	\$10,294,002.63
NET SURPLUS/(DEFICIT)	\$1,737,433.11	\$289,339.36	\$0.00	\$2,026,772.47
ENDING NET ASSETS	\$11,626,401.19	\$694,373.91	\$0.00	\$12,320,775.10

The Florida Bar

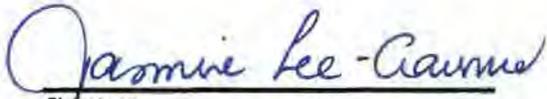
**Statement of Loan Balance
As of: December 31, 2015
The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued Payment	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
42262	1.950%	\$ 4,808.22	\$ 3,000,000.00	\$3,042,065.76
42278	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,046,320.83
42309	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,050,241.38
42339	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,521.93
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$6,057,835.90
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$6,007,594.52

Loan Covenant Numbers	Use of Loan Proceeds	2015			
		March 31	June 30	September 30	December 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X (A)	X	X	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (B)	X (B)	X (B)	X (B)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X	X	X	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X	X	X (C)	X (D)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached	X Attached	X Attached	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X	X	X	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X	X	X	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X	X	X	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X	X	X	X
E.12.(g)	Maintain property and equipment in good repair.	X	X	X	X
E.13.	No additional debt incurred.	X	X	X	X

- X Covenant met
- (A) See Memo to The Florida Bar dated April 10, 2015 from Melissa Moss submitted with March report.
- (B) See attached Bar Loan Quarterly Report narrative
- (C) The Foundation Board approved the June 30, 2015 audit report on December 11, 2015
- (D) The Audited Financial Statements for the Year Ended June 30, 2015 were e-mailed on 12/22/15

Submitted By:
 Jasmine Lee-Gaumier, Controller


 Signature
 1/29/16
 Date

Florida Justice Technology Center: **Dec 2015** Progress Report for October, November, December 2015

FJTC Board

- Board meetings held: Oct 28, Nov 9 (short prep for Summit), Nov 23.
- Nov 10, 2015 - Board hosted an Information Gathering Summit via video conference. Summit included all board members and invitees from a cross section of access to justice stakeholders.

Florida Bar Foundation: Legal Aid Summit (Nov 16-18, 2015)

- Oct 8, 2015 – served on the Summit design committee and attended a half day in person design meeting in Orlando.
- Nov 16-18, 2015 – attended the Summit in Orlando.

Visits, Meetings, and Presentations

- Oct 4-7, 2-15 – at the request of the Florida Bar Foundation and The Florida Bar, attended and reported on the LSC Board meeting in San Francisco.
- Oct 9, 2015 – presented on FJTC to Law Librarian Conference in Lakeland.
- Oct 30, 2015 – attended PDA meeting in Tallahassee.
- Nov 6, 2015 – presented at NLADA on a panel entitled Strategic Technology Planning via recorded video and live phone participation.
- Nov 12, 2015 – served as a guest lecturer at Chicago-Kent Law School's *Practice and Professionalism* course discussing the development of legal services triage systems.

Triage Pilot Project

- Oct 15, 2015 – met in Jacksonville with Gordon Glover and Renee Thompson of The Florida Bar to discuss the proposed Triage Gateway project.
- Oct 23, 2015 – met in Jacksonville with Jim Kowalski, Bill Van Nortwick, and Donny MacKenzie to discuss launch of triage pilot project.
- Nov 20, 2015 – hosted first Design Team Meeting in person in Jacksonville.
- Nov 24, Dec 1, Dec 8, Dec 15 – hosted weekly design team meetings via video conferencing to develop triage pilot project plan.
- Dec 19, 2015 – developed and delivered Triage Pilot Project Cost Estimate to project sponsors.
- Developed Triage Pilot Communication/Reporting Plan.
- Developed Triage Pilot Work Breakdown/Schedule.
- Jan 6 2016 – Triage Pilot Project Kick Off meeting in Jacksonville.
- Secured free participation by Andrew Morral of the Rand Corporation at Kick Off meeting to provide project evaluation insight.

Progress on FloridaLawHelp.org, FLAdvocate.org, FloridaProBono.org, and OnePromise.org

FJTC issues monthly reports on work being done on all websites. Highlights from the reports include:

- FloridaLawHelp.org: applied for and received free translation services grant from Probono.net which resulted in 5 additional resources translated into Spanish, Creole, and Portuguese. Created new Foreclosure section, Special Veteran's Page, and updated/improved 27 resources.

Florida Justice Technology Center: **Dec 2015**
Progress Report for October, November,
December 2015

- [FlAdvocate.org](#): distributed an assessment survey of practice area leaders and key stakeholders to determine high priority site improvements; began work on a medical/legal partnership mini-portal within the site, identified and contracted for dedicated site coordinator.
- [FloridaProbono.org](#): met with Ericka Garcia and Kathy McLeroy to discuss needed improvements to the site, FJTC will identify and hire dedicated staff to begin work in earnest on this site.
- [OnePromise.org](#) – this site was taken down due to expired content at the request of the Standing Committee on Probono (Kathy McLeroy and Vance Salter), and the Director of Probono Partnerships at the Florida Bar Foundation (Ericka Garcia). This campaign based website may be resurrected at some future time.

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 January 31, 2016

Costs incurred by the Florida Bar Foundation:	Current Quarter 12/31/15	Thru 12/31/15
Consultants (includes fees and travel):		
Joyce Raby	\$ 34,182.97	\$ 161,547.06
Greacen Associates	-	\$ 56,408.25
Jimmy Midyette	-	\$ 53,490.67
Katrina Miller	7,299.29	\$ 7,874.29
Wilneida Negron	17,742.95	\$ 29,507.87
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	-	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	-	\$ 20,625.00
Other Administrative Costs	-	\$ 3,428.66
Total	\$ 59,225.21	\$ 349,047.80

Note: In June 2015, The Florida Bar Foundation awarded a grant to the Florida Justice Technology Center (FJTC) in the amount of \$725,000 (less costs incurred for the current quarter) conditioned on FJTC's receipt of IRS determination of its tax exempt status. This condition was met in August and the contract was signed on December 21, 2015.

The Florida Bar Foundation disbursed the first half of the award less expenses incurred through October 31, 2015 in the amount of \$325,517.46 on December 21, 2015.

The second and final disbursement less expenses incurred from November 1 thru December 31, 2015, will be made in February, 2016.

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2015

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$3,919,208.26
IOTA Contributions Receivable	\$480,000.00
Other Contributions Receivable	\$14,865.85
Notes Receivable, net of Allowance	\$1,700,423.67
Accounts Receivable	\$1,962.00
Travel Advances	\$0.00
Prepaid Expenses	\$230,029.88
Short Term Investments	\$11,277,673.65
Intermediate Term Investments	\$4,247,781.32
Total Current Assets	\$21,871,944.63
Fixed Assets	
Office Equipment	\$107,611.95
Computer Equipment	\$70,898.67
Furniture and Fixtures	\$130,217.92
Computer Software	\$751,650.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$923,406.43)
Total Fixed Assets	\$174,774.22
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$9,372.40
Total Other Assets	\$17,086.90
Total ASSETS	\$22,063,805.75

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2015

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$1,016,361.27
Payroll Withholding	\$664.86
Conditional Grants Payable	\$2,254,275.16
Grants Payable	\$7,627,664.00
Accrued Expenses	\$134,768.99
Deferred Revenues	\$1,901,015.35
Other Current Liabilities	\$17,648.20
Due to/Due From	\$0.00
Total Current Liabilities	\$12,952,397.83
Non-Current Liabilities	
Note Payable	\$6,000,000.00
Other Non-Current Liabilities	\$87,960.81
Total Non-Current Liabilities	\$6,087,960.81
	\$19,040,358.64
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$712,808.91
Total Temporarily Restricted	\$712,808.91
Unrestricted	
Increase (Decrease) in Net Assets	\$2,310,638.20
Total Unrestricted	\$2,310,638.20
Total NET ASSETS	\$3,023,447.11
TOTAL LIABILITIES AND NET ASSETS	\$22,063,805.75
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$10,294,002.63
NET SURPLUS/(DEFICIT)	(\$7,270,555.52)
ENDING NET ASSETS	\$3,023,447.11

The Florida Bar Foundation Inc.
Statement of Activities
For the Six Months Ended December 31, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$2,880,491.34	\$0.00	\$0.00	\$2,880,491.34
Other Contributions	\$1,565,940.76	\$42,654.00	\$0.00	\$1,608,594.76
Bar Fee Statement, Check-Off Receipts	\$0.00	\$267,820.36	\$0.00	\$267,820.36
License Plate Campaign Contributions	\$0.00	\$22,300.00	\$0.00	\$22,300.00
CY Pres Awards	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Return of Unspent Grant Funds	\$583.33	\$0.00	\$0.00	\$583.33
Investment Income	\$66,418.91	\$0.00	\$0.00	\$66,418.91
Unrealized/Realized Gains (Losses) on Investments	(\$293,699.09)	\$0.00	\$0.00	(\$293,699.09)
Miscellaneous Income	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Conditional Grants Awarded	(\$2,254,275.16)	\$0.00	\$0.00	(\$2,254,275.16)
Net Assets Released from Restriction	\$25,000.00	(\$25,000.00)	\$0.00	\$0.00
Total REVENUE	<u>\$2,495,460.09</u>	<u>\$307,774.36</u>	<u>\$0.00</u>	<u>\$2,803,234.45</u>
EXPENSES				
Program Expenses - Grants	(\$8,167,079.37)	\$0.00	\$0.00	(\$8,167,079.37)
Program Related Expenses	(\$443,976.60)	\$0.00	\$0.00	(\$443,976.60)
Supporting Services	(\$1,344,894.89)	\$0.00	\$0.00	(\$1,344,894.89)
Fund Raising Expenses	(\$117,839.11)	\$0.00	\$0.00	(\$117,839.11)
Total EXPENSES	<u>(\$10,073,789.97)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$10,073,789.97)</u>
BEGINNING NET ASSETS	<u>\$9,888,968.08</u>	<u>\$405,034.55</u>	<u>\$0.00</u>	<u>\$10,294,002.63</u>
NET SURPLUS/(DEFICIT)	<u>(\$7,578,329.88)</u>	<u>\$307,774.36</u>	<u>\$0.00</u>	<u>(\$7,270,555.52)</u>
ENDING NET ASSETS	<u>\$2,310,638.20</u>	<u>\$712,808.91</u>	<u>\$0.00</u>	<u>\$3,023,447.11</u>

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 March 31, 2016

Loan Covenant Numbers	Use of Loan Proceeds	2016
		March 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

X Covenant met
 (A) See attached Bar Loan Quarterly Report narrative

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier Date 4/27/16

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 March 31, 2016

	<u>Current Quarter 03/31/16</u>	<u>Cumulative Thru 03/31/16</u>
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ 291,540.94	\$ 617,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04 *
Katrina Miller		\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	<u>\$ 291,540.94</u>	<u>\$ 723,092.60</u>
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	-	\$ 56,408.25
Jimmy Midyette	-	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	-	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	-	\$ 20,625.00
Other Administrative Costs	-	\$ 3,428.66
Sub Total Other	<u>\$ -</u>	<u>\$ 241,106.20</u>
Total	<u><u>\$ 291,540.94</u></u>	<u><u>\$ 964,198.80</u></u>

* Includes a decrease of \$1,907.40 for the quarter ended 12/31/15

Note:

The Foundation expects to spend the remainder of the \$1M from the first draw within its next fiscal year.

The Florida Bar

Statement of Loan Balance As of: March 31, 2016 The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32

The Florida Bar Foundation Inc.
Statement of Financial Position
 March 31, 2016

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,731,419.35
IOTA Contributions Receivable	\$512,000.00
Other Contributions Receivable	\$102,865.85
Notes Receivable, net of Allowance	\$449,966.06
Due From Broker	\$42,643.97
Accounts Receivable	\$167,178.27
Travel Advances	\$0.00
Prepaid Expenses	\$88,380.74
Short Term Investments	\$7,783,993.56
Intermediate Term Investments	\$4,233,384.71
Total Current Assets	\$16,111,832.51
Fixed Assets	
Office Equipment	\$108,114.39
Computer Equipment	\$70,898.67
Furniture and Fixtures	\$130,217.92
Computer Software	\$754,650.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$941,394.55)
Total Fixed Assets	\$160,288.54
Other Assets	
Deposits	\$8,463.04
Contributions Receivable	\$8,912.40
Total Other Assets	\$17,375.44
Total ASSETS	\$16,289,496.49

The Florida Bar Foundation Inc.
Statement of Activities
For the Nine Months Ended March 31, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$4,353,060.92	\$0.00	\$0.00	\$4,353,060.92
Other Contributions	\$2,123,422.05	\$126,980.95	\$0.00	\$2,250,403.00
Bar Fee Statement, Check-Off Receipts	\$0.00	\$268,220.36	\$0.00	\$268,220.36
License Plate Campaign Contributions	\$0.00	\$31,225.00	\$0.00	\$31,225.00
Contract Revenues	\$1,895,699.00	\$0.00	\$0.00	\$1,895,699.00
CY Pres Awards	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Return of Unspent Grant Funds	\$78,785.00	\$0.00	\$0.00	\$78,785.00
Investment Income	\$83,439.94	\$0.00	\$0.00	\$83,439.94
Unrealized/Realized Gains (Losses) on Investments	(\$273,016.58)	\$0.00	\$0.00	(\$273,016.58)
Miscellaneous Income	\$22,050.50	\$0.00	\$0.00	\$22,050.50
Conditional Grants Awarded	(\$1,049,379.29)	\$0.00	\$0.00	(\$1,049,379.29)
Net Assets Released from Restriction	\$25,000.00	(\$25,000.00)	\$0.00	\$0.00
Total REVENUE	\$7,759,061.54	\$401,426.31	\$0.00	\$8,160,487.85
EXPENSES				
Program Expenses - Grants	(\$10,558,288.53)	\$0.00	\$0.00	(\$10,558,288.53)
Program Related Expenses	(\$536,839.14)	\$0.00	\$0.00	(\$536,839.14)
Supporting Services	(\$1,961,756.46)	\$0.00	\$0.00	(\$1,961,756.46)
Fund Raising Expenses	(\$173,358.01)	\$0.00	\$0.00	(\$173,358.01)
Total EXPENSES	(\$13,230,242.14)	\$0.00	\$0.00	(\$13,230,242.14)
BEGINNING NET ASSETS	\$9,888,968.08	\$405,034.55	\$0.00	\$10,294,002.63
NET SURPLUS/(DEFICIT)	(\$5,471,180.60)	\$401,426.31	\$0.00	(\$5,069,754.29)
ENDING NET ASSETS	\$4,417,787.48	\$806,460.86	\$0.00	\$5,224,248.34

Florida Justice Technology Center: **April 2016**

Progress Report for January, February, March 2016

FJTC Board

- Board meetings held: March 31 2016. The meeting included a review of organizational documents with John Patterson. The board engaged in a discussion of board development and expansion. The Board approved the creation of 4 new board member positions for a total of a 9 member board. Of those, two seats were filled with new approved members; Renee Thompson and Donny MacKenzie. Renee joins us immediately. Donny will be joining us in July when his term at the Florida Bar Foundation has completed. Additional candidates for the remaining two positions were discussed and further action will be taken at the May meeting. The board also approved the creation of an Audit Committee, Communications Committee, a Fundraising Committee, and a Technical Advisory Committee. Membership for these committees is currently in development.

FJTC Administrative

- January 2016; established bank accounts and deposited first installment AOJ Grant from FBF
- Established payroll and accounting systems
- Created first iteration of FJTC Procedure Manual documenting administrative systems
- Reconciled FJTC expenses against FBF records and in March 2016 deposited second grant installment from FBF
- Issued first financial statements to Board at March meeting
- Submitted Grantee Annual Report to the Florida Bar Foundation on March 29 2016 documenting actual activities and expenses from July 2015 through February 2016 and projected activities and expenses for March through June 2016

Visits, Meetings, and Presentations

Executive Director

- Attended by phone the Jan 21 Florida Bar Standing Committee on Pro Bono Legal Services to discuss the FloridaProBono.org website and quantify/prioritize improvements.
- Attended by phone the Jan 29 Florida Pro Bono Coordinators Association meeting to discuss the FloridaProbono.org website and quantify/prioritize improvements.
- Attended Feb 12 Florida Commission on Access to Civil Justice and presented a status report on the Triage Pilot Project.
- Established and Serving as co-chair of the Triage Working Group of the Self Represented Litigants Network. First call held March 8 2016.
- Invited to serve as co-Chair of the *ODR Platforms as a Marketplace for Legal and Adjudication Services* Working Group at the international Online Dispute Resolution Conference hosted by Hiil Innovating Justice (<http://www.hiil.org/>) a Dutch organization that “helps turn the most promising and disruptive ideas into effective innovations by bringing together the best legal experts, cutting-edge technology, and new types of funding.” The conference is May 23-24, 2016 in The Hague, Holland.

Florida Justice Technology Center: **April 2016** Progress Report for January, February, March 2016

Web/Data Officer

- Created Probono Hours by Circuit Court: Interactive Map (2014-2015) which can be found here: <http://ibmap.cf/promap.html?ckattempt=1>

Triage Pilot Project

- Jan 6 2016 – Triage Pilot Project Kick Off meeting in Jacksonville.
- Secured free participation by Andrew Morral of the Rand Corporation at Kick Off meeting to provide project evaluation insight.
- Drafted Detailed Pilot Project Plan at the request of the project sponsors reporting to the Florida Commission on Access to Civil Justice. Submitted to Commission staff on Feb 1 2016. Attended the Feb 12 meeting to present a status report on the Triage Pilot Project.
- Working with the Evaluation Team developed a qualitative and quantitative evaluation plan for the Triage Pilot Project.

Progress on FloridaLawHelp.org, FLAdvocate.org, FloridaProBono.org.

Attached please find the 2015 Websites Annual Report on the work done by FJTC on the three statewide websites.

On July 1 2015, the Florida Justice Technology Center was given responsibility for the maintenance of the three statewide websites; FloridaLawHelp.org, FIAdvocate.org, and FloridaProbono.org. This report measures the effectiveness and utilization of all three websites since that time. The key purpose of this report is to:

- (1) Evaluate the performance of Florida’s three statewide websites in 2015 to ensure that we’re providing mission-driven, high-quality information and resources;
- (2) Plan for future programmatic innovation; and
- (3) Report accurate and timely information to our supporters in order to keep them informed about Florida’s three statewide websites.

Executive Summary

In 2015, Florida’s three statewide websites, FloridaLawHelp.org, FIAdvocate.org, and FloridaProbono.org were visited by a total of 227,315 unique visitors. This highlights how powerful a medium the Internet has become in terms of connecting users to essential resources with relative ease and low cost. Nevertheless, there is still much work left to be done to ensure that the websites reach a wider spectrum of the statewide community. After reviewing the 2015 usage patterns for the three websites the following key trends were identified:

- **Search engines drive website traffic:** For example, for FloridaLawHelp, 46.7% of our traffic came from Google, 3.67% came from Bing, and 3.34% came from Yahoo. This means that 54.45% of the total traffic to the site from these three search engines alone.

2015 Key Trends

- Search engines are driving most of the traffic to the websites. 49% of FloridaLawHelp visitors come from Google alone.
- Mobile traffic accounts for nearly half of our FloridaLawHelp visitors (45.5%). iPhones and iPads are the top two devices for FloridaLawHelp and FloridaProbono.org.
- Most used search terms were: eviction, food stamps, and information on free legal aid in Florida.
- Visitors are sharing content from the websites via social media, especially to Facebook.
- As expected, most traffic comes from the most dense population centers. 52.3% of FloridaLawHelp’s and 46.8% of FloridaProbono’s traffic came from the top 10 most populated cities.



- Almost half (45.5%) of FloridaLawHelp's traffic comes from mobile devices: with the most popular devices being the iPhone and iPad.
- Users shared our website content via social media: Most content being shared through social media is from FloridaLawHelp.org and Facebook is the most popular social media medium website used. In 2015, users shared 352 links from resources on FloridaLawHelp on Facebook.
- In 2015, the most used search terms on FloridaLawHelp were related to eviction, divorce, and legal help: Landlord/Tenant and Family law continue to be the most accessed legal topics in 2015.
- The majority of the traffic to FloridaLawHelp and FloridaProbono come from the most densely populated cities: For example, 52.6% of the traffic to FloridaLawHelp and 46.8% of FloridaProbono's traffic came from the cities: Orlando, Jacksonville, Tampa, Miami, Tallahassee, and Fort Lauderdale. However, it's important to note that as far as big cities are concerned, Tampa is under-utilized.

Where do we get our data?

FloridaLawhelp and FloridaProbono rely on a mixture of usage data provided by Probono.Net, which captures data for us using their own system; and Google Analytics which FJTC independently installed and configured to collect usage data on each website. We are unable to install Google Analytics on the FIAdvocate site due to a limitation of the Probono.net template. PBN is investigating ways to integrate Google Analytics for the Advocate sites in the future.

This past fall Google Analytics was installed on the FloridaLawHelp and the FloridaProbono site to better understand the websites traffic. FJTC created several key performance indicators or KPIs which are tied to specific goals we have developed for FloridaLawHelp and FloridaProbono. More detailed information on those KPIs is provided later in this document.

Due to the inability to use Google Analytics on the FIAdvocate site; those KPIs relay more heavily on feedback from our user community; legal aid attorneys, advocates and staff; to measure our progress.

Part I. FloridaLawHelp

FloridaLawHelp.org is a statewide website providing public legal education materials targeted to the general public. For 2015, the website received 168,486 visits (9.01% increase from 2014), and 134,743 unique visitors (7.11% increase from 2014). The national average for all LawHelp-type websites for 2015 was 381,614 visits. Therefore, FloridaLawHelp is below the national average, which is especially surprising given the dense population of Florida.



How did we acquire traffic?

Generally, traffic to websites can come from these four main sources: (1) search engines (also called organic search), (2) referral websites (or websites linking to the site from theirs), (3) direct traffic (traffic from users who get to the site by going directly to:

www.FloridaLawHelp.org), or (4) through social media.

Figure 1 below shows the top sources for FloridaLawHelp in 2015. As shown, half of the traffic (54.45%) came from organic search engines, followed by referral sites (28.85%), and direct traffic (16.46%) make up the bulk of traffic sources.

Finally, Figure 1 although social media only brought in 409 visits (.24%), this is promising considering that FloridaLawHelp does not have a social media strategy.

Top Sources of Traffic to FloridaLawHelp



There are important differences in the quality of the traffic that each of those sources brings. For example, visitors that find FloridaLawHelp through *search engines* have the highest bounce rate (45.10%); this means quickly leave the site after visiting a page. For those users who used

search engines to get to FloridaLawHelp, the most popular search keyword phrases used were related to eviction, how to find legal aid programs, and food stamp information. This means that after inputting keywords and phrases related to these legal topics, users then go on to visit FloridaLawHelp.org and quickly leave the site, not realizing that we have resources in these topics. Therefore, we have to evaluate the quality of the landing pages that users are getting to after perform a search. Below is a list of the top 10 most common keyword phrases people used to search on Google and Bing:

- 1) florida eviction laws
- 2) is there a time limit for food stamps in florida
- 3) legal aid florida
- 4) free legal advice in florida
- 5) eviction process in florida
- 6) eviction laws in florida
- 7) florida eviction process
- 8) florida tenant rights eviction
- 9) florida rural legal services
- 10) florida law help

As shown in the earlier chart, users from *referring sites* have the lowest bounce rate (22.87%). This means that a good strategy for FloridaLawHelp would be to increase the amount of websites that are linking (aka referring) to the site. Figure 2 provides a list of the top 10 referring websites that drove traffic to FloridaLawHelp in 2015. As highlighted, the websites: FloridaBar.org, FloridaProbono.org, and the national LawHelp.org were the top referring websites which drove the most traffic. The conversion rate in that chart also shows the percentage of that traffic of users which converted (i.e. completed a task on FloridaLawHelp such as download or view a resource or access a legal referral, or self-help court form). This chart shows that traffic from legal aid offices such as Clsmf.org and browardlegalaid.org have conversion rate.

Top referring websites driving traffic to FloridaLawHelp

GOAL CONVERSION RATE

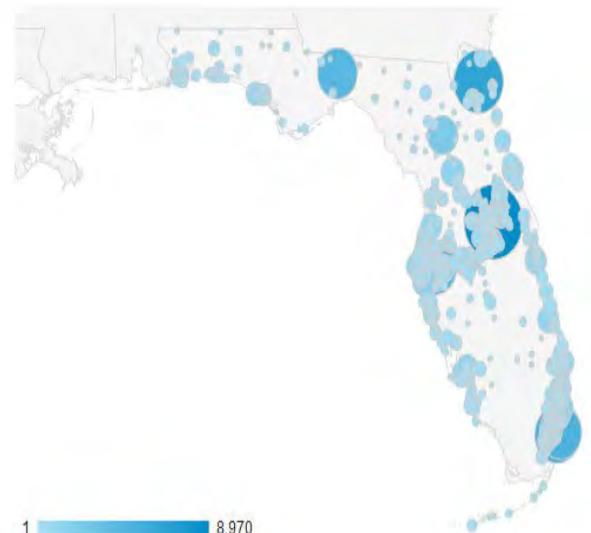
Website	Percentage of visits	Conversion Rate
FloridaBar.org	22.79%	13.50%
FloridaProbation.org	21.80%	19.30%
LawHelp.org	18.27%	22.55%
Floridalegal.org	5.45%	20.27%
Ficourts.org	4.46%	19.78%
nolo.com	2.98%	25.88%
Cismf.org	2.58%	61.91%
divorcenet.com	1.72%	10.62%
jsmf.org	1.70%	26.46%
browardlegalaid.org	1.53%	44.37%

Figure 2

Who are our users and where do they live?

General Demographic

In 2015, users to FloridaLawHelp were mostly women (63.61%) and between the ages of 25-44 (48.5%). The age group which currently makes up the smallest number of users are the 65+ users, which only made up 7.13% of all visits. It’s important to note that this demographic is consistent with national standards in that woman in these age groups also tend to make up the highest percentage of users for other LawHelp sites.



2015 FloridaLawHelp Usage Map

Geography

The distribution of usage among cities in Florida varies widely, with not one city making up the bulk of users. For example, the top three cities which brought in the most traffic were Orlando (7.44%), Jacksonville (5.28%), and Miami (4.59%). However, there is not much variation between them.

Below is a full breakdown of the top 10 Florida cities where most of 2015 traffic came from:

<i>Cities</i>	<i>Percentage of Visits</i>	<i>Total Number of Visits</i>
Orlando	7.44%	8,970
Jacksonville	5.28%	6,365
Miami	4.59%	5,540
Miami Beach	4.00%	4,829
Tampa	3.77%	4,549
Tallahassee	3.50%	4,226
Gainesville	1.88%	2,266
Fort Lauderdale	1.40%	1,691
St. Petersburg	1.37%	1,648
Davie	1.15%	1,387

Notably, for large cities the difference between Miami and Tampa usage is striking. In 2015, Tampa had half of the number of visitors that Miami had. Therefore, we could say that as far as big cities are concerned, Tampa is under-utilized and we should look into ways to build more awareness of the site there.

Time of Day

Finally, 60.7% of visits to FloridaLawHelp in 2015 took place during the day, from 6am until 6pm. This may mean that visitors are looking for help during work hours and perhaps at work.

Mobile Phone

While FloridaLawHelp is designed to be used on a laptop or desktop computer – its interface is not currently responsive to the type of device attempting access. This makes accessing FloridaLawHelp on a mobile phone challenging, and yet, almost half of visits to the site (45.50%) is from mobile phones. Figure 3 provides a breakdown of top 5 mobile devices most used to use FloridaLawHelp:



Figure 3

In 2015, most mobile users were searching for information on: (1) divorce, (2) eviction, and (3) how to find a free lawyer. As a result, the top most visited pages by mobile users were: the legal directory, family law topic, eviction subtopic, and finding legal help pages. This is consistent with the types of resources users most visit via desktop.

How do our users interact with FloridaLawHelp?

Google Analytics helps us to determine the main pathways that users take when they enter the site. This information is especially helpful for identifying underperforming pages in need of enhancement as well as help us identify the pathways that users take which lead to successful outcomes and conversions. Figure 4 below outlines the major pathways that users take when entering the homepage. The main pathway 66.1% of the users took was to select on the Family Law topic and begin searching for legal help. The second most common path that 43.5% of users took was to either begin searching for legal assistance in the legal directory page, or stay in the homepage and start clicking on the various links that are on the homepage. Considering that FloridaLawHelp is built upon the information architecture that requires users to select a legal topic to get to the legal referral information and know your rights resources, this may highlight that our users may be missing out on the variety of content features of the site and/or struggling to figure out how to use the site to get the information they need. Finally, the third most visited pathway that 14.6% of users took was to select the Housing topic. Not surprisingly, when looking at the most viewed resources in 2015, they were either involved family or housing law topics.



Therefore, for users that are able to go through the topic → subtopic pathways, they are eventually able to download know your rights resources that may be helpful in their legal trouble.

Below is a chart of the top 10 most downloaded resources and legal aid

programs in 2015, followed by Figure 5, which is a map of the most viewed legal aid referral profiles.



Resource	Views
Form: Temporary Custody by Extended Family Member	26,390
Evictions: What Every Tenant Should Know	6,822
Form: Pro Se Eviction Answer and Related Motions	3,700
Help, I Just Got a 3-Day Notice!	2,685
Florida Supreme Court Approved Family Law Forms	2,646
Form: Dissolution of Marriage With Minor Children Step 1 of 6	2,570
Form: Uncontested Dissolution of Marriage With No Children (Divorce with no kids)	2,443
Child Support	1,976
Form: Uncontested Dissolution of Marriage With Minor Children (Divorce with kids of the marriage)	1,909
What Happens if You Can't Pay You're Rent?	1,826

Organization	Views
Legal Aid Service of Broward County, Inc.	1,909
Northwest Florida Legal Services, Inc. - Main Office	1,810
Florida Rural Legal Services - Fort Pierce Office	1,303
Bay Area Legal Services, Inc. – Tampa	782
Legal Aid Society of Palm Beach County, Inc.	701
Three Rivers Legal Services, Inc. - Gainesville Office	686
Brevard County Legal Aid, Inc. - Brevard	682
Coast to Coast Legal Aid of South Florida, Inc.	682
Florida Rural Legal Services - Fort Myers	643
Community Legal Services of Mid-Florida, Inc. - Orlando Office	632

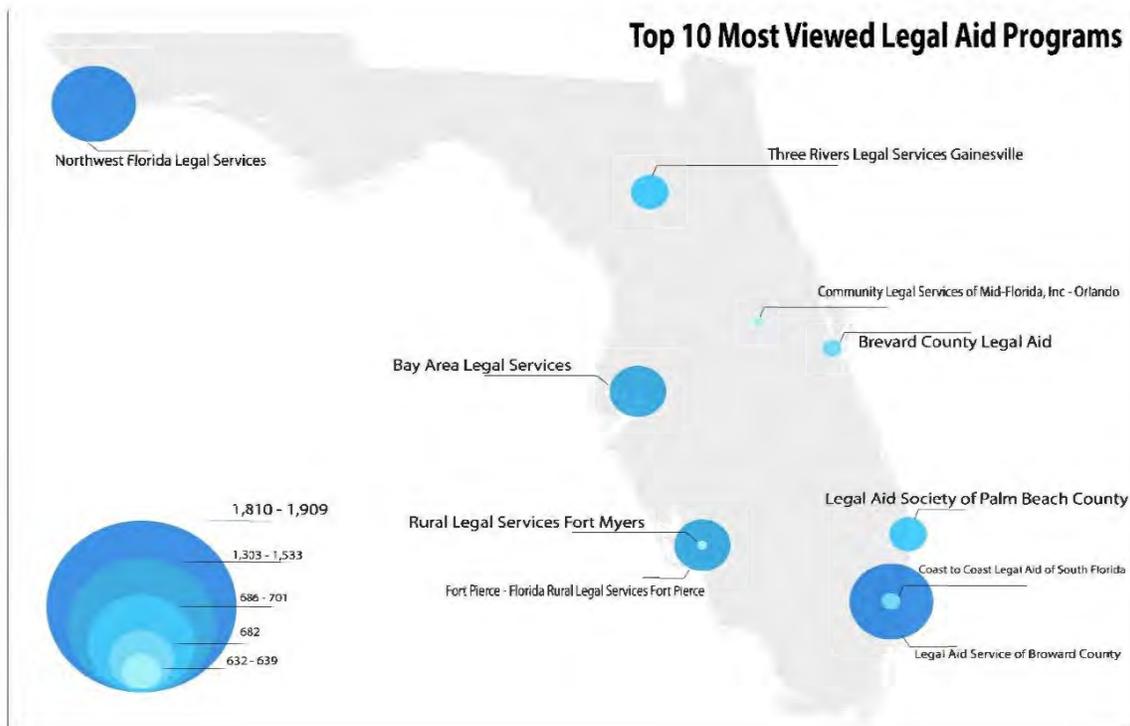


Figure 5

Library Subsites

Through a Legal Services Corporation Technology Initiative Grant (TIG), Three Rivers Legal Services partnered with four local libraries to develop four library subsites:

- <http://alachua.floridalawhelp.org>
- <http://columbia.floridalawhelp.org>
- <http://stjohns.floridalawhelp.org>
- <http://newriver.floridalawhelp.org>

Although we just began collecting analytics on these sites in 2016, based on these monthly figures we can estimate that the library subsites have been viewed between: 1,500-750 times from the time the sites were launched in August until December 2015. Additionally, Three Rivers Legal Services continues to do outreach and marketing for the library subsites, so we can expect these figures to go up in 2016.

Key Performance Indicators for FloridaLawHelp

When looking at website usage data you may ask, “*What makes a metric “useful”?*” At FJTC we find that the simplest way to recognize “useful” (sometimes called “smart”) metrics is to look for the 3 “A’s”:

1. Actionable – Does this metric provide us with the information that can help us tailor our content development strategy or prioritize where and how we do outreach and marketing for the sites?
2. Accessible – Are our metrics plain language and does our community and stakeholders understand the lessons draw from the metrics we discuss?
3. Auditable – How can we design excel-based dashboards so that our stakeholders with access and background info on the data that was used so that they can also evaluate and make their own conclusions?

In October 2015 we implemented several key performance indicators (kpi) for FloridaLawHelp. Each KPI is tied to a specific website objective, with target figures and strategies for achieving those targets. Below is a chart which outlines our key website objectives, key performance indicators (kpis) we are using to measure these objectives, our target goals in terms of these kpis, where we currently measure in these kpis, and the strategies that we will implement to reach our goals.



FloridaLawHelp

KPI INFO



Website Objective:

Increase access to legal aid referrals for low-income Floridians.

Goal Increase views of legal aid referrals	Target: 5k 15k
Key Performance Indicators # of legal aid referral views # of legal aid referral downloads	Legal Referral Downloads a month Legal Referral Views: per month

Currently: 8,705 views & 2,298 downloads monthly

Strategies

- Increase variety and quality of referral info
- Community outreach
- Promotional materials



Website Objective:

Increase awareness of FloridaLawHelp as a trusted resource for the state.

Goal More conversions, increase unique visits	Target: 20k 5-7k
Key Performance Indicators Monthly unique visitors Traffic sources	Unique visits per month Visits per each traffic channel

Currently: 11,892 unique visits & between 3-4k per traffic source

Strategies

- Community outreach
- Internet marketing
- SEO



Website Objective:

Empower and educate Floridians about their legal rights.

Goal Increase views and downloads of "Know Your Rights" resources	Target: 20k 12k
Key Performance Indicators # of "Know Your Rights" resources views # of "Know Your Rights" resources downloads	Resource Views monthly Resource Downloads monthly

Currently: 6,728 views & 1,389 downloads monthly

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FLORIDA JUSTICE TECHNOLOGY CENTER
coordination | collaboration | innovation



Website Objective:

Increase access and usability of the courts for low income Floridians.

Goal Increase usage of the self-help court forms	Target: 8k 1k
Key Performance Indicators # of visits to self-help court forms # of completed self-help forms (per usage statistics from LawHelp Interactive).	Resource Visits to self help forms a month Completed forms

Currently: 2,926 views monthly & 37 completed forms monthly

Strategies

- Test usability issues
- Improve landing pages
- Promote through key community partners.

II. FIAdvocate.org

FIAdvocate.org is Florida’s statewide website meant to serve as an educational and networking resource for legal aid and legal services attorneys, advocates, and staff from around Florida. We were not able to install Google Analytics on these sites, therefore, we have limited usage information which is provided by Probono.net.

In 2015, the website received 25,448 visits (5.8% increase from 2014) and 6,920 unique visitors (8.5% increase from 2014).

The top five legal aid organizations that most used the FIAdvocate sites in 2015 were:

<i>Organization</i>	<i>Views</i>
Florida Legal Services, Inc.	624
Legal Services of North Florida	491
Gulf Coast Legal Services	177
Legal Services of Greater Miami, Inc.	137
Jacksonville Area Legal Aid	116

Who are the members?

There are currently 10 main practice areas in the FIAdvocate site. The membership make-up for the sites are mainly legal aid and pro bono members, followed by government staff. This amounts to a total of 2,747 members as of December 2015. When looking at the total number and types of memberships for all of Probono.net’s advocate sites, one factor is striking. Although, Probono.net currently doesn’t have any national average statistics regarding the membership breakdown of advocate sites, we can see that probono attorneys, law students, and community groups also make up a notable amount of the types of members which use advocate sites. Therefore, a focus on recruiting more partners from various sectors and outside of the legal aid community is a good strategy to drive the growth of these sites.

<i>FIAdvocate Members Breakdown</i>	
<i>By member type</i>	
Pro Bono	399
Civil Legal Aid	1799
Student	67
Other	91
Non-Legal Org/CBO	100
Government	156
Criminal Defender	33
Civil Rights	58
Courts	2
Law School Faculty	42
Total	2,747

<i>All probono.net sites Members Breakdown</i>	
<i>By member type</i>	
Pro Bono	51114
Civil Legal Aid	22357
Student	9071
Other	7202
Non-Legal Org/CBO	4811
Government	4760
Criminal Defender	3580
Civil Rights	3265
Courts	1796
Law School Faculty	1505
Total	101, 348

The last membership roster review for all of the practice areas was conducted by FJTC August 2015. In 2015, the practice areas with the most members were:

1. Training : 410 members
2. Housing: 167 members
3. Public Benefits & Employment: 151 members

In November 2014, FJTC held a webinar and conducted a needs assessment survey with practice area leaders in order to determine priorities for improving the site. The following KPI's have emerged from that effort.

Key Performance Indicators for FIAdvocate

A focus for 2016 is to identify practice leaders who will work with FJTC on review and update of the various resources, content, calendar of events for statewide advocates. The key performance indicators we have identified below will help us measure our progress towards that overarching goal.

FlAdvocate

KPI INFO



Website Objective:

Promote statewide conversation & community among advocates.

Goal

Increase usage and repeat visits to the practice areas.

Key Performance Indicators

- Monthly unique visitors
- Monthly membership requests/approvals
- Monthly repeat visitors
- # of email interactions for listservs

Current Statistic

Monthly unique visitors
643

Monthly membership requests/approvals
12

Monthly visits
1,244

of email interactions for listservs
76

Target:

<p>2k</p> <p>Monthly unique visitors</p>	<p>50</p> <p>Monthly membership requests/approvals</p>
<p>5k</p> <p>Monthly visits</p>	<p>200</p> <p># of email interactions for listservs per month</p>

Strategies

Establish member policies; identify practice leaders; outreach to legal aid and other advocate communities in courts, social services, law schools, and community groups.



Website Objective:

Cultivate and promote leadership in state-wide poverty law communities/networks.

Goal

Identify 1-2 practice area leaders per practice area which maintain their homepage and practice area content.

Key Performance Indicators

- Homepage updates per month
- Library and calendar submissions per month.
- Monthly offline interactions, measured by phone or face to face meetings

Current Statistic

Homepage updates every month
0

Library and calendar submissions a month
0

Offline interactions, measured by phone or face to face meetings
0

Target:

<p>1-3</p> <p>Homepage updates every month</p>
<p>3-5</p> <p>library and calendar submissions a month</p>
<p>1-2</p> <p>Offline interactions, measured by phone or face to face meetings per practice area</p>

Strategies

Outreach and partnership with legal aid programs; facilitate trainings, monthly, calls, workgroups, etc.





Website Objective:

Become the go-to site for education and practical resources for advocates.

Goal

Increased visits and downloads to library and training page.

Key Performance Indicators

- Monthly unique visitors
- Increase variety of referral and direct sources
- Monthly library and calendar submissions
- Monthly library and calendar views
- Visits to Training page

Current Statistic

Monthly unique visitors
643

Traffic channels from referral and direct sources: Same top 5 referring sites & 12 per each source

Monthly library and calendar submissions
0

Monthly library and calendar views
0

Monthly visits to training page
945

Strategies

Content review and development with practice leaders; pilot case system integration.

Target:

1k

Monthly unique visitors

Traffic channels from referral and direct sources:

3-5

referral sites and 50 new visits per each source

50

Monthly library and calendar submissions

1k

Monthly library and calendar views

945

Monthly visits to training page



III. FloridaProbono

The goal of the FloridaProbono.org website is to support and facilitate a community of pro bono in Florida by making it easy for advocates, law students, and other partners to find out about pro bono opportunities in the state and have the educational resources they need to take on cases. The data that follows is a combination of Google Analytics and usage data from Probono.net.

In 2015, there were 101,092 visits to the site (10.63% increase from 2014). Like the other websites, FloridaProbono does get users which access the site through mobile device. For example, as shown in Figure in 2015 8,234 users accessed FloridaProbono thru a mobile device (either mobile phone or tablet) versus 13,146 users who access the site through a regular desktop computer.¹

Top Devices



Figure 6

¹ Again this is based on Google Analytics usage from September – December 2015.

As show on Figure 7, most of the traffic to FloridaProbono comes from either referral sites (38.04%) or search engines (37.60%). However, like the FloridaLawHelp site, there is a small percentage of traffic that comes from social media (.25%). In 2015, there were 121 pages from the site shared via a social network. The pages most shared on social media were: (1) FloridaProbono.org (shared 65x), (2) FloridaProbono page on Children Dependency training (shared 21x), (3) FloridaProbono.org/Coordinators (shared 18x), (4) FloridaProbono’s Training Calendar (shared 10x), and the (5) FloridaProbono Volunteer Opportunities Guide (shared 8x).

Top Sources of traffic to FloridaProbono



Figure 7

The websites which referred the most traffic to the website were from in-state and out-of-state legal aid programs and websites. Figure 8 shows that the top 5 referring websites were: Floridalegal.org, Floridabar.org, Probono.net, Flayld.org, and FloridaLawHelp.org.

The top five referring websites driving traffic to FloridaProbono.org



Figure 8

Who are our users and what do they do when they go on the site?

As of the end of 2015 membership of the site consisted of mostly pro bono attorneys, followed by civil legal aid staff, and then government.

In the limited usage data we have for the site, we discovered that from September-December 2015, usage came primarily from Jacksonville (886 visits/8.68% of total website traffic), Miami (765 visits/7.49% of total website traffic), or Orlando (755 visits/7.40% of total website traffic) – which highlights a limited geographic scope.

Florida Probono Members Breakdown

2015	
By member type	
Pro Bono	948
Civil Legal Aid	344
Student	118
Other	79
Non-Legal Org/CBO	93
Government	156
Criminal Defender	39
Civil Rights	50
Law School Faculty	21
Total	1848

What do visitors do when they go on the site?

The website had a bounce rate of 51.03% in 2015 which is on average with most websites. However, engagement on the site seems to be limited. Most visitors only view 2.89 pages a visit and spend an average of 1.53 minutes on the website.

Figure 9 highlights the main pathways that users take when they visit the homepage of the website. From this analysis we have found that in visitors' limited time on the website, 51% of the users go to the volunteer resources and 47% of the other users go to the coordinators page. After visiting these two main pages, we have found that users then tend to go either back to the homepage or the page which has the volunteer opportunities guide. Finally, after visiting these pages, most people then get off the site or return back to

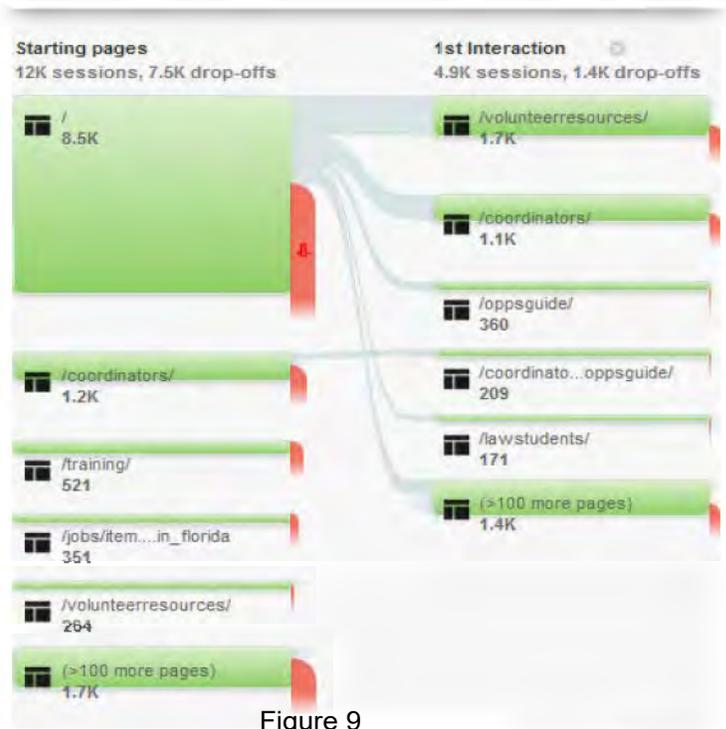


Figure 9

the volunteer resources page. The review of these pathways suggests that users may be interested in looking for volunteer opportunities but struggle to find the information they want.

Although most of the pages that visitors visited in the latter half of 2015 were related to volunteer opportunities, it's important to note that many of the most common visited pages such as the training page and jobs page also have very high bounce rates (80%). This means that when visitors go to these pages, they are not finding the information useful and therefore, leave the website. Below are the top ten most visited pages, along with their bounce rates. Note that the page which is meant to feature probono opportunities, the last link below, has one of the highest bounce rates, 26.4%.

<i>Webpage</i>	<i>Visitors</i>	<i>Bounce Rate</i>
www.FloridaProbono.org (homepage)	12,016	28.97%
http://www.floridaprobono.org/coordinators/	5,999	37.3%
http://www.floridaprobono.org/fpbca/	4,495	10.84%
http://www.floridaprobono.org/volunteerresources/	3,630	8.75%
http://www.floridaprobono.org/volunteerresources/oppsguide/	973	26.4%

For these top five most visited pages, users spent an average of one minute on those pages. Therefore, there is not a lot of engagement going on with these top visited sections of the site.

Key Performance Indicators for FloridaProbono

Although FloridaProbono.org is currently undergoing a process of review and update, by focusing on the core objectives that this website should serve we are able to identify key performance indicators which will guide our data collection and analysis of website performance for 2016. Below is an overview of what these are.



FloridaProbono

KPI INFO



Website Objective:

Promote pro bono culture and community in Florida.

Goal

Increase visits and usage of the various resources on the site.

Key Performance Indicators

- Monthly unique visitors
- Monthly membership requests/approvals
- Monthly repeat visitors
- Monthly visits to Probono opportunities page
- Probono success stories features

Current Statistic

Monthly unique visitors
3,556

Monthly membership requests/approvals
5

Monthly visits
4,136

of email interactions for listservs
76

Probono success stories features
0

Target:

5k Monthly unique visitors

30 Monthly membership requests/ approvals

10k Monthly visits

200 # of email interactions for listservs per month

2 Monthly Probono success stories features

Strategies

Review and update educational content; create up to date calendar of events; develop content and probono opportunities sharing plans with legal aid community.



Website Objective:

Help connect vulnerable clients with pro bono legal services.

Goal

Implement an efficient case referrals system.

Key Performance Indicators

- Monthly probono opportunities views and downloads
- Monthly submissions of probono opportunities

Current Statistic

Monthly probono opportunities views
823

Monthly submissions of probono opportunities
0

Strategies

Review, update, and promote probono opportunity guide, research case management systems with partners.

Target:

2k Monthly probono opportunities views

20 Monthly submissions of probono opportunities





Website Objective:

Provide pro bono attorneys with the training and mentorship needed to assist low-income clients in unfamiliar practice areas.

<p>Goal Increased visits and downloads to library and training page.</p>	<p>Target: 5k</p>
<p>Key Performance Indicators <ul style="list-style-type: none"> · Monthly unique visitors · Monthly library and calendar views · Visits to Training page </p>	<p>Monthly unique visitors 5k</p>
<p>Current Statistic Monthly unique visitors 3,556 Monthly library and calendar views 1.5k Monthly visits to training page 149</p>	<p>Monthly library and calendar views 1k Monthly visits to training page</p>
<p>Strategies Develop comprehensive calendar of state and national trainings; develop content-sharing plans with legal aid community, outreach to pro bono community.</p>	



The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 June 30, 2016

Loan Covenant Numbers	Use of Loan Proceeds	2016
		June 30
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

X Covenant met
 (A) See attached Bar Loan Quarterly Report narrative

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier 7/29/16
 Date

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 June 30, 2016

	Current Quarter 06/30/16	Cumulative Thru 06/30/16
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ 327,000.00	\$ 944,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller		\$ 7,874.29
Wilneida Negrón	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ 327,000.00	\$ 1,050,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	-	\$ 56,408.25
Jimmy Midyette	-	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	-	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	-	\$ 20,625.00
Other Administrative Costs	-	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ 327,000.00	\$ 1,291,198.80

The Florida Bar

**Statement of Loan Balance
As of: June 30, 2016
The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54

The Florida Bar Foundation Inc.
Statement of Financial Position

June 30, 2016

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,788,677.48
IOTA Contributions Receivable	\$468,000.00
Other Contributions Receivable	\$22,520.85
Notes Receivable, net of Allowance	\$443,377.09
Accounts Receivable	\$15,019.40
Travel Advances	\$0.00
Pledges Receivable	\$400.00
Prepaid Expenses	\$139,607.45
Short Term Investments	\$7,788,002.47
Intermediate Term Investments	\$27,458,480.37
Total Current Assets	\$39,124,085.11
Fixed Assets	
Office Equipment	\$126,310.05
Computer Equipment	\$70,898.67
Furniture and Fixtures	\$130,217.92
Computer Software	\$774,050.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$960,400.48)
Total Fixed Assets	\$178,878.27
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$11,057.40
Total Other Assets	\$18,771.90
Total ASSETS	\$39,321,735.28

**The Florida Bar Foundation Inc.
Statement of Financial Position**

June 30, 2016

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$127,190.33
Payroll Withholding	(\$571.93)
Conditional Grants Payable	\$1,040,629.29
Grants Payable	\$2,236,481.00
Accrued Expenses	\$203,413.81
Deferred Revenues	\$23,553,474.51
Other Current Liabilities	\$22,139.44
Due to/Due From	\$0.00
Total Current Liabilities	\$27,182,756.45
Non-Current Liabilities	
Note Payable	\$6,000,000.00
Other Non-Current Liabilities	\$90,969.60
Total Non-Current Liabilities	\$6,090,969.60
	\$33,273,726.05
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$843,128.51
Total Temporarily Restricted	\$843,128.51
Unrestricted	
Increase (Decrease) in Net Assets	\$5,204,880.72
Total Unrestricted	\$5,204,880.72
Total NET ASSETS	\$6,048,009.23
TOTAL LIABILITIES AND NET ASSETS	\$39,321,735.28
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$10,294,002.63
NET SURPLUS/(DEFICIT)	(\$4,245,993.40)
ENDING NET ASSETS	\$6,048,009.23

The Florida Bar Foundation Inc.
Statement of Activities
For the Year Ended June 30, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$5,786,723.04	\$0.00	\$0.00	\$5,786,723.04
Other Contributions	\$2,164,897.00	\$156,469.95	\$0.00	\$2,321,366.95
Bar Fee Statement, Check-Off Receipts	\$0.00	\$268,220.36	\$0.00	\$268,220.36
License Plate Campaign Contributions	\$0.00	\$38,403.65	\$0.00	\$38,403.65
Contract Revenues	\$1,895,699.00	\$0.00	\$0.00	\$1,895,699.00
CY Pres Awards	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Return of Unspent Grant Funds	\$577,596.00	\$0.00	\$0.00	\$577,596.00
Investment Income	\$119,199.03	\$0.00	\$0.00	\$119,199.03
Unrealized/Realized Gains (Losses) on Investments	(\$167,836.66)	\$0.00	\$0.00	(\$167,836.66)
Miscellaneous Income	\$43,066.34	\$0.00	\$0.00	\$43,066.34
Conditional Grants Awarded	(\$1,040,629.29)	\$0.00	\$0.00	(\$1,040,629.29)
Net Assets Released from Restriction	\$25,000.00	(\$25,000.00)	\$0.00	\$0.00
Total REVENUE	\$9,903,714.46	\$438,093.96	\$0.00	\$10,341,808.42
EXPENSES				
Program Expenses - Grants	(\$10,895,076.55)	\$0.00	\$0.00	(\$10,895,076.55)
Program Related Expenses	(\$705,201.38)	\$0.00	\$0.00	(\$705,201.38)
Supporting Services	(\$2,729,589.89)	\$0.00	\$0.00	(\$2,729,589.89)
Fund Raising Expenses	(\$257,934.00)	\$0.00	\$0.00	(\$257,934.00)
Total EXPENSES	(\$14,587,801.82)	\$0.00	\$0.00	(\$14,587,801.82)
BEGINNING NET ASSETS	\$9,888,968.08	\$405,034.55	\$0.00	\$10,294,002.63
NET SURPLUS/(DEFICIT)	(\$4,684,087.36)	\$438,093.96	\$0.00	(\$4,245,993.40)
ENDING NET ASSETS	\$5,204,880.72	\$843,128.51	\$0.00	\$6,048,009.23

Florida Justice Technology Center: July 2016 Progress Report for April, May, June 2016

FJTC Board

- Board meetings held: May 10 to review draft of FBF grant application, consider expansion of board to include additional members, and discuss board committee structure. June 30 meeting held to review grant award from FBF, review next fiscal year's budget, and finalize/approve bylaws and document retention policies. Scheduled meetings for the rest of the fiscal year are as follows: August 11, November 14, February 16.
- Board has expanded to include two additional members; Renee Thompson and Donny MacKenzie. The board completed their bylaw review and established in the bylaws an audit committee, a communications committee and a fundraising committee. Membership recruitment for committee positions will continue through the rest of 2016.

FJTC Administrative

- Recruited four (4) interns to assist with resource directory vetting and updates.
- Began development of Project Analysis Tool which articulates a cost benefit analysis to assist with programmatic decision making.
- Began process of identifying an auditor (soliciting bids) and preparing for first audit in July/August timeframe.
- Participated in June 15 PDA meeting and volunteered for PDA technology committee.
- Completed and submitted and was awarded FBF grant application for 9-month period from July 1, 2016 through March 31, 2017. FJTC will submit then another grant in March 2017 to get in sync with the FBF standard AOJ funding cycle.
- Submitted and was awarded a grant from Florida Children's Justice Act to partner with Florida Children's First to support their online case management tool and host a contract attorney with expertise in children's law. This project will commence in July/August 2016.

Visits, Meetings, and Presentations

Executive Director

- Triage Working Group on SRLN calls hosted on April 9, 2016 and June 14, 2016. May call was replaced by in person attendance at SRLN EJC preconference.
- Wrote and published article entitled "*Lessons Learned (so far) from Establishing a Nonprofit Technology Center: The Florida Experience*" in the Spring 2016 edition of the *ABA Dialogue*.
- Attended international ODR conference at The Hague, Netherlands. Facilitated working group on *Triage as Marketplace and Platform*. Outcomes to be incorporated into forthcoming ODR Trend Report to be issued by Hiil.org.
- Invited to present a 1.5 hour presentation on *Innovative Technology Projects Happening around the Globe* at Southeast Project Directors Association (SEPDA) conference in St. Petersburg, FL July 31-Aug 3 2016.

Web/Data Officer

- Created Probono Hours by Circuit Court: Interactive Map (2014-2015) which can be found at <http://ibmap.cf/promap.html?ckattempt=1>

Florida Justice Technology Center: July 2016 Progress Report for April, May, June 2016

Website Admin

- **Reports and Analysis:**
 - Wrote two analysis studies for the statewide advocate community and triage pilot project.
 - Created and launched to four data-driven projects and visualizations to support the statewide advocate community.
- **Presentations and Raising the Reputation of FJTC:**
 - Conducted trainings for the national civil justice community.
 - Presented at two (2) civil legal aid related conferences and one (1) for the general social justice community.
 - Served as an advisor in monthly meetings for the LHI Mobile Advisory Board.
- **Website Administration:**
 - Designed three (3) "Know Your Rights" infographic resources for FloridaLawHelp.
 - Designed FloridaLawHelp logo and images for Youtube page.
 - Supervised four (4) law student interns to build statewide legal aid referral directory.
 - Design custom interactive enhancements for FLAdvocate and FJTC sites.
 - Created 3 project planning tools to assist in the administration of FloridaProbono.

Triage Pilot Project

- Design team meetings hosted every other Tuesday in April, May, and June.
- June 10 meeting with Cindy Southworth to discuss implications of triage for victims of domestic violence and brainstorm initial interview questions and flow.
- June 28 vendor meeting where draft of interview and logic trees handed in to begin mockup process. Initial mockup of system expected to be completed by July 25.
- Contracts with PBN and NLI currently under negotiation.
- Negotiated MOU with Florida Bar Foundation as fiscal agent; pending approval by FBF.
- FloridaLawHelp undergoing update/upgrade of document assembly products as resources for triage.
- Participated in June 14 call with DIY online forms project staff to inventory and identify online resources for the triage pilot.
- July 7 present monthly status report to stakeholder meeting convened by Frank Digon-Greer of The Florida Bar.

FloridaProBono.org

- Spring cleaning of all previous News and Calendar content on Floridaprobono, including populating the site with updated pro bono news and CLE training opportunities.
- Developed partnerships with PLI and the ABA to make available on FloridaProbono new CLE offerings online as well as highlighting local Florida trainings.
- Work in collaboration with Erica Garcia, Director of Pro Bono Partnerships at the Florida Bar Foundation to initiate process of updating state-wide events and lists of state-wide legal aid organizations.
- Attended Equal Justice Conference in Chicago to learn about best practices for aggregation of statewide legal resources, promotion of pro bono, and use of technology to enhance pro bono representation.
- Reviewed and began thorough update and re-organization of materials in legal resource library on Floridaprobono.

Florida Justice Technology Center: July 2016 Progress Report for April, May, June 2016

- Attended Florida Annual Bar Convention and educate members of various Florida Bar Sections and Pro Bono committees on FJTC mission and projects.
- Worked with FJTC staff to create and implement social media strategy. Create Hootsuite account for FJTC to centralize Social Media message for FJTC, linking new LinkedIn, Facebook, and Twitter accounts.
- Advertised and reviewed applications for intern position at FJTC, to work on updating the Pro Bono Opportunities Guide, listing Legal Aid organizations in Florida and most efficient ways for potential pro bono attorneys to identify and select statewide pro bono opportunities.

FloridaAdvocate.org

- Identified and recruited seven (7) new practice area leaders for FLAdvocate.
- Began development of three (3) new practice areas for FLAdvocate.
- Repaired, deleted, proposed, and added links and announcements.
- Created FLAdvocate YouTube channel for posting video content to website.
- Established social media policy and posted content to social media.
- Updated membership policies for majority of practice areas.
- Worked with new Family Law practice area leader to cull outdated membership roster for website and listserv in alignment with new membership policy.
- Attended two (2) statewide conferences for legal aid advocates organized by Florida Legal Services.
- Attended one (1) outreach event at the FSU College of Law.
- Attended various meetings including four (4) in-person meetings with practice leaders; met with some attendees of the FJTC in Tallahassee and discussed FJTC work; met with representative from CHAIN who is an MLP expert and now member of the MLP practice area; and attended Big Bend Coalition Against Human Trafficking meeting to discuss need for new practice area to support work of advocates working to end human trafficking in Florida.

FloridaLawHelp.org

- Posted the legal topics of the month for April-June.
- Add 66 new pieces of content, 26 resources were created by FJTC, 40 were links to other government or non-profit resources, 18 of these resources are videos.
- Published foreclosure miniportal: <http://floridalawhelp.org/foreclosure>
- Updated site graphics, homepage, logos, banners on social media including creation of YouTube channel and playlist.
- Working with Document Assembly team to update current online forms. We are also communicating with the Florida Clerks about DIY forms on e-filing portal.
- Attended five (5) Clay County Triage Pilot design team meetings and one (1) LawHelp community webinar.
- Completed administrative cleanup of 109 resources to fix dead links, redirected links and link without proper categories and finished update and review of foreign language materials.
- FloridaLawHelp now recognizes a user on a smartphone/tablet and adapts the website for the user instead of showing the entire homepage. Tested for errors on top landing pages after this change to a mobile responsive website.
- Made additions to resources and groups based on the Resource Directory created by the ATJC Continuum Subcommittee.

Loan
 Covenant
 Numbers

Use of Loan Proceeds

2016
 September 30

E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) The foundation will approve the June 30, 2016 audit report on December 2, 2016

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier 10/25/16
 Date

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 September 30, 2016

	Current Quarter 09/30/16	Cumulative Thru 09/30/16
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ -	\$ 944,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller		\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,050,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	-	\$ 56,408.25
Jimmy Midyette	-	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	-	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	-	\$ 20,625.00
Other Administrative Costs	-	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 1,291,198.80

The Florida Bar

Statement of Loan Balance As of: September 30, 2016 The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2016

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,321,102.13
IOTA Contributions Receivable	\$473,000.00
Other Contributions Receivable	\$14,310.59
Notes Receivable, net of Allowance	\$840,778.32
Accounts Receivable	\$4,415.50
Travel Advances	\$0.00
Pledges Receivable	\$400.00
Prepaid Expenses	\$164,727.03
Short Term Investments	\$6,791,183.89
Intermediate Term Investments	\$27,625,410.78
Total Current Assets	\$38,235,328.24
Fixed Assets	
Office Equipment	\$126,310.05
Computer Equipment	\$73,098.37
Furniture and Fixtures	\$130,217.92
Computer Software	\$774,850.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$979,908.04)
Total Fixed Assets	\$162,370.41
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$7,628.66
Total Other Assets	\$15,343.16
Total ASSETS	\$38,413,041.81

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2016

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$190,279.32
Payroll Withholding	(\$658.17)
Conditional Grants Payable	\$890,966.56
Grants Payable	\$163,500.00
Accrued Expenses	\$255,014.38
Deferred Revenues	\$23,490,745.65
Other Current Liabilities	\$23,687.40
Due to/Due From	(\$533.00)
Total Current Liabilities	\$25,013,002.14
Non-Current Liabilities	
Note Payable	\$6,000,000.00
Other Non-Current Liabilities	\$84,856.23
Total Non-Current Liabilities	\$6,084,856.23
	\$31,097,858.37
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$792,192.65
Total Temporarily Restricted	\$792,192.65
Unrestricted	
Increase (Decrease) in Net Assets	\$6,522,990.79
Total Unrestricted	\$6,522,990.79
Total NET ASSETS	\$7,315,183.44
TOTAL LIABILITIES AND NET ASSETS	\$38,413,041.81
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$7,101,248.22
NET SURPLUS/(DEFICIT)	\$213,935.22
ENDING NET ASSETS	\$7,315,183.44

The Florida Bar Foundation Inc.
Statement of Activities
For the Three Months Ended September 30, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$1,485,933.48	\$0.00	\$0.00	\$1,485,933.48
Other Contributions	\$20,364.00	\$38,799.00	\$0.00	\$59,163.00
Bar Fee Statement, Check-Off Receipts	\$4,155.00	\$301,616.69	\$0.00	\$305,771.69
License Plate Campaign Contributions	\$0.00	\$13,525.00	\$0.00	\$13,525.00
Contract Revenues	\$51,344.20	\$0.00	\$0.00	\$51,344.20
Investment Income	\$16,405.78	\$0.00	\$0.00	\$16,405.78
Unrealized/Realized Gains (Losses) on Investments	\$156,275.33	\$0.00	\$0.00	\$156,275.33
Conditional Grants Awarded	(\$890,966.56)	\$0.00	\$0.00	(\$890,966.56)
Net Assets Released from Restriction	\$12,500.00	(\$12,500.00)	\$0.00	\$0.00
Total REVENUE	\$856,011.23	\$341,440.69	\$0.00	\$1,197,451.92
EXPENSES				
Program Expenses - Grants	(\$64,750.00)	\$0.00	\$0.00	(\$64,750.00)
Program Related Expenses	(\$268,869.31)	\$0.00	\$0.00	(\$268,869.31)
Supporting Services	(\$587,968.68)	\$0.00	\$0.00	(\$587,968.68)
Fund Raising Expenses	(\$61,928.71)	\$0.00	\$0.00	(\$61,928.71)
Total EXPENSES	(\$983,516.70)	\$0.00	\$0.00	(\$983,516.70)
BEGINNING NET ASSETS	\$6,650,496.26	\$450,751.96	\$0.00	\$7,101,248.22
NET SURPLUS/(DEFICIT)	(\$127,505.47)	\$341,440.69	\$0.00	\$213,935.22
ENDING NET ASSETS	\$6,522,990.79	\$792,192.65	\$0.00	\$7,315,183.44

FJTC Board

- Board meetings held: FJTC held our annual meeting on August 11 2016. The annual meeting includes a budget review and audit committee creation and preparation for our first audit, Conflict of Interest Certifications, discussion of upcoming strategic planning event, triage launch date and celebration, and recent grant award.
- Strategic Planning – FJTC Board Chair Kathy McLeroy has secured some additional funding from the Florida Bar Foundation to engage in strategic planning for FJTC. A strategic planning session is planned in conjunction with the October Florida Bar meetings (and triage launch celebration) for Oct 19 2016.
- Marketing/Branding/Fundraising – Renee Thompson, FJTC Board Member, has agreed to work with FJTC management to identify and retain marketing/branding assistance with an eye toward the development of a long range fundraising plan. Initial research into available resources, as well as how this effort can work in tandem with our strategic planning efforts, are currently underway.

FJTC Administrative

- The second Florida Bar Foundation grant application has been submitted and awarded. The total grant award (\$327,000) is based on a 9-month "year" which will require the next grant application to be completed in March of 2017. The Florida Bar Foundation has requested this change to align FJTC funding with other Administration of Justice grantees.
- The Florida Bar Foundation has also revised FJTC's programmatic funding to eliminate all funding related to content generation and user management of the FloridaProbono.org website. Our contractor responsible for the FloridaProbono.org site was hired by the Florida Bar Foundation as that function and capacity was moved in house.
- FJTC successfully completed and passed our first audit. FJTC Audit Committee review of the audit (and submission to the Board for formal approval) is scheduled for early October.
- FJTC is currently pulling together our second annual report to the Florida Bar Foundation as required by our grant. We have also drafted our second annual evaluation and statistical analysis of traffic and user activity on the three statewide websites (FloridaLawHelp.org, FLAdvocate.org, FloridaProbono.org). The website analysis will be included as part of the annual report to the Florida Bar Foundation.

Visits, Meetings, and Presentations

Executive Director

- July 31-August 3 2016 – attended the Southeast Project Directors Association conference in St. Petersburg, Florida and presented a session on online triage and intake projects happening around the country and in Florida.
- August 4-5 2016 – in Clay County, Florida to engage in end user and triage evaluation plan testing.
- Sept 27 2016 – in Clay County, Florida to present the Triage Beta version to Clay County judges.
- Sept 28-29 2016 – in Clay County, Florida to present Triage Beta version to Clay County Clerk staff and engage in end user and triage evaluation plan testing.

Visits, Meetings, and Presentations

FJTC Staff

Wilneida Negron

- July 13, 2016 - Organized and presented a webinar for the national legal aid community to demo a Beeline Reader tool which increases readability and usability of statewide legal information websites. We continue to work with Probono.net and Beeline reader on how to implement this tool into the LawHelp template which FJTC uses.

Alison DeBelder

July

- Conferred with PLI: non-profit members of our sites with >5 members may access training at no cost. Distributed information to practice area leaders and members who had expressed interest. An example response from one member: "Thank you so very much for the information. This will be an enormous benefit for our staff [...] Thanks again!"
- Organized, advertised, and attended training by Probono.net for all Practice Area Leaders

August

- Held call with Florida Legal Services (FLS) to organize MLP-Health statewide conference
- Attended Florida Courts Technology Commission Meeting (including subcommittee meetings) on behalf of FJTC in West Palm Beach.

September

- Arranged with Public Defender's Office in Green Cove Springs use of their office space in the courthouse for end-user testing.
- In-person end-user testing in Green Cove Springs, Clay County of FLAG triage system.
- Attended statewide Children's Law Conference in Tampa. Address attendees regarding FLAdvocate.org, distribute brochures and phone stands.

Status Updates Report by Project

Triage Pilot Project

- Alpha version of the triage product was released on July 28. The Alpha version of the system included all functionality within triage but no connections to partner systems. The Alpha version has been reviewed by the design team, the FJTC board, the Clay County Clerk's office, the project sponsors, FJTC staff, a small group of end users, and others for updates and improvements. The Beta version was released -on schedule- on September 26 2016. The Beta version will include fully automated links to partner systems. The Beta version will be reviewed by a similar set of stakeholders as the Alpha version with the key addition of the all judges in Clay County.
- Aug 4 and 5, FJTC engaged in a testing process of the evaluation plan to ensure sufficient data capture can occur during the testing period. Based on these results additional testing is scheduled for Sept 28-29. This testing process also captures qualitative data from end users

that more fully informs the quantitative baseline data from the Clay County case management/maintenance system already identified and analyzed.

- As per the instructions from the Florida Commission on Access to Civil Justice, FJTC has presented Triage Project Monthly Status Reports to our community stakeholders in the months of August and September.

FloridaProBono.org

- Staffing and content generation was moved from FJTC to the Florida Bar Foundation as of July 1 2016.

FloridaAdvocate.org

- FLAdvocate's Consumer, Health, and Housing practice areas are undergoing comprehensive reviews and restructuring focused on removing or archiving outdated materials and adding the most useful resources in an intuitive easy-to-use structure. A new practice area for advocates working with Veterans has been completed and is being populated with resources by an expert panel of volunteers. The Medical-Legal Partnership practice area (the first of its kind), is growing and producing new collaborations. A statewide conference convening the Health and MLP practice groups in person is being coordinated through a partnership between Florida Legal Services and FJTC, it is scheduled to take place in November 2016.

FloridaLawHelp.org

- FloridaLawHelp.org: updated/improved 57 foreign language resources, created 37 new resources, videos and monthly topic of the month, linked to 81 resources created by government or local entities, 8 new organizations added including Florida Bar Referral Service and County Bar Association Referral service, updated 1 document assembly form and guided interview.

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 December 31, 2016

Loan Covenant Numbers	Use of Loan Proceeds	<u>2016</u> December 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) Audited Financial Statements sent by e-mail on 12/15/16

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier Date 1/31/17

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 December 31, 2016

	Current Quarter 12/31/16	Cumulative Thru 12/31/16
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ -	\$ 944,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller		\$ 7,874.29
Wilneida Negrón	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,050,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	-	\$ 56,408.25
Jimmy Midyette	-	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	-	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	-	\$ 20,625.00
Other Administrative Costs	-	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 1,291,198.80

The Florida Bar

Statement of Loan Balance As of: December 31, 2016 The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2016

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,632,964.02
IOTA Contributions Receivable	\$580,000.00
Other Contributions Receivable	\$14,510.59
Notes Receivable, net of Allowance	\$1,266,162.18
Interest and Dividends Receivable	\$349.00
Accounts Receivable	\$2,335.75
Travel Advances	\$0.00
Pledges Receivable	\$400.00
Prepaid Expenses	\$222,296.45
Short Term Investments	\$6,794,006.10
Intermediate Term Investments	\$27,604,568.94
Total Current Assets	\$39,117,593.03
Fixed Assets	
Office Equipment	\$126,310.05
Computer Equipment	\$73,098.37
Furniture and Fixtures	\$130,217.92
Computer Software	\$774,850.11
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,000,311.61)
Total Fixed Assets	\$141,966.84
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	(\$611.34)
Total Other Assets	\$7,103.16
Total ASSETS	\$39,266,663.03

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2016

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$529,495.37
Payroll Withholding	(\$435.76)
Conditional Grants Payable	\$2,273,134.56
Grants Payable	\$4,726,047.00
Accrued Expenses	\$187,038.51
Deferred Revenues	\$23,483,333.64
Other Current Liabilities	\$23,687.40
Due to/Due From	\$0.00
Total Current Liabilities	\$31,222,300.72
Non-Current Liabilities	
Note Payable	\$6,000,000.00
Other Non-Current Liabilities	\$80,014.03
Total Non-Current Liabilities	\$6,080,014.03
	\$37,302,314.75
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$819,006.65
Total Temporarily Restricted	\$819,006.65
Unrestricted	
Increase (Decrease) in Net Assets	\$1,145,341.63
Total Unrestricted	\$1,145,341.63
Total NET ASSETS	\$1,964,348.28
TOTAL LIABILITIES AND NET ASSETS	\$39,266,663.03
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$7,101,369.22
NET SURPLUS/(DEFICIT)	(\$5,137,020.94)
ENDING NET ASSETS	\$1,964,348.28

The Florida Bar Foundation Inc.
Statement of Activities
For the Six Months Ended December 31, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$3,027,948.18	\$0.00	\$0.00	\$3,027,948.18
Other Contributions	\$75,195.18	\$47,884.00	\$0.00	\$123,079.18
Bar Fee Statement, Check-Off Receipts	\$0.00	\$310,920.69	\$0.00	\$310,920.69
License Plate Campaign Contributions	\$0.00	\$21,950.00	\$0.00	\$21,950.00
Contract Revenues	\$88,572.56	\$0.00	\$0.00	\$88,572.56
CY Pres Awards	\$3,717.78	\$0.00	\$0.00	\$3,717.78
Investment Income	\$180,127.16	\$0.00	\$0.00	\$180,127.16
Unrealized/Realized Gains (Losses) on Investments	(\$24,329.39)	\$0.00	\$0.00	(\$24,329.39)
Miscellaneous Income	\$4,050.00	\$0.00	\$0.00	\$4,050.00
Conditional Grants Awarded	(\$2,273,134.56)	\$0.00	\$0.00	(\$2,273,134.56)
Net Assets Released from Restriction	\$12,500.00	(\$12,500.00)	\$0.00	\$0.00
Total REVENUE	\$1,094,646.91	\$368,254.69	\$0.00	\$1,462,901.60
EXPENSES				
Program Expenses - Grants	(\$4,834,547.00)	\$0.00	\$0.00	(\$4,834,547.00)
Program Related Expenses	(\$592,650.27)	\$0.00	\$0.00	(\$592,650.27)
Supporting Services	(\$1,038,564.34)	\$0.00	\$0.00	(\$1,038,564.34)
Fund Raising Expenses	(\$134,160.93)	\$0.00	\$0.00	(\$134,160.93)
Total EXPENSES	(\$6,599,922.54)	\$0.00	\$0.00	(\$6,599,922.54)
BEGINNING NET ASSETS	\$6,650,617.26	\$450,751.96	\$0.00	\$7,101,369.22
NET SURPLUS/(DEFICIT)	(\$5,505,275.63)	\$368,254.69	\$0.00	(\$5,137,020.94)
ENDING NET ASSETS	\$1,145,341.63	\$819,006.65	\$0.00	\$1,964,348.28

FJTC Board

- The FJTC Board began a strategic planning process with a retreat held at the Fall meetings of The Florida Bar. The strategic planning effort is led by Stacy Reynolds of Anchor Advisors with special funds provided by The Florida Bar Foundation. The strategic planning effort will culminate with a final in person meeting to be hosted as part of the January Bar meetings in Orlando.
- The FJTC Board formally added two new board members; Renee Thompson and Dominic MacKenzie.
- Unfortunately, the FJTC Board also lost two board members at the end of 2016; James Haggard and Greg Coleman. Both James and Greg cited lack of sufficient bandwidth to participate as the reason for leaving. They both will be sorely missed.

Florida Legal Access Gateway (FLAG) -Triage

- FLAG was successfully launched on Tuesday October 11 2016, on schedule and under budget. A launch celebration was hosted on October 20 2016 at the Florida Bar Fall meetings.
- Post launch evaluation interviews were held at the Clay County Courthouse on November 16-17, 2016.
- FJTC presented a monthly status report to the stakeholder group on December 5, 2016. A more detailed Interim Report was subsequently submitted to Frank Digon-Greer for distribution to the stakeholder group on December 22 2016.
- The FLAG project has been approved for extension by the Project Sponsors (William Van Nortwick, James Kowalski, Dominic MacKenzie), the Project Host (Clerk Tara Green), the Florida Bar Foundation's Executive Committee (as the fiscal sponsor), and the FJTC Board. The extension will last until June 30 2017 for a total cost of \$7,500 which exists within the current project budget.
- An evaluation report was submitted to the project sponsors on December 30 2016 as per the requirements of the project. A meeting with project sponsors is scheduled for January 5 2017 to vet the report and prepare to present the preliminary findings to the Florida Commission on Access to Civil Justice on February 3 2017.

Visits, Meetings, and Presentations

- The FJTC executive director, attended the FJTC meeting held November 18, 2016.
- The FJTC executive director has been asked to participate in a National Center for State Courts initiative to launch an OASIS Technical Committee with the goal of drafting integration standards for self-represented litigant portals/solutions. (OASIS = the Organization for the Advancement of Structured Information Standards <https://www.oasis-open.org/>) The executive director will serve as a member of the Technical Committee.
- The FJTC executive director will also be presenting at the SRLN Conference February 23-24, 2017 with Clerk Green, Clerk Doggett, and Clerk Bock showcasing the FLAG project, Online Intake, FloridaLawHelp.org, the DIY Forms effort, and e-filing; demonstrating a number of current efforts to host information, resources, and services for the residents of Florida.

Visits, Meetings, and Presentations

FJTC Staff

Wilneida Negron

- Presented at the Justice Codes Symposium at John Jay University on 10/12/2016 about strategies for evaluation justice technologies.
- Co-facilitated a FLAG triage focus group at Green Cove Springs Library on 10/17/2016 as part of the evaluation plan for this project.
- Conducted a knowledge management system webinar presentation for Housing Advocates interested in developing a pilot effort on 11/12/2016.

Alison DeBelder

October

- Held participant group discussion at statewide Children's Legal Services Conference in Tampa - Moving Forward Together: Making the Most of Technology and Networking Tools and Increasing Collaborative Advocacy Efforts
- Hosted video conference call meeting with Florida Legal Services' Training Coordinator for the Project Directors' Training Initiative and practice area leader to begin planning first ever statewide Veterans advocates conference to be held in 2017 and promote new Veterans practice area.
- Coordinated with practice area leader for possible emerging needs of Disaster practice area in wake of Hurricane Matthew.
- Created new library structure for Housing practice area according to design of volunteer committee.
- Updated Consumer library structure per Committee recommendations.
- Meeting with Georgia Military Legal Assistance Program manager for tour of website and strategy discussion for development of Florida Veterans practice area.
- Recruited and oriented new LITC practice area leader

November

- Organized and attended MLP-Health Law Conference in Tampa. Addressed group, distributed approximately 30 phone stands and FJTC brochures.
- Hosted Consumer Library Conference calls
- Launched Children's Legal Services library cleanup effort with conference call of committee members
- Attended NLADA and met with national partners and leaders in legal services

December

- Convened meeting of Veterans practice area committee
- Convened meeting of committee working to develop the Children's Legal Services library
- Hosted meeting of MLP and Health members in furtherance of legislative work

Katie Miller

- Attended strategic planning meeting with the FJTC board.
- Attended FLAG launch party to help demonstrate the triage project.

Status Updates Report by Project:

FloridaProBono.org

- Met with Florida Bar staff to discuss simple updates that could be made to the front end of FloridaBar.org.
- Met with Florida Bar staff to discuss the development of a 2017 statewide webinar for advocates that would go over best practices when using hot docs and A2J forms.

FloridaAdvocate.org

- FLAdvocate's Consumer, Health, Children's, and Housing practice areas' libraries have been completely reviewed and a considerable number of resources have been removed that were outdated or unnecessary. A new library structure is in place for both the Consumer and Housing libraries and the population of these with up-to-date materials is underway.
- A statewide Medical-Legal Partnership and Health Law Conference was held this November in Tampa to great acclaim. This conference was developed in partnership with the Project Directors' Training Initiative (PDTI) of the Project Directors Association. Another conference designed with the PDTI is scheduled for 2017 to bring together advocates who work with vulnerable veterans across the state and to help launch FLAdvocate's new practice area supporting their work.

FloridaLawHelp.org

- FloridaLawHelp.org: helped promote FLAG, resources to help after Hurricane Matthew, and the Self Represented Litigant survey by posting links to our home page. Surveyed law school clinics and added 12 clinics as organizations. Also, added 15 local bar referral services to our organizations. Created more than 80 events for Florida Statewide Legal Aid Clinics calendar that appears on the home page of FloridaLawHelp.org. Continued work and testing with contractors on two family law forms. Created three postings for topic of month, linked to five resources created by government or local entities. Reviewed and updated 25 resources. Sent outreach materials to local legal aid organizations, clerks offices, law libraries, and public services offices to promote foreclosure miniportal and FloridaLawHelp.org.

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 March 31, 2017

Loan Covenant Numbers	Use of Loan Proceeds	2017
		March 31
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) Audited Financial Statements sent by e-mail on 12/15/16

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier Date 4/20/17

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 March 31, 2017

	<u>Current Quarter 03/31/17</u>	<u>Cumulative Thru 03/31/17</u>
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ 500,000.00	\$ 1,444,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
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Wilneida Negron	\$ -	\$ 29,507.87
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Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	<u>\$ -</u>	<u>\$ 241,106.20</u>
Total	<u><u>\$ 500,000.00</u></u>	<u><u>\$ 1,791,198.80</u></u>

The Florida Bar

**Statement of Loan Balance
As of: March 31, 2017
The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
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Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
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Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19

The Florida Bar Foundation Inc.
Statement of Financial Position
 March 31, 2017

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,306,676.48
IOTA Contributions Receivable	\$580,000.00
Other Contributions Receivable	\$47,260.59
Notes Receivable, net of Allowance	\$447,746.87
Interest and Dividends Receivable	\$77,043.50
Accounts Receivable	\$24,955.89
Travel Advances	\$0.00
Pledges Receivable	\$400.00
Prepaid Expenses	\$80,469.07
Short Term Investments	\$5,803,226.07
Intermediate Term Investments	\$27,832,256.51
Total Current Assets	\$37,200,034.98
Fixed Assets	
Office Equipment	\$126,310.05
Computer Equipment	\$73,098.37
Furniture and Fixtures	\$130,217.92
Computer Software	\$786,938.95
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,020,574.88)
Total Fixed Assets	\$133,792.41
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	(\$3,339.84)
Total Other Assets	\$4,374.66
Total ASSETS	\$37,338,202.05

The Florida Bar Foundation Inc.
Statement of Financial Position
 March 31, 2017

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$37,470.21
Payroll Withholding	(\$814.77)
Conditional Grants Payable	\$1,457,334.57
Grants Payable	\$3,820,283.00
Accrued Expenses	\$221,052.80
Deferred Revenues	\$22,460,837.94
Other Current Liabilities	\$23,687.40
Due to/Due From	\$800.00
Total Current Liabilities	\$28,020,651.15
Non-Current Liabilities	
Note Payable	\$6,000,000.00
Other Non-Current Liabilities	\$72,932.22
Total Non-Current Liabilities	\$6,072,932.22
	\$34,093,583.37
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$858,930.30
Total Temporarily Restricted	\$858,930.30
Unrestricted	
Increase (Decrease) in Net Assets	\$2,385,688.38
Total Unrestricted	\$2,385,688.38
Total NET ASSETS	\$3,244,618.68
TOTAL LIABILITIES AND NET ASSETS	\$37,338,202.05
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$7,101,369.22
NET SURPLUS/(DEFICIT)	(\$3,856,750.54)
ENDING NET ASSETS	\$3,244,618.68

The Florida Bar Foundation Inc.
Statement of Activities
For the Nine Months Ended March 31, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$4,622,869.14	\$0.00	\$0.00	\$4,622,869.14
Other Contributions	\$2,119,907.09	\$89,957.65	\$0.00	\$2,209,864.74
Bar Fee Statement, Check-Off Receipts	\$0.00	\$310,920.69	\$0.00	\$310,920.69
License Plate Campaign Contributions	\$0.00	\$29,800.00	\$0.00	\$29,800.00
Contract Revenues	\$1,111,068.26	\$0.00	\$0.00	\$1,111,068.26
CY Pres Awards	\$4,637.27	\$0.00	\$0.00	\$4,637.27
Return of Unspent Grant Funds	\$301.63	\$0.00	\$0.00	\$301.63
Investment Income	\$275,697.99	\$0.00	\$0.00	\$275,697.99
Unrealized/Realized Gains (Losses) on Investments	\$193,316.65	\$0.00	\$0.00	\$193,316.65
Miscellaneous Income	\$22,500.00	\$0.00	\$0.00	\$22,500.00
Conditional Grants Awarded	(\$1,457,334.57)	\$0.00	\$0.00	(\$1,457,334.57)
Net Assets Released from Restriction	\$22,500.00	(\$22,500.00)	\$0.00	\$0.00
Total REVENUE	\$6,915,463.46	\$408,178.34	\$0.00	\$7,323,641.80
EXPENSES				
Program Expenses - Grants	(\$8,512,641.68)	\$0.00	\$0.00	(\$8,512,641.68)
Program Related Expenses	(\$924,311.18)	\$0.00	\$0.00	(\$924,311.18)
Supporting Services	(\$1,550,657.96)	\$0.00	\$0.00	(\$1,550,657.96)
Fund Raising Expenses	(\$192,781.52)	\$0.00	\$0.00	(\$192,781.52)
Total EXPENSES	(\$11,180,392.34)	\$0.00	\$0.00	(\$11,180,392.34)
BEGINNING NET ASSETS	\$6,650,617.26	\$450,751.96	\$0.00	\$7,101,369.22
NET SURPLUS/(DEFICIT)	(\$4,264,928.88)	\$408,178.34	\$0.00	(\$3,856,750.54)
ENDING NET ASSETS	\$2,385,688.38	\$858,930.30	\$0.00	\$3,244,618.68

Florida Justice Technology Center: March 2017 Progress Report for Jan, Feb, & March 2017

FJTC Board

- Working with the board, finalized our strategic planning process (see attached) as part of our January 26, 2017, board meeting.
- Held a board meeting on February 16, 2017 to review current board member recruitment efforts, change bylaws to allow increase of board member total to 11, review recently submitted grant application to Florida Bar Foundation, and formally finalize/approve strategic plan.
- Two Board members resigned at the end of 2016, Greg Coleman and James Haggard. As of the end of March, two new board members have been added; John Stewart at Rossway Swan Tierney Barry Lacey and Oliver, and Jack Newton, CEO of Clio. An effort to recruit a third board member, Jayme Cassidy- faculty member at Nova Southeastern University, is underway.

Executive Director – Joyce Raby

- Presented at two sessions the TIG Conference in San Antonio January 11-13, 2017:
 - *Triage Second Generation: Online Portals and More – presented with Brian Stewart of BDSWorks, and Sergio Alcubilla, Legal Aid of Hawaii*
 - *Perceptions of Procedural Fairness: How Online Systems can build Trust and Fairness into their Processes – presented with Nancy Welsh, Law Professor at Penn State University.*
- Attended the FCTC meeting in January 2017.
- February 23-24, of 2017, presented two sessions at the SRLN conference:
 - *Triage, Portals, and Courts, Oh My! – presented with Angela Tripp (Michigan Self Help) and Jane Ribadeneyra of the Legal Services Corporation.*
 - *Florida Pro Se Access: Just a Click Away! – presented with Clerk Bock, Clerk Green, Clerk Doggett*
- In January, 2017, I was asked to join OASIS, an international data standards body, and to serve on the Triage/Portals Technical Committee. The Florida Bar Foundation graciously funded FJTC membership and my participation on the committee for one year. Participation on the committee begins in May 2017.
- I was asked to participate in a National Center for State Courts meeting on triage and portals held in Denver on March 8, 2017. The purpose of the meeting was to exchange information on current triage/portal models around the country and discuss metrics and common evaluation strategies.
- I was asked to participate in the Institute for the Advancement of the American Legal System (IAALS) brainstorming session to identify directions for the IAALS Court Compass initiative. The Court Compass project explores the creation of self-represented litigant portals that might include ancillary systems such as court navigators and online dispute resolution systems. Next steps for IAALS might include development of a litigant portal, support of evaluation efforts of existing projects around the country, support for development of data standards related to portals and court systems specifically, and cataloguing and advocating for court innovations across the U.S.

Florida Justice Technology Center: | March 2017 Progress Report for Jan, Feb, & March 2017

FJTC Staff

Wilneida Negron: Data Officer and Website Admin

- Facilitated a national discussion around how to integrate a readability feature/tool into the LawHelp template.
- Developed two infographics to help with marketing of FloridaLawHelp website and create an easy to read know your rights eviction resource.
- Supervised two law student interns who completed detailed organizational profiles for 4 legal aid programs and their field offices.
- Worked with Neota Logic on implementing a series of new data collection strategies to increase the quality, quantity, and variety of data being collected on FLAG.
- Developed several SEO enhancements for FloridaLawHelp to increase the visibility of the website in search engines.

Alison DeBelder: FLAdvocate.org

January

- Continued development of new Veterans practice area of FLAdvocate along with committee of expert volunteers.
- Continued reorganization and development of libraries for Consumer, Housing, and Children's Legal Services practice areas. Convened regular meetings with expert volunteer advocates for each.
- Met with legal aid lawyers practicing Community Economic Development both in person and by video conference to learn about the state of this advocacy in Florida today.

February

- Organized and attended the first Veterans Conference in Orlando, February 9-10, 2017: Florida's Advocates Serving Those Who Served. Addressed plenary group regarding FLAdvocate: how to join, use, and participate in its resources. Also, distributed approximately 40 phone stands, FJTC brochures about our work and mission, and a bespoke brochure about how to navigate the website. Moderated expert panel discussion featuring experts from around the state with different areas of expertise. The conference launched a new practice area for FLAdvocate supporting the work of advocates representing vulnerable veterans living in Florida and is the first of its kind.
- Completed development meetings with expert volunteer committee and published new Veterans practice area.

March

- Attended Florida State University College of Law Pro Bono Fair. Discussed the work of FJTC and recruited student volunteers.
- Began hosting bi weekly conference calls for special Task Force related to Health Care practice area of FLAdvocate.
- Held meetings with potential partners / stakeholders regarding development of Uninsured Floridians tool.

Florida Justice Technology Center: March 2017 Progress Report for Jan, Feb, & March 2017

Katie Miller: FloridaLawHelp.org

- Presented at the TIG Conference in San Antonio January 11-13, 2017:
 - *Rapid Fire Tech: Show and Tell of Technology Projects and Ideas: Collaborating with a Victim Advocate (discussing the meetings and trainings the FLAG design team had with a victim advocate to address privacy and legal issues for domestic violence survivors)*
- At the request of the Florida Bar Foundation, attended Self-Represented Litigants Network (SRLN) conference in San Francisco. The Florida Bar Foundation generously covered all expenses related to this trip.

Rachael Marshall: Executive Assistant

- Assisted with the creation of the FJTC Board book for the February 16 meeting.
- Assisted in the development/submission of the Florida Bar Foundation grant application.
- Responsible for drafting Quarterly Reports.
- Drafted print/promotional material for the FLAdvocate.org Veteran's Conference.
- Developed and distributed the new FJTC Newsletters.
- Responsible for creation/maintenance of FJTC Procedure Manual.
- Event planning and preparation for the April 20 FLAdvocate.org Strategic Planning Meeting in Miami.

Stephanie White: FLORIDA for Children and Families, www.f4cf.org

- Started on March 1, 2017
- Sent out a newsletter to all users on bill tracking
- Drafted and disseminated a survey for users about the usefulness of website
- Updated the website with recent rulings on child welfare
- Networked with agencies around the state to utilize their forms and articles on our site
- Updated the site with new articles, papers, forms, and links
- Supervised a law student who shepardized cases on our site
- Began to review new cases for the site

Status Updates Report by Project

Triage Pilot Project

- Updated the following evaluation strategies of the FLAG pilot:
 1. Expanded the Exit Survey to capture more specific information from end users regarding their experience with FLAG.
 2. Created additional evaluation surveys for the low bono program participants.
 3. Created additional traffic (more specific analysis of end user activity on FLAG) metrics.
 4. Currently engaged in an in-depth analysis of the test case data from October 10, through February 28, to get a snapshot of progress.

Florida Justice Technology Center: March 2017 Progress Report for Jan, Feb, & March 2017

- Finalized the Preliminary FLAG Evaluation Report and worked with FLAG Project Sponsors to present findings at the February 3, 2017, Florida Commission on Access to Civil Justice meeting.

FloridaAdvocate.org

- FLAdvocate's Consumer, Health, Children's, and Housing practice areas' libraries continue to be updated by committees of expert volunteers working with the Advocate Community Engagement Manager. New material is being vetted and added on a regular basis.
- In February the newest practice area of FLAdvocate, dedicated to those who work with veterans, was completed and published at a first-of-its kind conference held in Orlando. The conference was the result of a novel partnership between FJTC, the Project Directors' Training Initiative, and the Public Defender's Office for the Ninth Judicial Circuit.

FloridaLawHelp.org

- FloridaLawHelp.org: promoted online intake for Legal Services of Greater Miami, Three Rivers Legal Services, and Bay Area Legal Services by posting links to the home page and website. Continued work and testing with contractors on two family law forms. Began testing new document assembly products and testing name change form with small group of stakeholders including court clerks and director of JALA. Created topics of the month for immigration and women and the law. Requested legal aid directors to send new clinic events and updated 2017 clinic calendar. Added links to 7 new resources created by government or local entities and one landlord/tenant infographic created by FJTC. Reviewed alternative platforms for FloridaLawHelp.

FLORIDA for Children and Families

- FJTC and Florida Children's First have partnered together on a grant from the Department of Families and Children of the State of Florida. This grant provides funding for continuing support for FLORIDA for Children and Families, an online legal resource center for attorneys and judges who handle dependency cases. With these funds, FJTC and Florida Children's First could hire a part-time attorney, Stephanie White, who makes sure the site stays current and relevant for the attorneys and judges. Starting on March 1, we began the evaluation of the site through a user survey; send a newsletter of current child welfare legislation to the users; assessed the current resources on the site and began to review new content for the site; and connected with state agencies in partnering together for information to add to the site.

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 June 30, 2017

Loan Covenant Numbers	Use of Loan Proceeds	<u>2017</u> June 30
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) Audited Financial Statements sent by e-mail on 12/15/16

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier 7/28/17
 Date

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 June 30, 2017

	Current Quarter 06/30/17	Cumulative Thru 06/30/17
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ -	\$ 1,444,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,550,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 1,791,198.80

The Florida Bar

**Statement of Loan Balance
As of: June 30, 2017
The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35

The Florida Bar Foundation Inc.
Statement of Financial Position
June 30, 2017

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$1,933,302.14
IOTA Contributions Receivable	\$550,000.00
Other Contributions Receivable	\$27,260.59
Notes Receivable, net of Allowance	\$443,653.12
Due From Broker	\$856.05
Accounts Receivable	\$5,739.50
Travel Advances	\$0.00
Pledges Receivable	\$400.00
Prepaid Expenses	\$148,160.55
Short Term Investments	\$5,407,711.48
Intermediate Term Investments	\$26,966,662.84
Total Current Assets	\$35,483,746.27
Fixed Assets	
Office Equipment	\$126,310.05
Computer Equipment	\$87,809.27
Furniture and Fixtures	\$130,217.92
Computer Software	\$776,486.10
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,041,062.93)
Total Fixed Assets	\$117,562.41
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	(\$4,856.84)
Total Other Assets	\$2,857.66
Total ASSETS	\$35,604,166.34

The Florida Bar Foundation Inc.
Statement of Financial Position
June 30, 2017

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$381,520.16
Due to Broker	\$1,482.11
Payroll Withholding	(\$122.33)
Conditional Grants Payable	\$476,916.57
Grants Payable	\$1,934,481.00
Accrued Expenses	\$311,681.09
Deferred Revenues	\$22,432,535.44
Other Current Liabilities	\$23,687.40
Due to/Due From	\$568.34
Total Current Liabilities	\$25,562,749.78
Non-Current Liabilities	
Note Payable	\$6,000,000.00
Other Non-Current Liabilities	\$68,599.60
Total Non-Current Liabilities	\$6,068,599.60
	\$31,631,349.38
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$989,671.84
Total Temporarily Restricted	\$989,671.84
Unrestricted	
Increase (Decrease) in Net Assets	\$2,983,145.12
Total Unrestricted	\$2,983,145.12
Total NET ASSETS	\$3,972,816.96
TOTAL LIABILITIES AND NET ASSETS	\$35,604,166.34
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$7,101,369.22
NET SURPLUS/(DEFICIT)	(\$3,128,552.26)
ENDING NET ASSETS	\$3,972,816.96

The Florida Bar Foundation Inc.
Statement of Activities
For the Year Ended June 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$6,195,542.19	\$0.00	\$0.00	\$6,195,542.19
Other Contributions	\$2,197,075.73	\$408,535.69	\$0.00	\$2,605,611.42
Bar Fee Statement, Check-Off Receipts	\$0.00	\$310,920.69	\$0.00	\$310,920.69
Change in Value of Split-Interest Agreements	(\$362.97)	\$0.00	\$0.00	(\$362.97)
License Plate Campaign Contributions	\$0.00	\$37,248.54	\$0.00	\$37,248.54
Contract Revenues	\$1,139,370.76	\$0.00	\$0.00	\$1,139,370.76
CY Pres Awards	\$4,637.27	\$0.00	\$0.00	\$4,637.27
Return of Unspent Grant Funds	\$301.63	\$0.00	\$0.00	\$301.63
Investment Income	\$376,558.37	\$0.00	\$0.00	\$376,558.37
Unrealized/Realized Gains (Losses) on Investments	\$158,951.99	\$0.00	\$0.00	\$158,951.99
Miscellaneous Income	\$59,710.88	\$0.00	\$0.00	\$59,710.88
Conditional Grants Awarded	(\$476,916.57)	\$0.00	\$0.00	(\$476,916.57)
Net Assets Released from Restriction	\$217,785.04	(\$217,785.04)	\$0.00	\$0.00
Total REVENUE	\$9,872,654.32	\$538,919.88	\$0.00	\$10,411,574.20
EXPENSES				
Program Expenses - Grants	(\$9,688,344.72)	\$0.00	\$0.00	(\$9,688,344.72)
Program Related Expenses	(\$1,378,457.54)	\$0.00	\$0.00	(\$1,378,457.54)
Supporting Services	(\$2,196,194.85)	\$0.00	\$0.00	(\$2,196,194.85)
Fund Raising Expenses	(\$277,129.35)	\$0.00	\$0.00	(\$277,129.35)
Total EXPENSES	(\$13,540,126.46)	\$0.00	\$0.00	(\$13,540,126.46)
BEGINNING NET ASSETS	\$6,650,617.26	\$450,751.96	\$0.00	\$7,101,369.22
NET SURPLUS/(DEFICIT)	(\$3,667,472.14)	\$538,919.88	\$0.00	(\$3,128,552.26)
ENDING NET ASSETS	\$2,983,145.12	\$989,671.84	\$0.00	\$3,972,816.96

FJTC Board

- At their annual in-person board meeting in June (held in conjunction with The Florida Bar's annual convention) the FJTC Board:
 - Approved expansion of the number of board members to 15 and updated quorum requirements in the bylaws.
 - Considered and approved addition of Jayme Cassidy -Faculty Member at Nova Southeastern University Shepard Broad College of Law -as a new board member.

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- At their annual in-person board meeting in June (held in conjunction with The Florida Bar's annual convention) the FJTC Board:
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The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 September 30, 2017

Loan Covenant Numbers	Use of Loan Proceeds	2017
		September 30
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) The Foundation will approve the June 30, 2017 audit report on December 1, 2017

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier Date 10/26/17

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 September 30, 2017

	Current Quarter 09/30/17	Cumulative Thru 09/30/17
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ -	\$ 1,444,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,550,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 1,791,198.80

The Florida Bar

**Statement of Loan Balance
As of: September 30, 2017
The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69

FJTC Board

- Held board meeting on Aug 17 to discuss; fundraising, status of DIY forms project and FJTC's potential role, and review of FJTC's executive director.

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- Finishing touches were made to the latest FLAdvocate practice area: LGBTQ. This practice area supports the work of advocates working with LGBTQ clients and will be unveiled for members to join at this year's Legal Aid LGBTQ Summit.

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- Managed project and collaborated with Urban Insights to develop functionality to embed content from the Florida Law Help DLAW template onto any webpage.
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- Registered 31 new users this quarter.

Rachael Marshall: Executive Assistant

- Prepare documents for the annual FJTC audit.
- Responsible for initial draft of Quarterly and Annual Reports
- Assist team members with creation of presentation materials and handouts used at outreach events, conferences, and user testing events.
- Responsible for the maintenance of the FJTC Procedure Manual
- Develop and distribute monthly FJTC newsletters.
- Assist with team travel and registration at events and conferences.

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2017

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$2,545,971.05
IOTA Contributions Receivable	\$558,000.00
Other Contributions Receivable	\$15,177.20
Notes Receivable, net of Allowance	\$918,009.31
Interest and Dividends Receivable	\$84,517.18
Accounts Receivable	\$13,196.29
Travel Advances	\$0.00
Pledges Receivable	\$400.00
Prepaid Expenses	\$196,156.94
Short Term Investments	\$3,416,602.06
Intermediate Term Investments	\$26,851,053.85
Total Current Assets	\$34,599,083.88
Fixed Assets	
Office Equipment	\$126,806.05
Computer Equipment	\$83,258.85
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,032.05
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,023,836.38)
Total Fixed Assets	\$114,280.49
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$34,366.55
Total Other Assets	\$42,081.05
Total ASSETS	\$34,755,445.42

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2017

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$121,979.26
Payroll Withholding	(\$481.82)
Conditional Grants Payable	\$1,197,330.81
Grants Payable	\$250,000.00
Accrued Expenses	\$283,226.74
Deferred Revenues	\$22,092,480.43
Note Payable, Current	\$750,000.00
Other Current Liabilities	\$22,986.46
Due to/Due From	\$0.00
Total Current Liabilities	\$24,717,521.88
Non-Current Liabilities	
Note Payable	\$5,250,000.00
Other Non-Current Liabilities	\$76,031.41
Total Non-Current Liabilities	\$5,326,031.41
TOTAL LIABILITIES	\$30,043,553.29
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$857,038.43
Total Temporarily Restricted	\$857,038.43
Unrestricted	
Increase (Decrease) in Net Assets	\$3,854,853.70
Total Unrestricted	\$3,854,853.70
Total NET ASSETS	\$4,711,892.13
TOTAL LIABILITIES AND NET ASSETS	\$34,755,445.42
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$4,530,529.66
NET SURPLUS/(DEFICIT)	\$181,362.47
ENDING NET ASSETS	\$4,711,892.13

The Florida Bar Foundation Inc.
Statement of Activities
For the Three Months Ended September 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$1,618,213.85	\$0.00	\$0.00	\$1,618,213.85
Other Contributions	\$15,286.58	\$43,182.05	\$0.00	\$58,468.63
Bar Fee Statement, Check-Off Receipts	\$0.00	\$226,318.50	\$0.00	\$226,318.50
Change in Value of Split-Interest Agreements	(\$0.96)	\$0.00	\$0.00	(\$0.96)
License Plate Campaign Contributions	\$0.00	\$13,820.00	\$0.00	\$13,820.00
Contract Revenues	\$334,350.00	\$0.00	\$0.00	\$334,350.00
Investment Income	\$114,788.59	\$0.00	\$0.00	\$114,788.59
Unrealized/Realized Gains (Losses) on Investments	\$197,170.12	\$0.00	\$0.00	\$197,170.12
Gain (Loss) on Sale of Assets	(\$2,045.24)	\$0.00	\$0.00	(\$2,045.24)
Miscellaneous Income	\$171.18	\$0.00	\$0.00	\$171.18
Conditional Grants Awarded	(\$1,197,330.81)	\$0.00	\$0.00	(\$1,197,330.81)
Net Assets Released from Restriction	\$12,500.00	(\$12,500.00)	\$0.00	\$0.00
Total REVENUE	\$1,093,103.31	\$270,820.55	\$0.00	\$1,363,923.86
EXPENSES				
Program Expenses - Grants	(\$315,500.00)	\$0.00	\$0.00	(\$315,500.00)
Program Related Expenses	(\$227,702.68)	\$0.00	\$0.00	(\$227,702.68)
Supporting Services	(\$586,866.03)	\$0.00	\$0.00	(\$586,866.03)
Fund Raising Expenses	(\$52,492.68)	\$0.00	\$0.00	(\$52,492.68)
Total EXPENSES	(\$1,182,561.39)	\$0.00	\$0.00	(\$1,182,561.39)
BEGINNING NET ASSETS	\$3,944,311.78	\$586,217.88	\$0.00	\$4,530,529.66
NET SURPLUS/(DEFICIT)	(\$89,458.08)	\$270,820.55	\$0.00	\$181,362.47
ENDING NET ASSETS	\$3,854,853.70	\$857,038.43	\$0.00	\$4,711,892.13

FJTC Board

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The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 December 31, 2017

Loan Covenant Numbers	Use of Loan Proceeds	2017
		31-Dec-18
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) Audited Financial Statement sent by e-mail on 12/11/17

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier Date 1-30-18

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 December 31, 2017

	Current Quarter 12/31/17	Cumulative Thru 12/31/17
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center:		
Direct Grant	\$ -	\$ 1,444,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,550,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 1,791,198.80

The Florida Bar

**Statement of Loan Balance
As of: December 31, 2017
The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
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Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95		\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	
12/7-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06

FJTC Board

- Board meeting held November 16 2017 to approve our (clean) audit, discuss recruitment, schedule all 2018 meeting dates, and hear a report from the executive director.
- Kathy McLeroy – Chair of FJTC board – attended the 2017 BoardSource Leadership Conference in October with Joyce. Conference sessions offered insight into grant proposal writing, fundraising, and nonprofit management.

Executive Director – Joyce Raby

- Received two TIG grants in partnership with legal aid programs in Florida:
DLAW National Grant – with Bay Area Legal Services to project manage the development and enhancement of the DLAW statewide website grant.
Elearning Grant – with Legal Services of North Florida to identify and implement an elearning platform to support the PDA training initiative.
- Created a way to measure our impact - secured funding for and hired researcher to create a “Drake Equation for Legal Aid” – a formula to measure impact of online resources on the justice gap. This formula has been reviewed by researchers from RAND, Pew Research Center, National Center for State Courts, Harvard’s A2J Lab, the Institute for the Advancement of the American Legal System, and the Legal Services Corporation. This framework will be disseminated broadly in mid-February and I have secured sufficient funding and participants from around the country to begin collecting data and case studies. This work is the first of its kind and early feedback from our researcher peer group has been very positive.
- Received a donation of \$62,600 from Rainy Day Disability (RDD - a nonprofit that closed in 2017) to develop an online guardianship advocacy tool with subject matter expertise from Michelle Kenney, Special Needs Advocate and former executive director of RDD.
- Finalized the data analysis and presented FLAG Final Evaluation Report to the Florida Commission on Access to Civil Justice in December – received permission/approval to move forward with creation of a statewide system.
- Attended Unbundling Conference in Denver hosted by the Institute for the Advancement of the American Legal System (IAALS) to better understand how an unbundling practice could be supported by an online triage system.
- Finalized and published RFP for Statewide Triage System.
- Hired two new contractors; a developer to work on NameGenderUpdate tool, Guardianship Advocacy tool, and other projects in the pipeline; a communications contractor to support and promote FJTC through social media and traditional media outlets.

FJTC Team

Katie Miller: FloridaLawHelp.org

Activities

- Launched new FloridaLawHelp.org website on DLAW template. New pages were created to explain how to use the site, site FAQs, and information about FloridaLawHelp.org and FJTC. (if you want additional information about new site, I am also attaching a list of enhancements that you can draw from).
- Worked with UX consultant to finalize DLAW template for relaunch of FloridaLawHelp. Changes were made to the site based on surveys, usability testing, application of design principles as outlined by the Legal Service Corporation's Statewide Website Evaluation and toolkit, and implementation of national lawhelp website best practices.
- Began implementing marketing plan and social media calendar created by marketing firm to promote the relaunch of FloridaLawHelp.org.
- Training and transitioning new administrator of FloridaLawHelp.org.

Partnerships

- Continued to update Hurricane Irma FloridaLawHelp.org page by incorporating information received from the Disaster Practice Area Leaders and advocates throughout the state

Wilneida Negron: Data Officer and Website Admin

- Completed FLAG Pilot Evaluation Study.
- Implemented monthly SEO and Internet Marketing checkup dashboards for FLH and FLAdvocate site.
- Designed survey to gauge advocates' thoughts on new FLAdvocate design.
- Review of plan to update organizational profiles on FLH and provided recommendations.
- Designed marketing infographics to promote top 10 most read resources on FLH.
- Led discussions to evaluate opportunities for FJTC to partner with new Education Legislative Collaborative.
- Cleaned up and provided SRLN and FloridaBar with disaster benefits data for their data visualization.
- Spoke with legal aid tech community in Florida regarding 2018 technology development plan and added this info into our Statewide Innovations directory.
- Supported FLAdvocate and FloridaLawHelp during and post Hurricane Irma, reviewing new content and whenever possible translating it into Spanish.
- Maintained a Spanish mirror site for the Disaster Relief information for FloridaLawHelp.
- Coordinated further translation of key disaster related info with other legal aid programs in the state.
- Provided translations for DACA emergency resources for FloridaLawHelp.
- Attend monthly DRUPAL developers' meeting.
- Restarted efforts to create a permanent User Testing Group for Florida tech projects.

Alison DeBelder: FLAdvocate.org

October

- Newly designed FLAdvocate.org successfully launched! New LGBTQ practice area launched at same time.

- On October 2-3 I attended the first statewide legal aid LGBTQ summit in Ft. Lauderdale hosted by Legal Aid Service of Broward County. Demonstrated the newly launched FLAdvocate.org website, distributed FJTC brochures and phone stands. Attendees of the summit were also given "goodie bags" featuring brochures and items from various vendors, each of which contained ear buds with the FJTC logo.
- In advance of the summit I created a new practice area on FLAdvocate dedicated to those working with LGBTQ clients. This practice area was highlighted in Executive Director Tony Karrat's plenary address as well as by myself in discussion in break out sessions and with individual attendees visiting our table.

November

- On November 13th I presented and recorded a webinar for FLAdvocate users on how to navigate the newly designed website and highlighted its most-improved features.
- November 16-18: Attended the National Consumer Law Center's Consumer Rights Litigation Conference in Washington, D.C. Attended two lunch programs exclusively for Florida Consumer attorneys and met with both legal aid attorneys and private attorneys who regularly co-counsel with legal aid attorneys and prosecute class action cases which have the potential to generate cy pres awards. Requested and received permission to add the materials from the training to FLAdvocate's password-protected library - hundreds of documents that all members of the consumer practice area can now access, including outlines, powerpoints, pleadings, checklists, and more.

December

- December 11: Gave tour of FLAdvocate Veterans practice area to Jennifer Lavia of Florida State University's College of Law (administers new veterans clinic).
- December 13-14: Attended the statewide Public Benefits conference presented by Florida Legal Services for the Project Directors' Training Initiative. Addressed the plenary session regarding FLAdvocate.org and FloridaLawHelp.org. Met individually with advocates and recruited volunteers (both attorneys and a paralegal, all subject-matter experts), to serve on a committee to rebuild the library and homepage resources for the Public Benefits practice area on FLAdvocate.

Joseph Schieffer: Project Manager/Software Development

- On October 3rd, presented *Innovative Delivery Models* with Southern Legal Counsel at the first-ever LGBTQ Legal Aid Summit in Fort Lauderdale. Publicly revealed www.UpdateNameGender.org, a website that FJTC is building to guide transgender people through the process to update their legal name and gender marker on official government identification.
- Presented at a Collaboration in Technology Projects panel session and Delivering Innovative and Inclusive Legal Services for Transgender Clients session (with Southern Legal Counsel) at the NLADA Conference in Washington D.C..
- Named Chairman of the PDA Tech Committee. Joseph will bring together the Florida legal aid technology community to facilitate collaboration and advance key access to justice initiatives. First initiative to address is the creation of statewide online intake.

- Issued a Request for Proposal (RFP) for a statewide triage system (the pilot program was known as the Florida Legal Access Gateway or FLAG).
- Oversee the work of contract developer to finish online tool development currently underway.

Stephanie White: FLORIDA for Children and Families, www.FloridaDependencyLawCenter.org

- Presented at the Fourth District of Florida's Office of Criminal Counsel and Civil Regional Counsel's Parent Representation Conference in December 2017 Jupiter, Florida to over 75 attorneys. After this presentation, we received about 30 new users.
- For 2017, we have had an average of over 5,000 hits month on our site. In 2016, we had an average of 2,600.
- For 2017, we have increase the number of users by over 20% from the previous year.
- In the third quarter, sent out three emails to users: October's newsletter highlighted Florida Kids Count with an article by Dr. Norrin Dollard; November's newsletter highlighted Master Trusts with an article by Deborah Schroth, Esq; and December's newsletter highlighted the upcoming legislative issues concerning children.

Kate Peebles-Luther: Communications Contractor

- Created press releases for new partnerships and organizational milestones
- Redesigning FJTC website
- Created new content for FJTC blog
- Increased social media presence:
 - Twitter:
 - 24 new followers vs 10 for 3rd Qtr;
 - 605 profile visits vs 213 in 3rd Qtr;
 - 10,633 tweet impressions vs 1,686 in 3rd Qtr;
 - Facebook:
 - 11 new page likes vs 2 in 3rd Qtr;
 - 142 daily engaged users vs 89 in 3rd Qtr;
 - 2,309 daily total reach vs 954 in 3rd Qtr;
 - Created new Instagram account December, 2017
- Assisting in launch of new FLH website design
- Launched #GivingTuesday fundraiser (November, 2017)

Rachael Marshall: Executive Assistant

- Prepare annual FJTC holiday card
- Preparations for annual LSCIT Conference in New Orleans.
- Drafting of Quarterly Reports
- Assist team members with creation of presentation materials and handouts used at outreach events, conferences, and user testing events.
- Maintenance of the FJTC Procedure Manual

Florida Justice Technology Center:
Progress Report for October, November &
December 2017

January 2017

-
- Develop and distribute monthly FJTC newsletters.
 - Assist with team travel and registration at events and conferences.

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2017

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$3,654,043.12
IOTA Contributions Receivable	\$520,000.00
Other Contributions Receivable	\$24,683.84
Notes Receivable, net of Allowance	\$932,933.37
Interest and Dividends Receivable	\$141,089.16
Accounts Receivable	\$9,922.50
Travel Advances	\$0.00
Pledges Receivable	\$500.00
Prepaid Expenses	\$234,998.62
Short Term Investments	\$3,421,646.58
Intermediate Term Investments	\$26,856,695.13
Total Current Assets	\$35,796,512.32
Fixed Assets	
Office Equipment	\$126,806.05
Computer Equipment	\$83,258.85
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,032.05
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,037,988.53)
Total Fixed Assets	\$100,128.34
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$39,622.83
Total Other Assets	\$47,337.33
Total ASSETS	\$35,943,977.99

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2017

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$123,064.52
Payroll Withholding	(\$839.48)
Conditional Grants Payable	\$2,579,756.42
Grants Payable	\$7,252,840.00
Accrued Expenses	\$174,592.52
Deferred Revenues	\$15,794,235.89
Note Payable, Current	\$1,125,000.00
Other Current Liabilities	\$22,986.46
Due to/Due From	\$0.00
Total Current Liabilities	\$27,071,636.33
Non-Current Liabilities	
Note Payable	\$4,500,000.00
Other Non-Current Liabilities	\$71,143.05
Total Non-Current Liabilities	\$4,571,143.05
TOTAL LIABILITIES	\$31,642,779.38
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$1,006,210.01
Total Temporarily Restricted	\$1,006,210.01
Unrestricted	
Increase (Decrease) in Net Assets	\$3,294,988.60
Total Unrestricted	\$3,294,988.60
Total NET ASSETS	\$4,301,198.61
TOTAL LIABILITIES AND NET ASSETS	\$35,943,977.99
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$4,530,529.66
NET SURPLUS/(DEFICIT)	(\$229,331.05)
ENDING NET ASSETS	\$4,301,198.61

The Florida Bar Foundation Inc.
Statement of Activities
For the Six Months Ended December 31, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$3,102,982.63	\$0.00	\$0.00	\$3,102,982.63
Other Contributions	\$837,887.43	\$109,329.13	\$0.00	\$947,216.56
Bar Fee Statement, Check-Off Receipts	\$0.00	\$300,963.00	\$0.00	\$300,963.00
Change in Value of Split-Interest Agreements	(\$193.46)	\$0.00	\$0.00	(\$193.46)
License Plate Campaign Contributions	\$0.00	\$22,200.00	\$0.00	\$22,200.00
Contract Revenues	\$6,632,594.54	\$0.00	\$0.00	\$6,632,594.54
Return of Unspent Grant Funds	\$13.32	\$0.00	\$0.00	\$13.32
Investment Income	\$228,713.45	\$0.00	\$0.00	\$228,713.45
Unrealized/Realized Gains (Losses) on Investments	\$151,854.03	\$0.00	\$0.00	\$151,854.03
Gain (Loss) on Sale of Assets	(\$2,045.24)	\$0.00	\$0.00	(\$2,045.24)
Miscellaneous Income	\$18,220.56	\$0.00	\$0.00	\$18,220.56
Grants Received	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Conditional Grants Awarded	(\$2,579,756.42)	\$0.00	\$0.00	(\$2,579,756.42)
Net Assets Released from Restriction	\$12,500.00	(\$12,500.00)	\$0.00	\$0.00
Total REVENUE	\$8,652,770.84	\$419,992.13	\$0.00	\$9,072,762.97
EXPENSES				
Program Expenses - Grants	(\$7,587,840.00)	\$0.00	\$0.00	(\$7,587,840.00)
Program Related Expenses	(\$477,070.78)	\$0.00	\$0.00	(\$477,070.78)
Supporting Services	(\$1,112,858.79)	\$0.00	\$0.00	(\$1,112,858.79)
Fund Raising Expenses	(\$124,324.45)	\$0.00	\$0.00	(\$124,324.45)
Total EXPENSES	(\$9,302,094.02)	\$0.00	\$0.00	(\$9,302,094.02)
BEGINNING NET ASSETS	\$3,944,311.78	\$586,217.88	\$0.00	\$4,530,529.66
NET SURPLUS/(DEFICIT)	(\$649,323.18)	\$419,992.13	\$0.00	(\$229,331.05)
ENDING NET ASSETS	\$3,294,988.60	\$1,006,210.01	\$0.00	\$4,301,198.61

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 March 31, 2018

Loan Covenant Numbers	Use of Loan Proceeds	<u>2018</u> 31-Mar-18
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) Audited Financial Statement sent by e-mail on 12/11/17

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier 4/27/2018
 Date

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 March 31, 2018

	Current Quarter 03/31/18	Cumulative Thru 03/31/18
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center (FJTC):		
Direct Grant	\$ 350,000.00 *	\$ 1,794,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ 350,000.00	\$ 1,900,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ 350,000.00	\$ 2,141,198.80

* The Foundation awarded a grant of \$350,000 on March 9, 2018 to FJTC. This grant was partially funded by the remainder of the \$2,000,000 in the amount of \$208,801.20 and IOTA funds in the amount of \$141,198.80.

The Florida Bar

Statement of Loan Balance

As of: March 31, 2018

The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
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Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$5,252,427.95
			\$ 5,625,000.00	\$5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$5,292,443.64

FJTC Board

- The FJTC Board met on March 8, 2018, and approved the membership of three new board members. Each new member has accepted the invitation to join the board. Our three new members are; Michelle Kenney; a private practice attorney who specializes in disability, Doe Simons; Senior Manager, Field Reimbursement at Pfizer Oncology, and lastly; Nikhil Pillarisetti Rao MD, MSc. Our recruitment efforts have been led by Jayme Cassidy who joined us last fall as a board member.

Executive Director – Joyce Raby

- Attended/Presented at the Innovations in Technology Conference of the Legal Services Corporation on the work of FJTC on the triage pilot and our resulting evaluation¹. Hosted at the conference a working session with Pew Charitable Trusts, RAND Corporation, Harvard A2JLab, Institute for the Advancement of the American Legal System, the Legal Services Corporation and others on the Drake Equation work (see more below).
- Published the first iteration of the Drake Equation; a current project of FJTC to quantify in a credible way the impact of technology tools on access to justice. We are currently working with a number of legal aid programs in Florida and around the country to engage in case studies applying the Drake Equation to generate outcomes for analysis. FJTC received funding from LSC to support this work and has applied for ongoing funding.
- Attended/Presented at the February 2018, SRLN Conference a session entitled “Building a Triage Portal; Tales from the Field”².
- Drafted and oversaw the submission of three Letters of Intent for the LSC TIG grant program; Voice Activated Triage – to work in conjunction with statewide triage project
Universal Referral Adapter – a Zapier-like method to streamline/simplify integration for referral recipient agencies with statewide triage
Research Coordination/Drake Equation – continue work to quantify impact of tech projects on justice gap and consolidate/coordinate legal aid research work at the national level
- Submitted a McGuffin Grant application to secure in-kind contribution of branding/marketing work for triage.
- Reviewed/analyzed statewide triage RFP responses, engaged in a “buy versus build” analysis to ensure vendor recruitment was appropriate. Provided information and support to triage project sponsors through RFP next steps.
- Recruited and hired two new contractors to serve as project managers and developers for FJTC projects. Replaced/transitioned two existing contract positions; Data Officer, and Legal Content Manager for FloridaLawHelp.org. The FJTC team is up to ten positions; all part time and all contract.
- Began exploratory discussions with GulfCoast Legal Services and IDignity to create an online tool that automates the process of securing official copies of birth certificates. This project will work

¹ <https://lsc-live.app.box.com/v/2018ITConMaterials/file/264636346634>

² <https://selfrepresentedlitigationne2017.sched.com/event/CwMA/building-a-triaging-portal-tales-from-the-field>

not only as a standalone tool but will also be used to expand the FloridaNameChange.org project.

- FloridaNameChange.org launched on March 3 – usage statistics for March 3 through April 1 are; 564 users have visited the site, 226 automated forms have been filled out (users may complete more than one form).

FJTC Staff

Joseph Schieffer: Project Manager/Software Development

- At the LSC Innovations in Technology Conference in January:
 - As part of current DLAW TIG Grant - Planned and co-hosted Legal Aid Hackathon with Abhijeet Chavan of Urban Insight.
 - Planned and co-hosted the Florida Tech Affinity Session with the Florida Bar Foundation.
 - Presented at Drupal Community Session. Discussed upcoming plans to cultivate Drupal and open-source technology community in legal aid.
- Designed/developed/implemented website for Florida Health Justice Project.
- Administered the RFP process for Triage project; received three proposals.
- Launched Florida Name Change on March 3:
 - Attended Trans Pride event in Fort Lauderdale to do outreach on Florida Name Change (with Southern Legal Counsel and TransSocial).
 - Attended TransCon event in Miami to officially launch Florida Name Change (with Southern Legal Counsel). TransCon is a conference to empower and support the transgender community and its allies.
- At the request and with sponsorship of the Florida Bar Foundation, attended the Self-Represented Litigation Network Conference in San Francisco. Presented on the access to justice work in Florida and connected with thought leaders from around the country.
- Designed and administered application and recruitment process to hire additional project managers.
- Wrote LSC Technology Initiative Grant letter of intent to build a voice-based connection (Amazon Alexa, Google Home, etc.) for future triage tool.
- Began project to develop Guardianship Advocacy tool—performed research and developed high-level project plan.

Laura Quinn: Data Officer and Website Admin

- Transitioned the Data Officer role from Wilneida Negron to Laura Quinn, a technology researcher with twenty years of experience. Laura has been leading the Drake Equation work for FJTC, as well as projects with organizations within the access to justice space such as the Ohio Legal Assistance Fund and the Legal Services Fund.
- Exciting progress on the “Drake Equation for Legal Aid.” In a January in-person working session, we reviewed and revised the framework with our advisory group—which includes members from RAND, Pew Research Center, National Center for State Courts, Harvard’s A2J Lab, the Institute for the Advancement of the American Legal System, and the Legal Services Corporation. Our report on our work to date, launched in February, was widely read and

almost universally praised. Our next steps will be to pilot the framework on real life data—a triage scenario and a website content scenario—over the next few months.

- Conducting conversations with staff and auditing existing data sources to create an overall “performance management” strategy. This strategy will create an overall framework for data-centered decision making, helping guide right-sized investment in tactics like audience and user research, website metrics, organizational dashboards and impact evaluation.
- Did a tactical audit of how Google Analytics is implemented on FJTC’s existing five different websites, and what needs to be tweaked or configured in the short term.
- Reviewed data and evaluation from the triage pilot to support conversations with OSCA about their concerns.

Alison DeBelder: FLAdvocate.org

January

- Attended LSC’s Innovations in Technology Conference
 - Presented: Mind Reading Makes for Bad Design: Evaluating Needs of Advocates and Including Them in Change
 - I addressed the importance of including users in technology development process. Topics covered include how to assess and meeting the changing needs of users, how to encourage users to invest themselves in new technology shifts, and how to ensure development processes are inclusive, collaborative and transparent.
- Panel member: Cutting Through the Code: Engaging Non-Techies in Tech Projects which was live-streamed.

February

- Attended to updating FLAdvocate

March

- Convened Public Benefits Practice Area Volunteers for significant redesign of library contents
- Attended statewide Medical-Legal Partnership Conference in Tampa
 - Addressed plenary session inviting all attendees to join FLAdvocate’s MLP practice area.
 - Met with Medical Champion of MLP in Georgia and discussed possible regional collaboration. Have since followed up regarding collaboration.

Jessica Rae: FloridaLawHelp.org

- Worked with Urban Insight to add Slide Usage Counter to determine how many users are clicking on the slides each month as FLH plans on using these slides to highlight new or time-sensitive resources
- Added Spanish translations to key terms which are highlighted in certain pages. For an example see the following link and hover the mouse over an underlined word:
<https://www.floridalawhelp.org/node/181/eviction-and-paying-rent-court-registry>

- Updating upcoming events, including work in progress to make events searchable by location and topic
- Review of all site content to improve readability levels, limit duplication of information, and identify opportunities to add additional tools for sharing the information in accordance with Legal Service Corporation's Statewide Website Assessment. Review will be completed by the end of the first quarter.
- Preparation for upcoming community-feedback forums and surveys to assess usability, inform updates and identify gaps in content.
- Work completed or underway:
 1. Changes to the site:
 - Adding Spanish translations to key terms
 - Making events searchable by location and topic
 - Restructuring the front page to reduce the number of topics to make the site more user-friendly.
 2. Review of online self-help materials and web sites around the U.S. (and Canada) to identify promising practices and tools.
 3. Content review to:
 - Improve readability
 - Limit duplication of materials
 - Offer various forms of the materials
- Next Steps:
 1. Community input through structured focus groups and forums to:
 - Gather feedback on which tools are easy to use and most helpful
 - Identify community problems with a legal component
 - Develop contacts with communities and community advocates
 - Promote FloridaLawHelp.com
 2. Legal Services input through a survey on what types of issues are being turned away and the reasons (not within priorities, not allowed, criminal, eligibility, etc.) to identify additional areas where FloridaLawHelp can provide resources.
 3. Restructure content to include, where possible, graphics, videos, forms, FAQ and links to other resources as well as narratives starting with the most frequently accessed materials.
 4. Develop and/or expand content to respond to the needs identified by the community and legal services.
 5. Ongoing conversations with community members and legal services.

Stephanie White: FLORIDA for Children and Families, FloridaDependencyLaw.org

- Presented at the LSC Tech Innovations Conference with Barbara Elias-Perciful of Texas Lawyers for Children on "Child Protection Connection: Using Technology to Transform Legal Outcomes for Children"

- In January, the FDLC newsletter covered case law updates and additions to the site.
- In February, the FDLC newsletter featured an article on Conditions for Return.
- In March, the FDLC newsletter highlighted the 2018 Legislative session.
- In March, I gave a webinar to our users on how to use the site.
- The Discussion boards and Colleague connection saw more activity these past few months than they have in a year.

Brandon Thomas:

Florida Name Change

- Created or updated 177 web pages for the Florida Name Change site. This included the bulk of the development work on the site and encompasses several different logic flows through the five covered processes.
- Created or updated 45 automated forms for the Florida Name Change site. This includes two extremely large forms for the adult and minor name change petitions that capture data for multiple people and both have several different question-based flows inside of them.
- Designed a way for us to couple multiple counties together into like paths for the Florida Name Change site. This greatly reduced the number of distinct county specific form paths that were needed in the site and will make ongoing maintenance much easier for the site.
- Created privacy and data retention policies for the Florida Name Change site. This base policy will also be used in all future FJTC projects that involve data gathering and retention from visitors in order to produce prepopulated legal documents.
- Performed SEO keyword research and created page title and description text for the Florida Name Change site. This also included positioning the home page and the initial landing pages for all unique update steps to be picked up by Google, Bing and other search engines during indexing.
- Put together a plan for how we are going to handle ongoing reporting for the Florida Name Change site. This will start by looking at site visitors and where they are coming from and will also evolve to look at the automated form usage and determine how far users are getting into the process and where possible pain points may be. This base reporting plan will also be reusable as a template for tracking form usage on additional sites that the FJTC creates to generate automated legal documents for visitors.

Guardian Advocate

- Performed background research for the upcoming Guardian Advocate project. This included researching the general topic, options that are available, and statistics to begin building a case for the project as a whole.
- Created a project concept presentation for the upcoming Guardian Advocate project. This will serve as a base plan for the project and will be used to sell all stakeholders on the direction we are going.
- Created a base plan for how we want to tackle the upcoming Guardian Advocate project. This includes laying out a rough plan for the site pages and sections, and planning for how the menu, look and feel might work for the site.

Kate Peeples-Luther: Communications Contractor

- Created press releases for new partnerships and organizational milestones
- Redesigned and implemented a new FJTC website, expanding content and features
- Created new content for FJTC blog
- Increased social media presence:
 - Twitter Highlights:
 - 41 new followers vs 24 for 4th Quarter;
 - 14,370 tweet impressions vs 10,633 in 4th Quarter;
 - 50 retweets vs 30 in 4th Quarter;
 - 86 likes vs 37 in 4th Quarter;
 - Facebook Highlights:
 - 272 daily engaged users vs 142 in 4th Quarter;
 - 4,059 daily total reach vs 2,309 in 4th Quarter;
 - 7,345 daily total impressions vs 4,358 in 4th Quarter;
 - 21 new Instagram followers (new account, no metrics for 4th Quarter)
- Assisting in marketing for FLH
- Launched Legal Aid Marketing Society Group on Facebook to connect and assist marketing personnel in legal aid offices and advocacy groups.
- Assisted in creation of grant proposals

Rachael Marshall: Executive Assistant

- Preparations for annual LSCIT Conference in New Orleans.
- Drafting of Quarterly Reports
- Maintenance of the FJTC Procedure Manual
- Develop and distribute monthly FJTC newsletters.
- Assist with team travel and registrations.
- Maintain files for grants, team and organizational documents.
- Process miscellaneous charges in QuickBooks.
- Budget distribution.

The Florida Bar Foundation Inc.
Statement of Financial Position

March 31, 2018

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$1,829,045.60
IOTA Contributions Receivable	\$596,000.00
Other Contributions Receivable	\$114,783.84
Notes Receivable, net of Allowance	\$1,360,534.47
Interest and Dividends Receivable	\$73,155.74
Accounts Receivable	\$176,599.49
Travel Advances	\$0.00
Pledges Receivable	\$500.00
Prepaid Expenses	\$95,136.11
Short Term Investments	\$3,434,860.92
Intermediate Term Investments	\$23,498,431.48
Total Current Assets	\$31,179,047.65
Fixed Assets	
Office Equipment	\$126,806.05
Computer Equipment	\$83,258.85
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,032.05
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,050,061.62)
Total Fixed Assets	\$88,055.25
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$31,127.26
Total Other Assets	\$38,841.76
Total ASSETS	\$31,305,944.66

**The Florida Bar Foundation Inc.
Statement of Financial Position**

March 31, 2018

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$42,781.04
Payroll Withholding	(\$834.15)
Conditional Grants Payable	\$2,589,756.42
Grants Payable	\$5,422,843.50
Accrued Expenses	\$210,507.04
Deferred Revenues	\$14,148,784.86
Note Payable, Current	\$1,500,000.00
Other Current Liabilities	\$22,986.46
Due to/Due From	\$0.00
Total Current Liabilities	\$23,936,825.17
Non-Current Liabilities	
Note Payable	\$3,750,000.00
Other Non-Current Liabilities	\$63,999.07
Total Non-Current Liabilities	\$3,813,999.07
TOTAL LIABILITIES	\$27,750,824.24
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$513,335.13
Total Temporarily Restricted	\$513,335.13
Unrestricted	
Increase (Decrease) in Net Assets	\$3,041,785.29
Total Unrestricted	\$3,041,785.29
Total NET ASSETS	\$3,555,120.42
TOTAL LIABILITIES AND NET ASSETS	\$31,305,944.66
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$4,530,529.66
 NET SURPLUS/(DEFICIT)	 (\$975,409.24)
 ENDING NET ASSETS	 \$3,555,120.42

The Florida Bar Foundation Inc.
Statement of Activities
For the Nine Months Ended March 31, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$4,831,074.06	\$0.00	\$0.00	\$4,831,074.06
Other Contributions	\$899,446.86	\$202,049.13	\$0.00	\$1,101,495.99
Bar Fee Statement, Check-Off Receipts	\$0.00	\$300,963.00	\$0.00	\$300,963.00
Change in Value of Split-Interest Agreements	(\$385.96)	\$0.00	\$0.00	(\$385.96)
License Plate Campaign Contributions	\$0.00	\$30,025.00	\$0.00	\$30,025.00
Contract Revenues	\$8,278,045.57	\$0.00	\$0.00	\$8,278,045.57
CY Pres Awards	\$75,019.73	\$0.00	\$0.00	\$75,019.73
Return of Unspent Grant Funds	\$13.32	\$0.00	\$0.00	\$13.32
Investment Income	\$352,833.55	\$0.00	\$0.00	\$352,833.55
Unrealized/Realized Gains (Losses) on Investments	\$104,374.03	\$0.00	\$0.00	\$104,374.03
Gain (Loss) on Sale of Assets	(\$2,045.24)	\$0.00	\$0.00	(\$2,045.24)
Miscellaneous Income	\$26,995.56	\$0.00	\$0.00	\$26,995.56
Grants Received	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Conditional Grants Awarded	(\$2,589,756.42)	\$0.00	\$0.00	(\$2,589,756.42)
Net Assets Released from Restriction	\$605,919.88	(\$605,919.88)	\$0.00	\$0.00
Total REVENUE	\$12,831,534.94	(\$72,882.75)	\$0.00	\$12,758,652.19
EXPENSES				
Program Expenses - Grants	(\$11,232,425.94)	\$0.00	\$0.00	(\$11,232,425.94)
Program Related Expenses	(\$752,950.86)	\$0.00	\$0.00	(\$752,950.86)
Supporting Services	(\$1,567,330.78)	\$0.00	\$0.00	(\$1,567,330.78)
Fund Raising Expenses	(\$181,353.85)	\$0.00	\$0.00	(\$181,353.85)
Total EXPENSES	(\$13,734,061.43)	\$0.00	\$0.00	(\$13,734,061.43)
BEGINNING NET ASSETS	\$3,944,311.78	\$586,217.88	\$0.00	\$4,530,529.66
NET SURPLUS/(DEFICIT)	(\$902,526.49)	(\$72,882.75)	\$0.00	(\$975,409.24)
ENDING NET ASSETS	\$3,041,785.29	\$513,335.13	\$0.00	\$3,555,120.42

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 06/30/2018

Loan Covenant Numbers	Use of Loan Proceeds	<u>2018</u> June 30
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

X Covenant met
 (A) See attached Bar Loan Quarterly Report narrative

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier Date 7/31/18

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 June 30, 2018

	Current Quarter 06/30/18	Cumulative Thru 06/30/18
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center (FJTC):		
Direct Grant	\$ -	\$ 1,794,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,900,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 2,141,198.80

- * The Foundation awarded a grant of \$350,000 on March 9, 2018 to FJTC. This grant was partially funded by the remainder of the \$2,000,000 in the amount of \$208,801.20 and IOTA funds in the amount of \$141,198.80

The Florida Bar

Statement of Loan Balance

As of: June 30, 2018

The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10

The Florida Bar

Statement of Loan Balance
As of: June 30, 2018
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$5,252,427.95
			\$ 5,625,000.00	\$5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$5,292,443.64
Apr-18	2.72%	\$ 11,736.99	\$ 5,250,000.00	\$5,304,180.63
May-18	2.69%	\$ 11,994.45	\$ 5,250,000.00	\$5,316,175.08
6/1-6/15/18	2.86%	\$ 6,170.55	\$ 5,250,000.00	\$5,322,345.63
Check # 38189, dated 06/12/18; received 6/15/18			\$ (375,000.00)	\$4,947,345.63
6/15-6/30/18	2.86%	\$ 5,729.79	\$ 4,875,000.00	\$4,953,075.42

FJTC Board

- The FJTC board held its annual in-person board meeting on June 13 2018 in conjunction with the Florida Bar Convention. FJTC program staff presented on all projects; FloridaLawHelp.org, FLAdvocate.org, FloridaNameChange.org, Turning18.org, FloridaHealthJustice.org, the Bay Area Legal Services website work, the Jacksonville Area Legal Aid Low Bono project (document assembly), the Statewide Triage effort, the Colorado Justice for All consulting work, and other proposed work currently in the pipeline. Program staff also discussed our outreach work related to these products and our improved presence on social media.
- The board has recruited and retained three additional members; Michelle Kenney, Dorothy D'Alo-Simons, and Nikhil Pillarisetti Rao, M.D.

Executive Director – Joyce Raby

- I attended the Global Hackathon in NYC in April to stay current on new developments happening in the legal tech field.
- I was asked to be the lunch time speaker for the Poverty Law Section of the National Association of Law Placement (NALP) conference on April 26. The topic of my presentation was “Lawyers working in LegalTech” which described the variety of ways law students and recent law grads can work in technology firms.
- Attended the April 20 Florida Commission on Access to Civil Justice meeting.
- I hosted a “Discovery Day” in Jacksonville on June 7 with my Statewide Triage Sponsors to interview and selected a vendor from our RFP shortlist. Theory & Principle has been selected as our vendor and launch of this development effort will be third quarter of 2018.
- I hosted our board meeting on June 13 and immediately following hosted a staff retreat on Jun 14; taking advantage of the presence of all program staff in Florida.
- In response to a request for a full application based on the letter of intent submitted by FJTC in March, I wrote a TIG grant in partnership with Bay Area Legal Services to build a communications tier on top of the statewide triage system to be developed. The communications tier will use voice, text, IVR (interactive voice recognition aka phone trees) to allow end users to navigate triage using these technologies in addition to desktop and mobile interviews. The grant request was for \$274,000 and award notification will be made sometime in September or October of this year.
- A second TIG grant partnership is with Legal Services of North Florida – FJTC will partner on developing a Legal Schema – an outgrowth of the OpenReferral.org work – and implement the schema on FloridaLawHelp.org as an alpha test site.
- I continue to participate in the Drake Equation case studies as we further develop that formula and methods of implementation.

FJTC Team Members

Joseph Schieffer: Project Manager/Software Development

- Completed project to develop a website roadmap for Bay Area Legal Services.
- Organized and co-hosted 2-day Legal Aid Virtual Hackathon; 21 participants developed nine [access to justice projects](#)

- Organized and co-hosted Webinar on Website Content Tips (54 attendees)
- Attended and presented at NLADA/ABA Equal Justice Conference. Presented with Simone Chriss of Southern Legal Counsel on Delivering Innovative & Inclusive Legal Services for Transgender Clients, including an overview of the Florida Name Change project.
- Continued work on Guardianship Advocacy Tool (now called Turning 18) and prepared for soft launch
- Wrote proposal to develop a Legal Needs Assessment for Gulfcoast Legal Services
- Co-developed (with Brandon Thomas of FJTC) web version of Advocate's Guide to the Florida Medicaid Program
- Performed duties as Chairperson of the PDA Tech Committee. Held monthly committee meetings and presented at PDA meeting.
- Collaborated with Legal Services of Greater Miami (LSGMI) to begin implementing online intake with Jacksonville Area Legal Aid and Legal Services of North Florida

Laura Quinn: Data Officer and Website Admin

- Created and rolled out a set of Dashboard reports to allow FJTC staff review key metrics about each of FJTC's websites.
- Created an overall FJTC Research Framework that defines what types of research are most important to FJTC's success. This framework walks through research for decision making, user research for projects, and project evaluation research, including how we'll use the "Drake Equation for Legal Aid" in our own work.
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- Worked with staff to design research projects into their 2019 budget
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- Trained on videography for recording live training events (such as those held at conferences), to be preserved and published on FLAdvocate for members.
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- Initiated partnership with the Community Law Program to develop interactive independent living guide for youth formerly involved with the child welfare system.
- Continued to update and curate content.
- Completed comprehensive review of all site content and drafted content protocol (which will be finalized after the user testing & focus group reports are completed).

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- In May, transitioned this licensed site's Resource Attorney from Stephanie White to
- Raylene Coe, who has 15 years professional computer experience and is a former Guardian Ad Litem, Assistant Public Defender in the Juvenile Division of the Florida 18th Judicial Circuit and Assistant General Counsel for the HQ of Florida Department of Juvenile Justice.

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- Went through Michelle Kenney's Guardian Advocate training course to better understand the legal process and issues for this project.
- Performed SEO keyword research for the project's website. This helped us identify the top 10 keywords that would be focused on during the site's development.
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- Budget report drafting and distribution.

The Florida Bar Foundation Inc.
Statement of Financial Position

June 30, 2018

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$896,426.50
IOTA Contributions Receivable	\$726,985.00
Other Contributions Receivable	\$103,283.84
Notes Receivable, net of Allowance	\$490,158.98
Interest and Dividends Receivable	\$122,064.23
Due From Broker	\$2,267.36
Accounts Receivable	\$3,738.15
Travel Advances	\$0.00
Pledges Receivable	\$500.00
Prepaid Expenses	\$175,320.97
Short Term Investments	\$2,996,869.33
Intermediate Term Investments	\$23,399,832.62
Total Current Assets	\$28,917,446.98
Fixed Assets	
Office Equipment	\$126,806.05
Computer Equipment	\$83,498.46
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,042.04
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,061,162.44)
Total Fixed Assets	\$77,204.03
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$30,020.10
Total Other Assets	\$37,734.60
Total ASSETS	\$29,032,385.61

The Florida Bar Foundation Inc.
Statement of Financial Position
June 30, 2018

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$52,471.02
Due to Broker	\$1,818.24
Payroll Withholding	(\$885.25)
Conditional Grants Payable	\$1,872,467.78
Grants Payable	\$3,011,514.50
Accrued Expenses	\$190,490.15
Deferred Revenues	\$14,010,468.86
Note Payable, Current	\$1,500,000.00
Other Current Liabilities	\$15,843.92
Due to/Due From	\$0.00
Total Current Liabilities	\$20,654,189.22
Non-Current Liabilities	
Note Payable	\$3,375,000.00
Other Non-Current Liabilities	\$66,664.63
Total Non-Current Liabilities	\$3,441,664.63
TOTAL LIABILITIES	\$24,095,853.85
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$601,558.06
Total Temporarily Restricted	\$601,558.06
Unrestricted	
Increase (Decrease) in Net Assets	\$4,334,973.70
Total Unrestricted	\$4,334,973.70
Total NET ASSETS	\$4,936,531.76
TOTAL LIABILITIES AND NET ASSETS	\$29,032,385.61
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$4,530,529.66
NET SURPLUS/(DEFICIT)	\$406,002.10
ENDING NET ASSETS	\$4,936,531.76

The Florida Bar Foundation Inc.
Statement of Activities
For the Year Ended June 30 , 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$6,662,313.77	\$0.00	\$0.00	\$6,662,313.77
Other Contributions	\$975,801.37	\$283,099.13	\$0.00	\$1,258,900.50
Bar Fee Statement, Check-Off Receipts	\$0.00	\$300,963.00	\$0.00	\$300,963.00
Change in Value of Split-Interest Agreements	(\$897.26)	\$0.00	\$0.00	(\$897.26)
License Plate Campaign Contributions	\$0.00	\$37,197.93	\$0.00	\$37,197.93
Contract Revenues	\$8,416,361.57	\$0.00	\$0.00	\$8,416,361.57
CY Pres Awards	\$649,838.20	\$0.00	\$0.00	\$649,838.20
Return of Unspent Grant Funds	\$13.32	\$0.00	\$0.00	\$13.32
Investment Income	\$427,914.16	\$0.00	\$0.00	\$427,914.16
Unrealized/Realized Gains (Losses) on Investments	(\$7,499.21)	\$0.00	\$0.00	(\$7,499.21)
Gain (Loss) on Sale of Assets	(\$2,045.24)	\$0.00	\$0.00	(\$2,045.24)
Miscellaneous Income	\$51,423.82	\$0.00	\$0.00	\$51,423.82
Grants Received	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Conditional Grants Awarded	(\$1,872,467.78)	\$0.00	\$0.00	(\$1,872,467.78)
Net Assets Released from Restriction	\$605,919.88	(\$605,919.88)	\$0.00	\$0.00
Total REVENUE	\$16,156,676.60	\$15,340.18	\$0.00	\$16,172,016.78
EXPENSES				
Program Expenses - Grants	(\$12,313,058.05)	\$0.00	\$0.00	(\$12,313,058.05)
Program Related Expenses	(\$1,054,826.53)	\$0.00	\$0.00	(\$1,054,826.53)
Supporting Services	(\$2,130,281.19)	\$0.00	\$0.00	(\$2,130,281.19)
Fund Raising Expenses	(\$267,848.91)	\$0.00	\$0.00	(\$267,848.91)
Total EXPENSES	(\$15,766,014.68)	\$0.00	\$0.00	(\$15,766,014.68)
BEGINNING NET ASSETS	\$3,944,311.78	\$586,217.88	\$0.00	\$4,530,529.66
NET SURPLUS/(DEFICIT)	\$390,661.92	\$15,340.18	\$0.00	\$406,002.10
ENDING NET ASSETS	\$4,334,973.70	\$601,558.06	\$0.00	\$4,936,531.76

FJTC Board

- The FJTC board held its annual in-person board meeting on June 13 2018 in conjunction with the Florida Bar Convention. FJTC program staff presented on all projects; FloridaLawHelp.org, FLAdvocate.org, FloridaNameChange.org, Turning18.org, FloridaHealthJustice.org, the Bay Area Legal Services website work, the Jacksonville Area Legal Aid Low Bono project (document assembly), the Statewide Triage effort, the Colorado Justice for All consulting work, and other proposed work currently in the pipeline. Program staff also discussed our outreach work related to these products and our improved presence on social media.
- The board has recruited and retained three additional members; Michelle Kenney, Dorothy D’Alo-Simons, and Nikhil Pillarisetti Rao, M.D.

Executive Director – Joyce Raby

- I attended the Global Hackathon in NYC in April to stay current on new developments happening in the legal tech field.
- I was asked to be the lunch time speaker for the Poverty Law Section of the National Association of Law Placement (NALP) conference on April 26. The topic of my presentation was “Lawyers working in LegalTech” which described the variety of ways law students and recent law grads can work in technology firms.
- Attended the April 20 Florida Commission on Access to Civil Justice meeting.
- I hosted a “Discovery Day” in Jacksonville on June 7 with my Statewide Triage Sponsors to interview and selected a vendor from our RFP shortlist. Theory & Principle has been selected as our vendor and launch of this development effort will be third quarter of 2018.
- I hosted our board meeting on June 13 and immediately following hosted a staff retreat on Jun 14; taking advantage of the presence of all program staff in Florida.
- In response to a request for a full application based on the letter of intent submitted by FJTC in March, I wrote a TIG grant in partnership with Bay Area Legal Services to build a communications tier on top of the statewide triage system to be developed. The communications tier will use voice, text, IVR (interactive voice recognition aka phone trees) to allow end users to navigate triage using these technologies in addition to desktop and mobile interviews. The grant request was for \$274,000 and award notification will be made sometime in September or October of this year.
- A second TIG grant partnership is with Legal Services of North Florida – FJTC will partner on developing a Legal Schema – an outgrowth of the OpenReferral.org work – and implement the schema on FloridaLawHelp.org as an alpha test site.
- I continue to participate in the Drake Equation case studies as we further develop that formula and methods of implementation.

FJTC Team Members

Joseph Schieffer: Project Manager/Software Development

- Completed project to develop a website roadmap for Bay Area Legal Services.
- Organized and co-hosted 2-day Legal Aid Virtual Hackathon; 21 participants developed nine [access to justice projects](#)

- Organized and co-hosted Webinar on Website Content Tips (54 attendees)
- Attended and presented at NLADA/ABA Equal Justice Conference. Presented with Simone Chriss of Southern Legal Counsel on Delivering Innovative & Inclusive Legal Services for Transgender Clients, including an overview of the Florida Name Change project.
- Continued work on Guardianship Advocacy Tool (now called Turning 18) and prepared for soft launch
- Wrote proposal to develop a Legal Needs Assessment for Gulfcoast Legal Services
- Co-developed (with Brandon Thomas of FJTC) web version of Advocate's Guide to the Florida Medicaid Program
- Performed duties as Chairperson of the PDA Tech Committee. Held monthly committee meetings and presented at PDA meeting.
- Collaborated with Legal Services of Greater Miami (LSGMI) to begin implementing online intake with Jacksonville Area Legal Aid and Legal Services of North Florida

Laura Quinn: Data Officer and Website Admin

- Created and rolled out a set of Dashboard reports to allow FJTC staff review key metrics about each of FJTC's websites.
- Created an overall FJTC Research Framework that defines what types of research are most important to FJTC's success. This framework walks through research for decision making, user research for projects, and project evaluation research, including how we'll use the "Drake Equation for Legal Aid" in our own work.
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The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 09/30/2018

Loan Covenant Numbers	Use of Loan Proceeds	<u>2018</u> September 30
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X (B)
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) The Foundation will approve the June 30, 2018 audit report on December 7, 2018

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier 10/31/18
 Date

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 September 30, 2018

	Current Quarter 09/30/18	Cumulative Thru 09/30/18
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center (FJTC):		
Direct Grant	\$ -	\$ 1,794,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,900,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 2,141,198.80

The Florida Bar**Statement of Loan Balance****As of: September 30, 2018****The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10

The Florida Bar**Statement of Loan Balance****As of: September 30, 2018****The Florida Bar Foundation, Inc.**

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$5,252,427.95
			\$ 5,625,000.00	\$5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$5,292,443.64
43191	2.72%	\$ 11,736.99	\$ 5,250,000.00	\$5,304,180.63
43221	2.69%	\$ 11,994.45	\$ 5,250,000.00	\$5,316,175.08
6/1-6/15/18	2.86%	\$ 6,170.55	\$ 5,250,000.00	\$5,322,345.63
Check # 38189, dated 06/12/18; received 6/15/18			\$ (375,000.00)	\$4,947,345.63
6/15-6/30/18	2.86%	\$ 5,729.79	\$ 4,875,000.00	\$4,953,075.42
43282	2.87%	\$ 11,882.98	\$ 4,875,000.00	\$4,964,958.40
43313	2.80%	\$ 11,593.15	\$ 4,875,000.00	\$4,976,551.55
9/1-9/14/18	2.86%	\$ 5,347.81	\$ 4,875,000.00	\$4,981,899.36
Check # 38393, dated 09/12/18; received 9/13/18			\$ (375,000.00)	\$4,606,899.36
9/15-9/30/18	2.86%	\$ 5,641.64	\$ 4,500,000.00	\$4,612,541.00

FJTC Board

- Audit Subcommittee reviewed and approved the FJTC annual audit. Approval by the full board will be executed at the November 8, 2018 meeting.

Executive Director – Joyce Raby

- Hired a Grant Writer/Fund Development contractor - Emily Fasnacht. (see details of her work below)
- Developed and submitted proposal to build a Name Change/Gender Marker Change tool for Legal Aid Services of Oklahoma.
- Developed and submitted a proposal to build an online Legal Health Checkup tool for Gulfcoast Legal Services.
- Developed and submitted a proposal to assist Jacksonville Area Legal Aid with website strategy and enhancements.
- Finalized and executed a consulting contract with Colorado's Justice for All Project. FJTC executive director and staff will assist with planning a dual county triage pilot project.
- Sept 13-14, 2018 attended annual in-person OASIS meeting in Denver to begin finalizing data standards for National Center for State Courts defined litigant portals.
- Sept 28, 2018 – presented on a panel at the first ever TechLaw symposium hosted by the University of Arizona, James E. Rogers College of Law. The presentation outlined work done by FJTC and the impact of the online tools we create.
- Sept 29, 2018 – engaged in a day-long, invitation only workshop discussing potential strategies for incorporating technology in law student curriculum for UofA.

FJTC Staff

Joseph Schieffer: Project Manager

- Developed online version of the [Advocate's Guide to the Florida Long-Term Care Medicaid Waiver](#)
- Attended (with Alison DeBelder and Leona Hildreth of FJTC) the Florida Veteran-Friendly Communities Symposium in Orlando (August 3-4, 2018)
- Consulted for Bay Area Legal Services in hiring a Website Administrator, and planning for the development of a new website based on current contract.
- Attended Colorado Access to Justice Commission meeting and spoke about business process analysis on Sept 14 2018 (part of Colorado Justice For All project)
- For LSC TIG Grant/National DLAW grant with Bay Area Legal Services:
 - Completed Period 2 milestone reporting and received approval from LSC
 - Hosted [webinar](#) about Drupal projects and integration with third-party services
- Continued supporting the development of [Turning 18 website](#)
- Onboarded and trained new FJTC contractor, Heather Hadd
- Hosted three PDA Tech Committee meetings

Laura Quinn: Data Officer and Website Admin

- Created a model to show the financial and social impact of FloridaNameChange.org, based on the Drake Equation.
- Finalized and nationally released a report, [Comparing Online Legal Content Formats](#), that compares levels of user understanding, confidence and preference for four different formats of content—flowcharts, videos, FAQs, and narratives based on user testing work executed by Jessica Rea (see details of her work below).
- Finalized and released a report to our Florida community based on preliminary user tests and focus groups on how we can best reach our audience and what information they would find most useful: [Reaching Floridians with Legal Information](#) based on user testing work completed by Jessica Rea (see details of that work below).
- Worked with the Colorado Access to Justice Commission to help them understand potential models and metrics for a future triage system based our consulting contract.
- Oversaw the software selection for LSC TIG Elearning Grant. FJTC partners with Legal Services of North Florida on this grant.
- Designed a set of metrics to measure the community engagement around FloridaAdvocates.com
- Supported ongoing evaluation and decision making via the maintenance of dashboards for each FJTC website.
- Advised FJTC allies on evaluation and metrics, including JALA’s Medical Legal Help metrics and the Seventh Judicial Circuit Veterans Treatment Court
- Helped to brainstorm, write proposal and/or create evaluation plans for potential project including one for a chatbot for foster youth, a government RFP for a youth in transition database, rent withholding project proposal, and a elder abuse evaluation phone app
- Helped show FJTC as a national expert in user research and evaluation by conducting a LSNTAP webinar on methods of user experience research, and submitting three applications for LSC’s ITC Conference (at least one of which was accepted)

Alison DeBelder: FLAdvocate.org

- July 12 hosted a webinar on Florida’s New Injunction for Protection Against Exploitation of Vulnerable Adults on behalf of the Department of Elder Affairs. We recorded the webinar and have made it available on FLAdvocate for members and by email and private link to YouTube to others in the community, including law enforcement.
- July 14-17 attended the National Legal Aid and Defender Association Litigation and Advocacy Leaders’ conference in Fort Lauderdale, FL. Presented with Patrick Russell, of the Florida Bar on “Technology Ethics.” The agenda described the presentation as follows.
 - *Model Rule of Professional Conduct 1.1, Comment 8 provides: "To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject." What is technology competency for lawyers, and how can legal aid programs help staff achieve such competency?*

- August 2-3, 2018 attended United Way Mission United Florida Veteran-Friendly Communities Symposium in Orlando, Florida. Met with numerous partners in legal aid community, but also in the private sector and academia committed to serving the needs of the vulnerable veteran population in Florida. Participated in an exemplary legal services workshop breakout session which was led by Laurie Yadoff of Coast to Coast Legal Aid of South Florida and James Heaton of Legal Aid Service of Broward County. Legal challenges facing veterans in Florida were discussed as well as how FJTC is supporting their attorneys through FLAdvocate.org and how we can strengthen that support.
- Created new listserv to support advocates working to challenge the new “Public Charge” rule.
- September 6 recorded Elder Health and Economic Justice Conference in Fort Lauderdale Florida at Coast to Coast Legal Aid to be shared with broader legal community through FLAdvocate. The conference featured state experts as well as preeminent national scholars from [Justice in Aging](#). Our expenses were underwritten by the Department of Elder Affairs. All written materials, such as slide decks, are available through FLAdvocate.

Raylene Coe: FLORIDA for Children and Families, www.f4cf.org

Please note: As of Aug 6 2018, FJTC has stopped all work on this grant until such time as the State of Florida brings current outstanding project invoices. FJTC engaged in a number of meetings with SOF staff and have been assured (as of Aug 22 2018) a check bringing the project current is forthcoming. As of yet, no check has been received.

- In July, began the process of reviewing Continuing Learning Education (CLE) course links on the licensed site to ensure functionality and validity.
 - Removed several old CLEs and updated others
 - Added new CLEs relevant to Florida Dependency matters
- Transitioned into Florida’s Children First account for preparation and editing of monthly newsletter via e-mail versus former PDF format.
- Reviewed case law relevant to Florida Dependency Law Center users and posted them to the site with a brief summary and link to the full text.
- Screened and added 12 new users.

Jessica Rae: FloridaLawHelp.org

- Finalized user testing & community feedback reports which were shared with organizations in targeted counties, legal service providers in Florida and national self-represented litigant advocates. These reports – created with Laura – were based on direct end user testing engaged in during the month of May, 2018.
- Working with Emily, submitted a grant proposal to fund chatbot for youth formerly involved with the foster care system.
- Updated and standardized legal services contacts
- Continued partnership with the Community Law Program to develop interactive independent living guide for youth formerly involved with the child welfare system.

- Continued to update and curate content on FloridaLawHelp.org.
- Content protocol finalized, with accessibility review ongoing.

Brandon Thomas: Developer/Data Analytics

Data Analytics

- Analyzed current reporting needs and helped create / manage a comprehensive list of items to be considered for the second phase of our reporting dashboards.
- Worked with Alison and Laura to create a project plan and proposed budget for FLAdvocate specific reporting.
- Created form reporting Google Analytics account to store data on all of our automated forms. Both Typeform and DocAssemble data will ultimately be captured in this account for more comprehensive activity and user behavior reporting.
- Continued to help Laura find information to aid in the Drake equation work.
- Created reporting suite for the FHJP Medicaid Long Term Care guide using Google Analytics, Tag Manager, and Data Studio.
- Created two new reports to help us monitor the usability of our automated legal forms. These will help us identify questions and flow issues that cause users to abandon the form. By using these regularly we can improve the user's experience and have more impact on the justice gap.

E-learning TIG with LSNF

- Created high level requirements document for the project. This was used to guide our search for a learning management system vendor.
- Researched and evaluated 15 different learning management systems based on our high level project requirement. From this list we chose the four best vendors to demo.
- Coordinated and participated in interactive demos for our top four vendor systems. Once these were completed I also filled out a comprehensive evaluation grid to allow us to better compare all the finalists to each other based on what we learned in each demo.
- Created a final report and learning management system feature compare grid to deliver to LSNF. These final deliverables included our top two system recommendations and two runner up selections.

FJTC Website

- Worked with Kate to speed up the FJTC website. This included changing the caching settings, reducing image sizes, and several other tactics in WordPress.
- Worked to move the website from Network Solutions to Site Ground to speed it up even more.

Florida Name Change

- Worked to analyze the Typeform data breach and how it impacted the site. Once we determined the impact I also worked to communicate to all impacted users.
- Worked with one of our vendors (Webmerge) to create new functionality in their system to regularly delete information related to our user's automated legal documents.
- Worked with Joseph, Kate, and Heather to create a plan to roll out Google Ads campaigns for the website. This will help drive new users to the website and be a model for how we assess and build campaigns for new projects.

- Created a frequently asked questions (FAQ) page for the website in collaboration with SLC.
- Added new legal aid organization partners to 31 counties on the website in collaboration with SLC.

Turning 18

- Created reporting suite for the site using Google Analytics, Tag Manager, and Data Studio. Custom reporting was also created to allow us to track users that are going through both the educational and automated document routes.
- Continued making developmental changes to the site based on feedback received from legal aid organizations that are helping us test our content and functionality.
- Worked with Michelle to rebuild two forms that were causing issues with the Broward county clerk. The versions of the two PDF templates had to be changed to bring them back in compliance.
- Worked to fix other developmental issues with the website following extensive adhoc testing by Joseph.

Triage

- Worked on researching API issues with Legal Server in conjunction with Sam. I was also involved with communication involving Legal Server to see how we might be able to solve the issues we see leading into the Triage project.

Miscellaneous

- Worked to identify and fix G-suite email issues for the organization when everything went out following the webhost switch for the FJTC website.
- Created a testing methodology and database for FJTC projects. This will allow us to ensure all website pages and automated form questions are explicitly testing during project development to ensure they completely work.
- Setup all FJTC websites for monitoring in Uptime Robot. This tool will tell us whenever one of our sites is down and allow us to intervene if they do not come back up quickly.
- Setup Wachete monitoring for 28 legal aid organization contact pages for Jess and Heather. This tool will allow us to determine when contact information changes so we can update it on Florida Law Help in a timely manner.

Sam Harden: Project Manager/Developer

- Under a work-for-hire contract, continued work on the Family Law Portal -an unbundled automated document assembly project we created to support attorneys providing limited scope assistance to paying clients. This is a project for Jacksonville Area Legal Aid.
 - Attended a lunch session with the attorneys and staff members involved to get feedback and outline project.
- Attended the Florida Courts Technology Conference in Miami at the request of FJTC's executive director.

Florida Justice Technology Center: Progress Report for July, August & September 2018

October
2018

- Built and deployed an online intake system for Jacksonville Area Legal Aid for use in evictions cases.
- Continued maintenance of the Eviction form builder tool and explored expansion to other counties and jurisdictions.
- Began exploring potential project around Driving While License Suspended Cases and prevention of these as a precipitating incident for future negative consequences.
- Continued exploration of state-wide court messaging project.

Kate Peebles-Luther: Communications Contractor

- Created and issued press releases for new partnership projects
- Created and issued report formats for two new FLH studies
- Created and issued FJTC board newsletter
- Expanded content and features on FJTC website
- Created new content for FJTC blog
- Increased social media presence:
 - Twitter Highlights (@FJJusticeTech):
 - 208 retweets vs 50 in 1st Qtr;
 - 15,525 tweet impressions vs 14,370 in 1st Qtr;
 - 34 mentions vs 7 in 1st Qtr;
 - 345 likes vs 86 in 1st Qtr;
 - Twitter Highlights (@FlaLawHelp)
 - 12,993 tweet impressions (2,023 in 2nd Qtr);
 - 549 profile visits (124 in 2nd Qtr);
 - 23 mentions (7 in 2nd Qtr);
 - 41 new followers (285 total)
 - Facebook Highlights (FJTC):
 - 1,636 daily total impressions;
 - 129 daily page engaged users;
 - 66 page followers;
 - 7 new Instagram followers (48 total)
- Assisting in marketing for FLH
- Continuing to grow and promote Legal Aid Marketing Society Group on Facebook. Currently 44 members.
- Creating marketing materials for FJTC and project sites
- Assisting with launch of Turning18
- Creating FJTC style guide
- Created presentation for Joyce at Techlaw Arizona
- Setup and implemented Workspace for FJTC team
- Assisting with grant development content and donation program
- Creating annual impact report/presentation for FBF

Heather Hadd – Developer Administrative Assistant

- Florida Health Law Project
 - Coordinated with team members and client to launch a product: the web version of the Advocate's Guide to the Florida Long-Term Care Medicaid Waiver.
 - Designed different materials for the launch of the waiver including a cover page and landing page.
 - Performed different quality control checks on the waiver such as ensuring that all hyperlinks were functioning.
- Turning 18
 - Working with Kate, currently developing marketing materials to use to promote the hard launch of Turning 18
 - Assisted with form and website testing
 - Writing and organizing social media posts to promote the hard launch of Turning 18
 - Drafting Google Ad words for the Turning 18 site
- FLAdvocate
 - Managing all the news feeds and jobs boards
 - Maintaining all listserves across the different practice areas which includes adding new members, troubleshooting any technical issues advocates have with the listserves as well as creating new listserves as requested.
 - Running meetings for various advocacy groups
 - General upkeep of the site including adding content to various practice areas, events to calendars and posting announcements when appropriate.
- Florida Name Change
 - Researched different local organizations involved in LGBTQ advocacy to help promote FNC-- possibly through a conference or event hosted by one such organization.
 - Worked on writing google ad words for the Florida Name Change site.

Emily Fasnacnt

Submitted 2 grant proposals:

- Helen's Hope Foundation Facebook Chatbot proposal in July
- Wells Fargo Renters' Rights proposal in August.
- Put together a corporate sponsor proposal package which we are using to build relationships with corporate partners who will support our mission.
- We are planning to increase engagement in the Florida attorney market, so we requested and received a comprehensive list of Florida Bar members (including their addresses, phone numbers, and email addresses) which we will use as a database for marketing efforts. This database will also support invitations to product launch events; triage, Turning18, etc.

- Kate and I are collaborating on a development calendar where we will plan out our grant seeking, fundraising, marketing, and communications efforts for 2019.
- I also purchased a license for GrantHub on behalf of FJTC and seeded it with potential grantor organizations and proposal information to streamline and expediate grant writing and submissions.

Leona Hildreth: Executive Assistant (replaces Rachael Marshall)

- August 2-3, 2018 attended United Way Mission United Florida Veteran-Friendly Communities Symposium in Orlando, Florida. Manned the FJTC exhibit table at the conference.
- Prepared initial draft of quarterly reports and assisted with development of current fiscal year budget.
- Assist team with preparing and copying presentation materials and handouts for presentations and conference exhibit table.
- Processing of receipts, expense reports and invoicing in Quickbooks.
- Process business card and marketing materials requests, copies and shipping.
- Assist with end of the year reporting to board and funders.
- Arrange and purchase travel for executive director. Assist with travel arrangements for staff.
- Budget report drafting and distribution.

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2018

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$1,005,280.51
IOTA Contributions Receivable	\$637,385.00
Other Contributions Receivable	\$32,198.09
Notes Receivable, net of Allowance	\$900,756.70
Interest and Dividends Receivable	\$60,880.93
Accounts Receivable	\$9,600.25
Travel Advances	\$0.00
Prepaid Expenses	\$215,017.50
Short Term Investments	\$3,011,582.71
Intermediate Term Investments	\$21,412,043.58
Total Current Assets	\$27,284,745.27
Fixed Assets	
Office Equipment	\$182,228.90
Computer Equipment	\$83,498.46
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,042.04
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,072,198.93)
Total Fixed Assets	\$121,590.39
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$2,965.67
Total Other Assets	\$10,680.17
Total ASSETS	\$27,417,015.83

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2018

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$83,290.10
Payroll Withholding	\$544.23
Conditional Grants Payable	\$1,263,425.61
Grants Payable	\$360,000.00
Accrued Expenses	\$203,943.79
Deferred Revenues	\$14,007,080.08
Note Payable, Current	\$1,500,000.00
Other Current Liabilities	\$27,413.24
Due to/Due From	\$0.00
Total Current Liabilities	\$17,445,697.05
Non-Current Liabilities	
Note Payable	\$3,000,000.00
Other Non-Current Liabilities	\$103,666.85
Total Non-Current Liabilities	\$3,103,666.85
TOTAL LIABILITIES	\$20,549,363.90
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$765,175.81
Total Temporarily Restricted	\$765,175.81
Unrestricted	
Increase (Decrease) in Net Assets	\$6,102,476.12
Total Unrestricted	\$6,102,476.12
Total NET ASSETS	\$6,867,651.93
TOTAL LIABILITIES AND NET ASSETS	\$27,417,015.83
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$6,873,850.38
NET SURPLUS/(DEFICIT)	(\$6,198.45)
ENDING NET ASSETS	\$6,867,651.93

The Florida Bar Foundation Inc.
Statement of Activities
For the Three Month Ended September 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$1,900,268.52	\$0.00	\$0.00	\$1,900,268.52
Other Contributions	\$17,837.93	\$37,615.00	\$0.00	\$55,452.93
Bar Fee Statement, Check-Off Receipts	\$0.00	\$166,741.88	\$0.00	\$166,741.88
Change in Value of Split-Interest Agreements	(\$192.50)	\$0.00	\$0.00	(\$192.50)
License Plate Campaign Contributions	\$0.00	\$12,975.00	\$0.00	\$12,975.00
Investment Income	\$93,518.11	\$0.00	\$0.00	\$93,518.11
Unrealized/Realized Gains (Losses) on Investments	\$146,698.96	\$0.00	\$0.00	\$146,698.96
Miscellaneous Income	\$5,608.15	\$0.00	\$0.00	\$5,608.15
Conditional Grants Awarded	(\$1,263,425.61)	\$0.00	\$0.00	(\$1,263,425.61)
Total REVENUE	<u>\$900,313.56</u>	<u>\$217,331.88</u>	<u>\$0.00</u>	<u>\$1,117,645.44</u>
EXPENSES				
Program Expenses - Grants	(\$496,000.00)	\$0.00	\$0.00	(\$496,000.00)
Program Related Expenses	(\$158,142.88)	\$0.00	\$0.00	(\$158,142.88)
Supporting Services	(\$417,050.39)	\$0.00	\$0.00	(\$417,050.39)
Fund Raising Expenses	(\$52,650.62)	\$0.00	\$0.00	(\$52,650.62)
Total EXPENSES	<u>(\$1,123,843.89)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$1,123,843.89)</u>
BEGINNING NET ASSETS	\$6,326,006.45	\$547,843.93	\$0.00	\$6,873,850.38
NET SURPLUS/(DEFICIT)	(\$223,530.33)	\$217,331.88	\$0.00	(\$6,198.45)
ENDING NET ASSETS	<u>\$6,102,476.12</u>	<u>\$765,175.81</u>	<u>\$0.00</u>	<u>\$6,867,651.93</u>

FJTC Board

- Audit Subcommittee reviewed and approved the FJTC annual audit. Approval by the full board will be executed at the November 8, 2018 meeting.

Executive Director – Joyce Raby

- Hired a Grant Writer/Fund Development contractor - Emily Fasnacht. (see details of her work below)
- Developed and submitted proposal to build a Name Change/Gender Marker Change tool for Legal Aid Services of Oklahoma.
- Developed and submitted a proposal to build an online Legal Health Checkup tool for Gulfcoast Legal Services.
- Developed and submitted a proposal to assist Jacksonville Area Legal Aid with website strategy and enhancements.
- Finalized and executed a consulting contract with Colorado's Justice for All Project. FJTC executive director and staff will assist with planning a dual county triage pilot project.
- Sept 13-14, 2018 attended annual in-person OASIS meeting in Denver to begin finalizing data standards for National Center for State Courts defined litigant portals.
- Sept 28, 2018 – presented on a panel at the first ever TechLaw symposium hosted by the University of Arizona, James E. Rogers College of Law. The presentation outlined work done by FJTC and the impact of the online tools we create.
- Sept 29, 2018 – engaged in a day-long, invitation only workshop discussing potential strategies for incorporating technology in law student curriculum for UofA.

FJTC Staff

Joseph Schieffer: Project Manager

- Developed online version of the [Advocate's Guide to the Florida Long-Term Care Medicaid Waiver](#)
- Attended (with Alison DeBelder and Leona Hildreth of FJTC) the Florida Veteran-Friendly Communities Symposium in Orlando (August 3-4, 2018)
- Consulted for Bay Area Legal Services in hiring a Website Administrator, and planning for the development of a new website based on current contract.
- Attended Colorado Access to Justice Commission meeting and spoke about business process analysis on Sept 14 2018 (part of Colorado Justice For All project)
- For LSC TIG Grant/National DLAW grant with Bay Area Legal Services:
 - Completed Period 2 milestone reporting and received approval from LSC
 - Hosted [webinar](#) about Drupal projects and integration with third-party services
- Continued supporting the development of [Turning 18 website](#)
- Onboarded and trained new FJTC contractor, Heather Hadd
- Hosted three PDA Tech Committee meetings

Laura Quinn: Data Officer and Website Admin

- Created a model to show the financial and social impact of FloridaNameChange.org, based on the Drake Equation.
- Finalized and nationally released a report, [Comparing Online Legal Content Formats](#), that compares levels of user understanding, confidence and preference for four different formats of content—flowcharts, videos, FAQs, and narratives based on user testing work executed by Jessica Rea (see details of her work below).
- Finalized and released a report to our Florida community based on preliminary user tests and focus groups on how we can best reach our audience and what information they would find most useful: [Reaching Floridians with Legal Information](#) based on user testing work completed by Jessica Rea (see details of that work below).
- Worked with the Colorado Access to Justice Commission to help them understand potential models and metrics for a future triage system based our consulting contract.
- Oversaw the software selection for LSC TIG Elearning Grant. FJTC partners with Legal Services of North Florida on this grant.
- Designed a set of metrics to measure the community engagement around FloridaAdvocates.com
- Supported ongoing evaluation and decision making via the maintenance of dashboards for each FJTC website.
- Advised FJTC allies on evaluation and metrics, including JALA’s Medical Legal Help metrics and the Seventh Judicial Circuit Veterans Treatment Court
- Helped to brainstorm, write proposal and/or create evaluation plans for potential project including one for a chatbot for foster youth, a government RFP for a youth in transition database, rent withholding project proposal, and a elder abuse evaluation phone app
- Helped show FJTC as a national expert in user research and evaluation by conducting a LSNTAP webinar on methods of user experience research, and submitting three applications for LSC’s ITC Conference (at least one of which was accepted)

Alison DeBelder: FLAdvocate.org

- July 12 hosted a webinar on Florida’s New Injunction for Protection Against Exploitation of Vulnerable Adults on behalf of the Department of Elder Affairs. We recorded the webinar and have made it available on FLAdvocate for members and by email and private link to YouTube to others in the community, including law enforcement.
- July 14-17 attended the National Legal Aid and Defender Association Litigation and Advocacy Leaders’ conference in Fort Lauderdale, FL. Presented with Patrick Russell, of the Florida Bar on “Technology Ethics.” The agenda described the presentation as follows.
 - *Model Rule of Professional Conduct 1.1, Comment 8 provides: "To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject." What is technology competency for lawyers, and how can legal aid programs help staff achieve such competency?*

- August 2-3, 2018 attended United Way Mission United Florida Veteran-Friendly Communities Symposium in Orlando, Florida. Met with numerous partners in legal aid community, but also in the private sector and academia committed to serving the needs of the vulnerable veteran population in Florida. Participated in an exemplary legal services workshop breakout session which was led by Laurie Yadoff of Coast to Coast Legal Aid of South Florida and James Heaton of Legal Aid Service of Broward County. Legal challenges facing veterans in Florida were discussed as well as how FJTC is supporting their attorneys through FLAdvocate.org and how we can strengthen that support.
- Created new listserv to support advocates working to challenge the new “Public Charge” rule.
- September 6 recorded Elder Health and Economic Justice Conference in Fort Lauderdale Florida at Coast to Coast Legal Aid to be shared with broader legal community through FLAdvocate. The conference featured state experts as well as preeminent national scholars from [Justice in Aging](#). Our expenses were underwritten by the Department of Elder Affairs. All written materials, such as slide decks, are available through FLAdvocate.

Raylene Coe: FLORIDA for Children and Families, www.f4cf.org

Please note: As of Aug 6 2018, FJTC has stopped all work on this grant until such time as the State of Florida brings current outstanding project invoices. FJTC engaged in a number of meetings with SOF staff and have been assured (as of Aug 22 2018) a check bringing the project current is forthcoming. As of yet, no check has been received.

- In July, began the process of reviewing Continuing Learning Education (CLE) course links on the licensed site to ensure functionality and validity.
 - Removed several old CLEs and updated others
 - Added new CLEs relevant to Florida Dependency matters
- Transitioned into Florida’s Children First account for preparation and editing of monthly newsletter via e-mail versus former PDF format.
- Reviewed case law relevant to Florida Dependency Law Center users and posted them to the site with a brief summary and link to the full text.
- Screened and added 12 new users.

Jessica Rae: FloridaLawHelp.org

- Finalized user testing & community feedback reports which were shared with organizations in targeted counties, legal service providers in Florida and national self-represented litigant advocates. These reports – created with Laura – were based on direct end user testing engaged in during the month of May, 2018.
- Working with Emily, submitted a grant proposal to fund chatbot for youth formerly involved with the foster care system.
- Updated and standardized legal services contacts
- Continued partnership with the Community Law Program to develop interactive independent living guide for youth formerly involved with the child welfare system.

- Continued to update and curate content on FloridaLawHelp.org.
- Content protocol finalized, with accessibility review ongoing.

Brandon Thomas: Developer/Data Analytics

Data Analytics

- Analyzed current reporting needs and helped create / manage a comprehensive list of items to be considered for the second phase of our reporting dashboards.
- Worked with Alison and Laura to create a project plan and proposed budget for FLAdvocate specific reporting.
- Created form reporting Google Analytics account to store data on all of our automated forms. Both Typeform and DocAssemble data will ultimately be captured in this account for more comprehensive activity and user behavior reporting.
- Continued to help Laura find information to aid in the Drake equation work.
- Created reporting suite for the FHJP Medicaid Long Term Care guide using Google Analytics, Tag Manager, and Data Studio.
- Created two new reports to help us monitor the usability of our automated legal forms. These will help us identify questions and flow issues that cause users to abandon the form. By using these regularly we can improve the user's experience and have more impact on the justice gap.

E-learning TIG with LSNF

- Created high level requirements document for the project. This was used to guide our search for a learning management system vendor.
- Researched and evaluated 15 different learning management systems based on our high level project requirement. From this list we chose the four best vendors to demo.
- Coordinated and participated in interactive demos for our top four vendor systems. Once these were completed I also filled out a comprehensive evaluation grid to allow us to better compare all the finalists to each other based on what we learned in each demo.
- Created a final report and learning management system feature compare grid to deliver to LSNF. These final deliverables included our top two system recommendations and two runner up selections.

FJTC Website

- Worked with Kate to speed up the FJTC website. This included changing the caching settings, reducing image sizes, and several other tactics in WordPress.
- Worked to move the website from Network Solutions to Site Ground to speed it up even more.

Florida Name Change

- Worked to analyze the Typeform data breach and how it impacted the site. Once we determined the impact I also worked to communicate to all impacted users.
- Worked with one of our vendors (Webmerge) to create new functionality in their system to regularly delete information related to our user's automated legal documents.
- Worked with Joseph, Kate, and Heather to create a plan to roll out Google Ads campaigns for the website. This will help drive new users to the website and be a model for how we assess and build campaigns for new projects.

- Created a frequently asked questions (FAQ) page for the website in collaboration with SLC.
- Added new legal aid organization partners to 31 counties on the website in collaboration with SLC.

Turning 18

- Created reporting suite for the site using Google Analytics, Tag Manager, and Data Studio. Custom reporting was also created to allow us to track users that are going through both the educational and automated document routes.
- Continued making developmental changes to the site based on feedback received from legal aid organizations that are helping us test our content and functionality.
- Worked with Michelle to rebuild two forms that were causing issues with the Broward county clerk. The versions of the two PDF templates had to be changed to bring them back in compliance.
- Worked to fix other developmental issues with the website following extensive adhoc testing by Joseph.

Triage

- Worked on researching API issues with Legal Server in conjunction with Sam. I was also involved with communication involving Legal Server to see how we might be able to solve the issues we see leading into the Triage project.

Miscellaneous

- Worked to identify and fix G-suite email issues for the organization when everything went out following the webhost switch for the FJTC website.
- Created a testing methodology and database for FJTC projects. This will allow us to ensure all website pages and automated form questions are explicitly testing during project development to ensure they completely work.
- Setup all FJTC websites for monitoring in Uptime Robot. This tool will tell us whenever one of our sites is down and allow us to intervene if they do not come back up quickly.
- Setup Wachete monitoring for 28 legal aid organization contact pages for Jess and Heather. This tool will allow us to determine when contact information changes so we can update it on Florida Law Help in a timely manner.

Sam Harden: Project Manager/Developer

- Under a work-for-hire contract, continued work on the Family Law Portal -an unbundled automated document assembly project we created to support attorneys providing limited scope assistance to paying clients. This is a project for Jacksonville Area Legal Aid.
 - Attended a lunch session with the attorneys and staff members involved to get feedback and outline project.
- Attended the Florida Courts Technology Conference in Miami at the request of FJTC's executive director.

Florida Justice Technology Center: Progress Report for July, August & September 2018

October
2018

- Built and deployed an online intake system for Jacksonville Area Legal Aid for use in evictions cases.
- Continued maintenance of the Eviction form builder tool and explored expansion to other counties and jurisdictions.
- Began exploring potential project around Driving While License Suspended Cases and prevention of these as a precipitating incident for future negative consequences.
- Continued exploration of state-wide court messaging project.

Kate Peebles-Luther: Communications Contractor

- Created and issued press releases for new partnership projects
- Created and issued report formats for two new FLH studies
- Created and issued FJTC board newsletter
- Expanded content and features on FJTC website
- Created new content for FJTC blog
- Increased social media presence:
 - Twitter Highlights (@FJJusticeTech):
 - 208 retweets vs 50 in 1st Qtr;
 - 15,525 tweet impressions vs 14,370 in 1st Qtr;
 - 34 mentions vs 7 in 1st Qtr;
 - 345 likes vs 86 in 1st Qtr;
 - Twitter Highlights (@FlaLawHelp)
 - 12,993 tweet impressions (2,023 in 2nd Qtr);
 - 549 profile visits (124 in 2nd Qtr);
 - 23 mentions (7 in 2nd Qtr);
 - 41 new followers (285 total)
 - Facebook Highlights (FJTC):
 - 1,636 daily total impressions;
 - 129 daily page engaged users;
 - 66 page followers;
 - 7 new Instagram followers (48 total)
- Assisting in marketing for FLH
- Continuing to grow and promote Legal Aid Marketing Society Group on Facebook. Currently 44 members.
- Creating marketing materials for FJTC and project sites
- Assisting with launch of Turning18
- Creating FJTC style guide
- Created presentation for Joyce at Techlaw Arizona
- Setup and implemented Workspace for FJTC team
- Assisting with grant development content and donation program
- Creating annual impact report/presentation for FBF

Heather Hadd – Developer Administrative Assistant

- Florida Health Law Project
 - Coordinated with team members and client to launch a product: the web version of the Advocate's Guide to the Florida Long-Term Care Medicaid Waiver.
 - Designed different materials for the launch of the waiver including a cover page and landing page.
 - Performed different quality control checks on the waiver such as ensuring that all hyperlinks were functioning.
- Turning 18
 - Working with Kate, currently developing marketing materials to use to promote the hard launch of Turning 18
 - Assisted with form and website testing
 - Writing and organizing social media posts to promote the hard launch of Turning 18
 - Drafting Google Ad words for the Turning 18 site
- FLAdvocate
 - Managing all the news feeds and jobs boards
 - Maintaining all listserves across the different practice areas which includes adding new members, troubleshooting any technical issues advocates have with the listserves as well as creating new listserves as requested.
 - Running meetings for various advocacy groups
 - General upkeep of the site including adding content to various practice areas, events to calendars and posting announcements when appropriate.
- Florida Name Change
 - Researched different local organizations involved in LGBTQ advocacy to help promote FNC-- possibly through a conference or event hosted by one such organization.
 - Worked on writing google ad words for the Florida Name Change site.

Emily Fasnacnt

Submitted 2 grant proposals:

- Helen's Hope Foundation Facebook Chatbot proposal in July
- Wells Fargo Renters' Rights proposal in August.
- Put together a corporate sponsor proposal package which we are using to build relationships with corporate partners who will support our mission.
- We are planning to increase engagement in the Florida attorney market, so we requested and received a comprehensive list of Florida Bar members (including their addresses, phone numbers, and email addresses) which we will use as a database for marketing efforts. This database will also support invitations to product launch events; triage, Turning18, etc.

- Kate and I are collaborating on a development calendar where we will plan out our grant seeking, fundraising, marketing, and communications efforts for 2019.
- I also purchased a license for GrantHub on behalf of FJTC and seeded it with potential grantor organizations and proposal information to streamline and expediate grant writing and submissions.

Leona Hildreth: Executive Assistant (replaces Rachael Marshall)

- August 2-3, 2018 attended United Way Mission United Florida Veteran-Friendly Communities Symposium in Orlando, Florida. Manned the FJTC exhibit table at the conference.
- Prepared initial draft of quarterly reports and assisted with development of current fiscal year budget.
- Assist team with preparing and copying presentation materials and handouts for presentations and conference exhibit table.
- Processing of receipts, expense reports and invoicing in Quickbooks.
- Process business card and marketing materials requests, copies and shipping.
- Assist with end of the year reporting to board and funders.
- Arrange and purchase travel for executive director. Assist with travel arrangements for staff.
- Budget report drafting and distribution.

Loan Covenant Numbers		2018
Use of Loan Proceeds		31-Dec-19
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

- X Covenant met
- (A) See attached Bar Loan Quarterly Report narrative
- (B) Audited Financial Statement sent by e-mail on 12/10/18

Submitted By:
 Jasmine Lee-Gaumier, Controller

Signature Jasmine Lee-Gaumier 1/30/19
 Date

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar
 Costs Incurred
 December 31, 2018

	Current Quarter 12/31/18	Cumulative Thru 12/31/18
Costs incurred by the Florida Bar Foundation:		
Grant to Florida Justice Technology Center (FJTC):		
Direct Grant	\$ -	\$ 1,794,058.40
Consultants-costs incurred after grant was awarded in June 2015 and before contract completion in December 2015:		\$ -
Jimmy Midyette	\$ -	\$ 5,907.00
Joyce Raby	\$ -	\$ 62,745.04
Katrina Miller	\$ -	\$ 7,874.29
Wilneida Negron	\$ -	\$ 29,507.87
Sub Total Grant to Florida Justice Technology Center	\$ -	\$ 1,900,092.60
Other Costs:		
Consultants (includes consulting fees and travel):		
Joyce Raby	\$ -	\$ 96,894.62
Greacen Associates, LLC	\$ -	\$ 56,408.25
Jimmy Midyette	\$ -	\$ 47,583.67
Cost for statewide technology system support for the interim period January 1, 2015 to February 20, 2015 during transition of responsibility from Florida Legal Services to The Florida Justice Technology Center	\$ -	\$ 16,166.00
Annual content management and platform fees for statewide public information, staff advocate and volunteer attorney websites	\$ -	\$ 20,625.00
Other Administrative Costs	\$ -	\$ 3,428.66
Sub Total Other	\$ -	\$ 241,106.20
Total	\$ -	\$ 2,141,198.80

The Florida Bar

Statement of Loan Balance
As of: December 31, 2018
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00

The Florida Bar

Statement of Loan Balance
As of: December 31, 2018
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$5,252,427.95
			\$ 5,625,000.00	\$5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$5,292,443.64
Apr-18	2.72%	\$ 11,736.99	\$ 5,250,000.00	\$5,304,180.63
May-18	2.69%	\$ 11,994.45	\$ 5,250,000.00	\$5,316,175.08
6/1-6/15/18	2.86%	\$ 6,170.55	\$ 5,250,000.00	\$5,322,345.63
Check # 38189, dated 06/12/18; received 6/15/18			\$ (375,000.00)	\$4,947,345.63
6/15-6/30/18	2.86%	\$ 5,729.79	\$ 4,875,000.00	\$4,953,075.42
Jul-18	2.87%	\$ 11,882.98	\$ 4,875,000.00	\$4,964,958.40
Aug-18	2.80%	\$ 11,593.15	\$ 4,875,000.00	\$4,976,551.55
9/1-9/14/18	2.86%	\$ 5,347.81	\$ 4,875,000.00	\$4,981,899.36
Check # 38393, dated 09/12/18; received 9/13/18			\$ (375,000.00)	\$4,606,899.36
9/15-9/30/18	2.86%	\$ 5,641.64	\$ 4,500,000.00	\$4,612,541.00
Oct-18	2.83%	\$ 10,816.03	\$ 4,500,000.00	\$4,623,357.03
Nov-18	3.04%	\$ 11,243.84	\$ 4,500,000.00	\$4,634,600.87
Check # 38487 dated 11/30/18		\$ (134,600.87)		\$4,500,000.00
12/1-12/14/18	3.07%	\$ 5,298.90	\$ 4,500,000.00	\$ 4,505,298.90
Check # 38562, dated 12/13/18; received 12/17/18			\$ (375,000.00)	\$4,130,298.90
12/15-12/31/18	3.07%	\$ 5,898.18	\$ 4,125,000.00	\$ 4,136,197.08

FJTC Board

- The Board met virtually on November 8, 2018 and reviewed and approved the annual audit. The board also reviewed the current status on all grants and software development projects.
- The board also discussed recruitment of candidates for new board positions.
- The board also accepted/approved all meeting dates for 2019.

FJTC – Our Tools In Action

- Statewide Triage – FJTC hosted a community kick off even on November 15, 2018 in Jacksonville to share current designs and wireframes of statewide triage. FJTC and Theory & Principle (our statewide triage development vendor) also jointly hosted user testing in the local community of the wireframes.
- FloridaNameChange – as of December 31 2018.
15,616 unique users have visited the site since launch (March 2018)
 - 1,476 total legal form packets have been filled out
 - 922 visitors have completed the name change petition packet (7+ forms)
 - 342 visitors have completed paperwork to update their Social Security record (1 form)
 - 196 visitors have completed paperwork to have their birth certificate updated (2 forms)
 - 16 visitors have completed paperwork to have their US passport updated (1 form)
- Turning18 – FJTC hosted a hard launch of the tool on December 14, 2018 to be held at NOVA University. In conjunction with this event we held a Florida Bar approved Technology CLE course with 50 participants. Since launch through the end of the year;
1,886 unique users have visited the site since launch (December 2018)
 - 189 visitors have gone completely through the sites routing logic to get them to the most appropriate solution
 - 90 visitors have completed the guardian advocate education path
 - 46 visitors have completed the estate planning education path
 - 53 visitors have completed the guardianship education path
 - 36 visitors have completed a of the person guardian advocate packet (5+ forms)
- JALA Online Intake – FJTC developed and launched online intake for Jacksonville Area Legal Aid. This work will support our development with statewide triage; ensuring the data transfer between triage and non-LSC funded programs is effective. FJTC plans to replicate the online intake work to other non-LSC funded legal aid programs throughout 2019. FJTC partners with LSGMI on the development and implementation of online intake for LSC-funded legal aid organizations.
- JALA Low Bono/Family Law Project – completed and installed. We are currently testing with JALA intake staff and attorney users to finalize.
- Colorado Justice for All project (CJFA)– This consulting work has been completed and the final invoice will be issued within the next week. FJTC produced a triage roadmap for CJFA which is

being used by the Colorado Bar and Colorado Access to Justice Commission to create and implement a two-county triage pilot project funded by the National Center for State Courts.

New Funding Opportunities

- Grant Submission; Wells Fargo – Rentwithholding project (denied).
- Grant Submission; PNC – Rentwithholding project – denied in the current year but we have been asked to contact them in January to discuss potential 2019 funding. We have a meeting date set to discuss this funding opportunity for February 19, 2019.
- Grant Submission; Florida Bar Foundation Bank of America (denied) includes; Statewide Expungement Tool, Renter’s Rights Tool, Facebook Foster Youth Chatbot.

Corporation Sponsorships – FJTC has begun soliciting for corporate sponsorships.

- Atlantic.net - \$1,000 sponsorship secured! (logo on FJTC website, one blog post written by them per quarter, one social media shout out per quarter, for one year)

Cy Pres Awards –

- Robert Murphy/Murphy Law (Fort Lauderdale) – FJTC has been notified that we will receive \$8,900 as a cy pres award.
- Scott Jeeves/Jeeves Law Group (Tampa, St. Petersburg) – \$2,500 to be delivered

Executive Director – Joyce Raby

- Hired a Grant Writer/Fund Development contractor. Replaced a Project Manager. Hired a new executive assistant. Replaced an administrative assistant. Hired new Data Analytics staff. Transitioned to a bookkeeper. Reviewed and renewed all contracts for 2019.
- Hosted a Technology Standards Day in Gunnison, CO. Worked with key management staff to create a standard technology stack all products will migrate to over the course of 2019. Also outlined standard development process and procedures for all new work projects implemented with the new year.
- Attended portions and held meetings in Denver as part of the National Consumer Law Conference, October 24-26, 2018.
- Attended NLADA in Houston, Texas October 31 – November 2, 2018
- Oversaw launch of development work on Statewide Triage and hosted Statewide Triage Kick Off Event in Jacksonville November 15-16, 2018.
- Invited to serve as Co-Vice Chair of the California Bar Innovations in Legal Services Task Force. Attended initial meeting on San Francisco, December 5, 2018.
- Presented the work of FJTC to the Florida Bar Foundation Board December 7, 2018.
- Presented “Advanced Project Planning: Strategies, Systems, and Techniques to Manage Your Hardest Tasks” Webinar at the request of Management Information Exchange (MIE) on December 12, 2018.

FJTC Team

Sam Harden – Lead Developer

Legal Aid Hackathon:

- Organized and set up the Legal Aid Hackathon for January 8th, 2019 in New Orleans to happen the day before the IT Conference. Conducted meetups, encouraged community participation, and facilitated the formation of teams and projects. Secured vending, catering, and other logistics.

Clio Cloud Conference:

- Attended the Clio Cloud Conference to explore this case management system and potential integrations with other projects, networked with other industry professionals.

FJTC Tech Standards Day:

- Participated in the FJTC Tech Standards Day in Gunnison, CO in order to assist in the creation of development standards and standard operating procedures for the FJTC.

Legal Server / Case Management Summit:

- Participated in the Case Management Summit to discuss continued use of LegalServer as well as other options that may integrate with technology tools for low-bono and pro-bono organizations.

FLARE Low Bono Development:

- Finalized work on the FLARE (Family Law Assistance at Reduced Expense) Divorce application for Jacksonville Area Legal Aid.

Evictions work:

- Continued refinement and development of the Eviction tool for Jacksonville Area Legal Aid.

Other:

- Published an article in Law Practice Today magazine: <https://www.lawpracticetoday.org/article/case-legal-ide/>

Laura Quinn: Data Officer and Website Admin

- Created and presented a user research presentation
- Created and presented a rapid-fire Drake Equation presentation at the 2019 LSC Innovations in Technology Conference
- Created a diagram of five different state Triage models

Florida Justice Technology Center: Progress Report for October, November & December 2018

January
2019

- Completed Drake Equation modeling work for all of FJTC's primary websites
- Designed and will host Drake Equation Webinar for LSNTAP on Feb 6 2019.

Alison DeBelder: FLAdvocate.org

October

- October 19 attended PDA meeting in Tampa
- October 24-27 attended National Consumer Law Center Conference in Denver, Colorado. Obtained permission to share all conference materials with Consumer practice area members on FLAdvocate. Cheered on 2 Florida legal aid attorneys (and members of FLAdvocate) as they received national awards.
- October 25 met with Executive Director in CO for strategic planning.
- Triage kickoff Jacksonville

November

- November 7-10 Attended Tech Standards meeting in CO
- November 15 Attended Triage Kickoff event at Holland and Knight in Jacksonville
- November 15 attended Humana Town Hall in Jacksonville and met with OnTrack Life Solutions to explore the potential role of triage and FJTC in the Humana project and others.

December

- December 1-3 attended National Health Law Program's annual conference. In addition to attending conference sessions (including those focused on technology), I also held meetings with FLAdvocate members, practice area leader, and national leaders to discuss viability of new tool we are considering for development. Met with physician involved with Medical Legal Partnership leading to distribution of Turning18.org promotion in all welcome kits distributed to children in medical practice.
- December 14 Attended launch of Turning18.org at Nova in Ft. Lauderdale. Met with Dean of Nova's Law School, coordinator of their pro bono program, and many lawyers and family members of people with intellectual disabilities. Met in person with FJTC colleagues and board member Michelle Keinney.
- Met with Military OneSource representative to share FJTC's work with veterans in Florida.

Raylene Coe: FLORIDA for Children and Families, www.f4cf.org

The State of Florida has decided to no longer fund for this work.

Jessica Rae: FloridaLawHelp.org

- During the third and fourth quarters, reworked FLH's [Find a Lawyer](#) page to improve user experience. This included updating of the contact pages for all legal aid providers in Florida so

that we can use a web monitoring service to capture changes made to the contact information on legal aid organizations' web pages. FLH receives alerts and updates the information on FLH within 24 hours ensuring that the contact information is accurate and up to date.

- Conducted initial meetings with subject matter experts from FLAdvocate.org in both housing and family law based on user searches and community-identified needs. Sought feedback and obtained buy-in for FLH's plan to create and update pro se materials on a statewide basis for all legal aid organizations. Both groups enthusiastically supported the plan and agreed to work on the materials in the first quarter of 2019. By centralizing the development of pro se materials, FLH will be able to ensure that the materials are accessible, compliant with best practices and user-tested. These materials can then be updated more efficiently and translated cost-effectively.
- Developed materials for second round of user testing using a housing conditions hypothetical. Conducted user testing in Clearwater, Tampa and St. Petersburg with three partners: Ready for Life Pinellas, Bay Area Legal Aid and the Community Law Program. The data is being analyzed and will be combined with further testing completed in early 2019
- Presentations and Trainings
 - On October 26, 2018, presented "An Overview of Dependency Hearings" for Crossroads for Florida's Kids pro bono training.
 - On October 27, 2018, panelist for the launch of Child Advocates of Stetson Law "Know Your Rights-An Informational Guide for Teenagers in Foster Care"
 - On October 29, 2018, presented "Kid's Rights, Lawyer's Responsibilities" for Legal Aid of Manasota's pro bono training.
 - December 14, 2018: Attended the launch of Turning18.org at Shepard Broad College of Law, Nova Southeastern University, in Fort Lauderdale where FJTC's Brandon Thomas and guardian advocacy guru (and FJTC board member), Michele Kenney presented the new site to a packed room of lawyers and community advocates, one of whom stood up to "commend [FJTC] for [its] innovation".
- Conducted ongoing outreach with community organizations to publicize Floralawhelp.org. The number of visitors to the site continues to grow with approximately 95,000 visitors in the last quarter of 2018.

Brandon Thomas: Developer/Data Analytics

Organization changes and planning

- Migrated all of our site's newsletter lists from an independent contractor's MailChimp account into one controlled by FJTC (Turning 18, Legal Aid Hackathon)
- Became an administrator on the LastPass account and help to clean up access to former employees and helped organize the shared folder structure
- Disassociated Florida Health Justice Project accounts from FJTC's tools and systems in the wake of a contractor leaving.
- Worked to consolidate some FJTC accounts and take ownership over for them after one of our contractors left
- Planned and thought through items for our tech standards day in Gunnison
- Attended our tech planning day in Gunnison with the rest of the FJTC leadership team

- Researched project management tools for the team and made recommendations on possible tools we might want to use
- Researched SEO tools for the team and came up with one tool we will use in 2019 to maximize this area (Mangools)
- Created a plan for all the areas I own in 2019 (high level team goals, how we want to organize everything, etc....)
- Had multiple meetings with Laura on taking over the Drake Equation work and how she can best wrap up her pieces
- Had multiple meetings with Laura and Jessica on user testing and how we want to continue these efforts after Laura leaves the team
- Worked with Kate and Emily to create a strategy for how we will use our email newsletter lists moving forward in 2019

Reporting

- Worked with Pro Bono Net to fix Google Analytics reporting issues on the library pages on FLAdvocate
- Created a python script to automate the downloading of data from FLAdvocate to allow us to build in house reporting for the site
- Created new FLAdvocate specific dashboard reports to help us better understand the site, how it gets used, and where the pain points / growth opportunities are
- Worked on the FJTC 2018 Impact Report with Laura, Kate, and Alison

Turning 18

- Finished creating formal testing scripts for the site's automated forms
- Worked with Heather to test all of the automated forms for the site
- Fixed all issues identified in the site's automated forms from our formal testing
- Made changes to the way the site refers visitors to external resources at FLH Manager request
- Took over all project manager duties on the website after another contractor left the team
 - Supervised the creation of marketing materials for the site and gave feedback / approval for all of them
 - Took the lead on planning the December launch event in Fort Lauderdale, FL (organized meetings, managed to do lists, approved all actions, etc....)
 - Was a key part of the team that worked with Nancy Kinnally to develop a press release and the media strategy for the site's launch
 - Organized and coordinated the sending of the agency letter to legal aid organizations asking for their support / linking to the site
- Created and gave a presentation for the technology side of Turning 18 at our launch event

Florida Name Change

- Created a new email newsletter mailing list and added it to the website / integrated it into our MailChimp account
- Took over all project manager duties on the website after another contractor left the team

- o Worked with other team members to get a large number of changes made to the county resource pages on the site at the request of Southern Legal Counsel

Triage

- Was a key member of the project team that participated in planning workshops prior to the kick off of development
- Attended the project's stakeholder kickoff launch event in Jacksonville
- Was involved in multiple conversations surrounding the Triage project and integrating it with other referral systems (Legal Server, Community. Lawyer, etc....)
- Participated in multiple sprint planning, backlog grooming, and end of sprint demos with the Theory and Principal team

Other items

- Presented on Florida Name Change dashboard reporting on a LSNTAP webinar
- Created a high-level treatment and budget for the Rent Withholding project
- Worked with Rand Corporation to determine what needs for a Drake equation micro site
- Gave a presentation to Ohio group on possibly using Typeform, Zapier, and Webmerge as a document assembly tool
- Worked on creating standardized privacy and terms of use policies with volunteer counsel, Steven Blickensderfer of Carlton Fields
- Created and gave a presentation at the 2019 LSC Innovations in Technology Conference on using Typeform, Zapier, and Webmerge as a document assembly tool

Kate Peeples-Luther: Communications Contractor

- Assisted with launch of Turning18.org – marketing materials, presentation materials and general planning and support
- Facilitated creation of FNC promo video with cooperation from Netflix
- Created Impact Report
- Created press releases for new partnership projects
- Created annual board presentation
- Expanded content and features on FJTC website
- Created holiday cards
- Created new content for FJTC blog
- Increased social media presence:
 - Twitter Highlights (@FJusticeTech):
 - 277 retweets
 - 18,915 tweet impressions
 - 22 mentions
 - 473 likes
 - Facebook Highlights (FJTC):
 - 79 page likes
 - 84 page followers
 - 51 Instagram followers

- Continuing to grow and promoted Legal Aid Marketing Society Group on FB. Total current members: 47
- Assisting in marketing for FLH
- Creating marketing materials for FJTC and project sites
- Assisting with grant development content and donation program

Heather Hadd – Developer Administrative Assistant

- Florida Health Law Project
 - Performed ongoing quality control checks on the waiver such as ensuring that all hyperlinks were functioning.
 - Assisted FHLP with loading new content and managing the site.
- Turning 18
 - Responsible for ongoing form and website testing
 - Writing and organizing social media posts to promote FNC and Turning 18
 - Drafting Google Ad words for FNC and Turning 18 site
- FLAdvocate
 - Managing all the news feeds and jobs boards
 - Maintaining all listserves across the different practice areas which includes adding new members, troubleshooting any technical issues advocates have with the listserves as well as creating new listserves as requested.
 - Running meetings for various advocacy groups
 - General upkeep of the site including adding content to various practice areas, events to calendars and posting announcements when appropriate.

Emily Fasnacnt -Development Director

- Development
 - Drafted and submitted FBF Economic Development proposal
 - Drafted and submitted Community Development proposal to PNC Bank
 - Drafted and submitted General Operating proposal to Draper Richards Kaplan Foundation.
 - Created 3 Year Development Plan with schedule of campaigns to start in 2019
 - Reviewed Development Plan with Consultant, identified improvements and policy ideas
 - Created CRM in Airtable
 - Took over #GivingTuesday Campaign; generating 4x the donations as previous year
 - Setup MailChimp with lists and tags
 - Created automated onboarding series in MailChimp
 - Created Triage Kickoff stakeholder list and sent MailChimp invites to stakeholders
 - Integrated MailChimp and Donorbox
 - Setup Donorbox for online donation processing

- Admin
 - Created Mission United Blog post
 - Created Triage Blog post
 - Created Justice Gap Blog post
 - Assisted with 2018 Impact Report
 - Attended Triage Kickoff Event in Jacksonville
 - Signed up for ESRI ArcGIS Account for mapping outcomes and trends
 - Completed Florida Bar BOG Public Member application for FJTC executive director

Leona Hildreth: Executive Assistant

- Schedules all executive director travel and handles all reimbursements from third party payers.
- Prepares initial draft of quarterly reports.
- Generates monthly accounting/budget reports for leadership team.
- Works with bookkeeper to manage all team travel expense tracking and reimbursements.
- Manages executive director calendar and works with all team members on group meetings and events.
- Handles all logistics for staff retreats, conference registrations, and travel arrangements when needed.
- Assists with creation of board books.
- Assists with creation of year end thank you gifts to board members and “friends and family” of FJTC.
- Handles shipping of marketing and outreach materials to virtual team members at their request.

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2018

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$1,095,621.30
IOTA Contributions Receivable	\$1,083,845.00
Other Contributions Receivable	\$39,698.09
Notes Receivable, net of Allowance	\$886,993.31
Accounts Receivable	\$92,716.25
Travel Advances	\$0.00
Prepaid Expenses	\$236,653.38
Short Term Investments	\$4,381,399.24
Intermediate Term Investments	\$21,074,818.98
Total Current Assets	\$28,891,745.55
Fixed Assets	
Office Equipment	\$134,270.05
Computer Equipment	\$83,498.46
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,042.04
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,035,112.48)
Total Fixed Assets	\$110,717.99
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	(\$4,202.69)
Total Other Assets	\$3,511.81
Total ASSETS	\$29,005,975.35

The Florida Bar Foundation Inc.
Statement of Financial Position
December 31, 2018

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$49,199.48
Payroll Withholding	\$175.07
Conditional Grants Payable	\$2,818,549.35
Grants Payable	\$6,401,098.00
Accrued Expenses	\$110,294.32
Deferred Revenues	\$7,354,411.81
Note Payable, Current	\$1,500,000.00
Other Current Liabilities	\$27,413.24
Due to/Due From	\$0.00
Total Current Liabilities	\$18,261,141.27
Non-Current Liabilities	
Note Payable	\$2,625,000.00
Other Non-Current Liabilities	\$97,250.58
Total Non-Current Liabilities	\$2,722,250.58
TOTAL LIABILITIES	\$20,983,391.85
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$970,881.81
Total Temporarily Restricted	\$970,881.81
Unrestricted	
Increase (Decrease) in Net Assets	\$7,051,701.69
Total Unrestricted	\$7,051,701.69
Total NET ASSETS	\$8,022,583.50
TOTAL LIABILITIES AND NET ASSETS	\$29,005,975.35
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$6,873,850.38
NET SURPLUS/(DEFICIT)	\$1,148,733.12
ENDING NET ASSETS	\$8,022,583.50

The Florida Bar Foundation Inc.
Statement of Activities
For the Six Months Ended December 31, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$4,834,766.59	\$0.00	\$0.00	\$4,834,766.59
Other Contributions	\$85,268.46	\$82,118.00	\$0.00	\$167,386.46
Bar Fee Statement, Check-Off Receipts	\$0.00	\$320,319.88	\$0.00	\$320,319.88
Change in Value of Split-Interest Agreements	(\$385.00)	\$0.00	\$0.00	(\$385.00)
License Plate Campaign Contributions	\$0.00	\$20,600.00	\$0.00	\$20,600.00
Contract Revenues	\$6,649,848.96	\$0.00	\$0.00	\$6,649,848.96
CY Pres Awards	\$344,529.90	\$0.00	\$0.00	\$344,529.90
Return of Unspent Grant Funds	\$87,538.00	\$0.00	\$0.00	\$87,538.00
Investment Income	\$241,445.00	\$0.00	\$0.00	\$241,445.00
Unrealized/Realized Gains (Losses) on Investments	(\$389,351.10)	\$0.00	\$0.00	(\$389,351.10)
Miscellaneous Income	\$13,552.46	\$0.00	\$0.00	\$13,552.46
Conditional Grants Awarded	(\$2,818,549.35)	\$0.00	\$0.00	(\$2,818,549.35)
Total REVENUE	\$9,048,663.92	\$423,037.88	\$0.00	\$9,471,701.80
EXPENSES				
Program Expenses - Grants	(\$6,947,098.00)	\$0.00	\$0.00	(\$6,947,098.00)
Program Related Expenses	(\$332,156.02)	\$0.00	\$0.00	(\$332,156.02)
Supporting Services	(\$908,051.46)	\$0.00	\$0.00	(\$908,051.46)
Fund Raising Expenses	(\$135,663.20)	\$0.00	\$0.00	(\$135,663.20)
Total EXPENSES	(\$8,322,968.68)	\$0.00	\$0.00	(\$8,322,968.68)
BEGINNING NET ASSETS	\$6,326,006.45	\$547,843.93	\$0.00	\$6,873,850.38
NET SURPLUS/(DEFICIT)	\$725,695.24	\$423,037.88	\$0.00	\$1,148,733.12
ENDING NET ASSETS	\$7,051,701.69	\$970,881.81	\$0.00	\$8,022,583.50

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 March 31, 2019

Loan Covenant Numbers	Use of Loan Proceeds	2019
		31-Mar-19
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X Previously Reported \$2,141,198.80
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A) and (B)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (C)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

X Covenant met

(A) See attached Florida Justice Technology Center: Progress Report for January, February & March 2019

(B) See attached Report on Technology and Providing Greater Access to Justice

(C) Draft copy accepted by TFB per letter from Joshua E. Doyle dated 10/22/18. Draft emailed to TFB on 12/3/18.
 Final Audited Financial Statements sent by e-mail on 12/10/18.

Submitted By:

Jasmine Lee-Gaumier, Controller

Signature *Jasmine Lee-Gaumier*

Date *4/30/19*

The Florida Bar Foundation

Quarterly Report to The Florida Bar on Technology and Providing Greater Access to Justice Quarter ended March 31, 2019

In addition to the \$2,141,198.80 spent primarily from The Florida Bar loan proceeds, the Foundation has also invested in other technology and innovation projects as outlined below:

Funded through Direct Grants:

- Creation of FloridaNameChange.org website through collaboration of Southern Legal Counsel with Florida Justice Technology Center (partially funded by the Bank of America Settlement funds)
- Online intake project at Legal Services of Greater Miami
- Mobile pop-up call centers through a Disaster Relief grant to Community Legal Services of Mid-Florida
- Portions of 2017 General Support grants for various grantees to create telephone intake systems, VOIP phone system, paperless systems, centralized phone intake and advice systems, online intake systems and creating more user-friendly grantee websites.
- Pro Bono grant funding for Put Something Back virtual kiosks, online hotline intake, rural mobile clinic and a virtual clinic portal.

Funded through Other Program-Related Funds (freeing up grantee funds for direct services):

- Subsidies for LegalServer software and support for case management
- Subsidies for Westlaw Access for grantees
- Scholarships for grantee staff to attend the Legal Services Corporation Technology Innovation Conference
- Implementation of Florida Pro Bono Matters
- The Florida Pro Bono Law School Challenge
- Schema.org implementation at Legal Services of North Florida
- MSM texting project and Open Referral projects at Community Legal Services of Mid-Florida

FJTC Board

- The Board met virtually on March 7, 2019.
- The board approved board candidate Robert Murphy. His participation will begin at the June 2019 meeting at the Florida Bar annual convention.
- The board reviewed current monthly financials and overall financial snapshot.
- FJTC has created a board portal for our members. Each board member can update contact information as well as review the FJTC Conflict of Interest statement and sign their annual Conflict of Interest certification online. All board materials going forward will be posted to the portal for the convenience of the board members.

FJTC – Our Tools In Action

- Statewide Triage – see attached report.
- Data Analytics – see attached report.

Executive Director – Joyce Raby

- Attended and hosted staff retreat at the Legal Services Corporation IT Conference January 9-11, 2019 in New Orleans.
- Was invited and attended pre-conference meeting on January 8, 2019 hosted by Pew Charitable Trust to discuss strategic direction of their new Civil Legal System Modernization effort.
- Was a featured speaker at the Georgia State University College of Law State of the South Conference on February 8, 2019 in Atlanta. Presented on the work of FJTC and on the Drake Equation.
- Attended a California Bar Task Force on Access through Innovation in Legal Services – February 28, 2019.
- Negotiated and signed a contract to create a FloridaElderLaw.org site for the Florida Department of Elder Affairs to help caregivers and advocates identify legal issues for their clients and patients.

FJTC Team

Sam Harden: Lead Developer

- Legal Aid Hackathon: Planned for, organized and ran the Legal Aid Hackathon at the IT Conference in New Orleans. Over 20 people participated and presented their solutions to the IT Conference audience.
- LSC ITCon: Gave two presentations at the IT Conference - one on the Docassemble document assembly solution, and the other on the updates to the Drupal platform.
- FloridaElderLaw.org: In partnership with the State of Florida of Elder Affairs; began development on the Florida Elder Law site, which will launch on April 11th, 2019.

Florida Justice Technology Center: Progress Report for January, February & March 2019

April 2019

- Florida Renter's Rights Site: Began development on the Florida Renter's Rights Site, a resource for renters seeking with withhold rent from their landlords due to unlivable conditions.
- Hired and onboarded Craig Sims, a WordPress developer to assist in the creation of FJTC custom WordPress theme and subsequent FJTC products.

Alison DeBelder: FLAdvocate.org

January

- January 8-11 attended the IT-Con Conference in New Orleans, LA
- Began conducting meetings (ongoing), with practice area leaders for FLAdvocate website. At each meeting have shared FJTC news, including demonstration of Turning 18 and FloridaNameChange tools, new reports generated from Google analytics data, and discussed promotional opportunities and annual membership reviews.

February

- New project research and partnerships. Attended panel discussion regarding implementation of Amendment 4 as well as interviewed various experts regarding the same. Researched VOCCA grant opportunities and began discussion of TIG project with LSC programs.

March

- March 8-10 attended TransCon in Miami. Staffed a table and attended conference sessions to promote FloridaNameChange. Made contacts with pediatric psychiatrists and introduced them to Medical-Legal Partnerships as well as our FLAdvocate platform which supports them.
- March 12 met with [Center for Autism and Related Disorders \(CARD\)](#) representatives at the Senate in Tallahassee. Shared Turning 18 with them and provided outreach material.

Raylene Coe: Product Outreach

January

- Facebook and email promotion of T18 and FNC plus follow-up at University of Central Florida (UCF).
- Attended the 26th Annual UCF Center for Autism and Related Disabilities Conference and provided Turning18.org Flyers for distribution.
- Assisted in getting FJTC as a presenter in the Guardian Ad Liem 2019 Specialized Advocacy for Children Symposium regarding Turning18.org in May 2019.

February

Florida Justice Technology Center: Progress Report for January, February & March 2019

April 2019

- Set up Table and promoted Turning18.org at the 6th Annual Ask Us Florida Autism Conference and Resource Fair
- Sent T18 promotional materials to Judith Migdal-Mack, Legal Aid Society of Palm Beach County, Inc. (Relative Caregivers Project)

March

- Provided each Community Center in Brevard County with flyers on Turning18.org
- Set up Table and promoted Turning18.org at the Start with the End In Mind Conference at Viera High School March 9, 2019

Emy Lopez: Project Management

- Researched and tested numerous project management software platforms to determine the best fit. Ultimately selected Jira to manage software development, specific to those involved on the development side, and Freedcamp to manage the full team's work.
- Worked with team members to begin the development of structure for Freedcamp to ensure that it meets the needs of the team and enhances their work.
- Worked with development staff to begin the creation of a standard project template, ensuring standardization of steps required in the scoping, development and launch of a new product. This is a work in progress and will be ongoing.
- Worked with development staff to better track all tools that FJTC uses. This is part of a larger project to build standard protocols into different applications that the team uses.
- Florida Statewide Triage - (see standalone report attached)
Worked with Theory & Principle and the FJTC team throughout the development of:
 - Site structure
 - Content development
 - User testing
 - Branding and accessibility
 - Referral partner interface
 - Prioritization of future enhancements
- Contacted voluntary bar associations to begin education and outreach of statewide triage and recruit them as referral partners.
- Monitored invoicing and maintain budget.

Jessica Rae: FloridaLawHelp.org

- During the first quarter, site traffic continued to grow with over 103,000 people visiting the site. This is almost double the traffic from the first quarter in 2018. Four out of five of the visitors were new to the site.
- Based in user feedback, we continued to update and improve FLH's Find a Lawyer page including adding contact information to the local Office of the Public Defender and adding a search by county function which lists the local legal services providers, the relevant lawyer referral service, the PD's office and court information along with frequently used statewide resources.
- Presentations and Trainings
 - On January 7 through 11, attended the 2019 LSC ITCon hackathon and conference.
 - In partnership with Michelle Kenney, prepared conference proposal for the 2019 Guardian Ad Litem Conference. The proposal was accepted and will be presented in May.
 - Prepared a proposal on using plain language for the 2019 Department of Children and Families conference in the fall.
- Using Google Analytics data from 2018, identified top subject matter areas and materials for FLH update. Using LSC's National Subject Matter Index (NSMI), drafted plain language descriptions for each topic and subtopic area.
- Added NSMI taxonomy to all FLH materials to improve SEO and allow FLH to be updated more efficiently in the second and third quarters of this year.
- Conducted a comprehensive statewide review of Florida housing and family law pro se materials that are currently available online which will serve as the basis for the upcoming SME review.
- Developed user testing for Triage to be implemented in April 2019.

Brandon Thomas: Developer/Data Analytics

Triage

- Participated as a business analyst in a number of backlog grooming, planning, and sprint review meetings over the past few months with our team and Theory and Principal for the Statewide Triage project.
- Created Drake Equation and general reporting requirements for the Triage project. This involved mocking up what some of the data should look like and creating two possible paths to take for accomplishing each of our reporting goals.

- Have worked extensively on developing User Testing strategies specific to Triage. This has involved multiple discussions for both remote and on-site testing and helping to create a mechanical task-based script for remote testers to follow.
- Created mock ups of some different potential page designs for the referral partner page on the Triage site. This was done to help facilitate conversations both internally and externally to overcome some of the design concerns with our internal team, and to help bridge the gap between the Triage system and Florida Law Help.
- Pulled together information on the NSMI taxonomy for Triage and used it as a base to help our data analytics team create reporting on what parent and child levels need to be in the system for both our soft and hard launches later this year.
- Created Google Analytics and Tag Manager accounts for the Triage project, helped Theory and Principal fix some issues setting it up, and tested the properties to make sure data is coming through correctly.
- Created several reports to allow us to gauge the impact of merging the Triage project with our existing Florida Law Help site. This included determining a critical mass of content that needs to be moved over by the fall, and which areas are the most popular to prioritize first. After the base data was created I also worked with Inina and Jess to better analyze it and come up with team recommendations.
- Created a full list of admin and referral partner notifications that are needed for the Triage system. Now working with the team to create verbiage that should accompany each of these notifications.
- Performed an initial analysis of Open Referral data for the team and to start familiarizing myself with its structure and format for the Triage project.
- Researched various user testing, heat mapping, and accessibility testing tools we can use for Triage and other projects in the future.
- Worked with the team to create a list of all the county clerk self-help centers in Florida for Triage. This included capturing multiple pieces of data that's available for each center and capturing the unique ways to contact and engage with each of them.

Data Analytics

- Worked with the analytics staff to scope out and create a 2018 Data Analytics report that we delivered to the whole FJTC team. This included an overview on the general performance of our tools over the past year and identified areas where we can improve as an organization. This first report will serve as a template for future reports that will follow as we continue to develop out our analytics platform.

- Worked with analytics staff on a research project to determine how we can best measure our progress against Florida's overall justice gap using accepted LSC justice gap metrics and Florida's population and housing numbers. Visual reporting on this progress will surface and take shape in Q2 2019.
- Worked with analytics staff on a research project to tag internal and external FJTC website searches and match them back to the legal issues they address. This will help FJTC long-term as we identify gaps between legal topics we are providing adequate information and help for and ones that we still need to address. It will also help us prioritize these gap items based on how often they are searched for.
- Worked with several team members to finalize and update all our existing Drake Equation models ahead of production of the final report and conference call presentation in February.
- Worked to secure a \$3,500 annual grant from Microsoft for free Azure cloud services. This has allowed us to move all of our analytics databases to the cloud for free to make it easier for the team to contribute to building reporting solutions collaboratively going forward.
- Worked with analytics staff to put together a report showing the impact natural disasters have on the number of visitors hitting both the FLAdvocate and Florida Law Help websites.
- Working to create a full roadmap for our reporting organization for the rest of 2019. The roadmap lays out goals and milestones for the next 3 to 6 months and will work hand in hand with our new daily task management tool Freedcamp to track progress as we go through the rest of the year.
- Updated the backend reporting for the new FLAdvocate specific dashboards based on feedback on needed changes from the practice area leaders. The data analytics team will now start on getting the front-end dashboards updated as well.
- Talked to Alex from Montana Legal Services Association about possibly partnering with them on a data analytics project to create a standard package that any legal aid organization could implement and use. This is going to be an ongoing relationship for FJTC to help make us a thought leader for the industry and will hopefully lead to a larger formal project grant over the next year.

Content and Communication

- Worked with fundraising and marketing to create a new plan on how our email lists will work on our sites and deliver content to subscribers. This is currently being implemented and will have a larger impact next quarter to allow users to better choose multiple newsletters to sign up to and have more options as to how involved they want to be with FJTC for interactions.
- Worked with Communications to come up with a plan for how we want to handle newsletter communications for various FJTC sites. The team is currently working on email templates for

site specific newsletters and we will see more consistent monthly communications in Q2 2019 to take more advantage of our email list subscribers.

- Created a plan to manage inboxes for FJTC sites. This includes getting all inboxes on the same platform long-term, having people monitor them regularly for emails that come in, and using a switchboard spreadsheet to make sure different types of messages are routed to the correct people. The plan for this area also includes regular monitoring of the FJTC Google Voice mailbox for privacy policy as well as other issues.

Process Development and Standardization

- Worked with project management staff to vet multiple project management software packages and look at the pros and cons between them. Ultimately, we settled on a combination of Jira and Freedcamp that will be rolling out to the rest of the team soon to meet both of our needs for general task management and software development project management.
- Worked with administrative staff to scope and implement our team drive plan for FJTC as an organization. The team drive will make it easier for FJTC team members to share files between each other and collaborate on them from a central location. It will also serve as an additional back up of files for the entire team.
- Created an employee onboarding and deactivation project that is now currently in implementation. This effort establishes a standard protocol for onboarding and terminating an employee.

Other items

- Presented as part of a panel presentation of easy, no code document assembly solutions at the 2019 LSC Innovations in Technology Conference.
- Completed general admin tasks as needed in Google Admin, Last Pass, Network Solutions, and other tools as needed.

Inina Kachelmeier: Data Analyst

Data Analysis Report

- Downloaded dashboard reports and organized into excel spreadsheet for analytics reporting
- Generated charts and tables analyzing data in terms of demographics, visitation and user engagement metrics
- Figured out most accurate available trend analysis and forecasting
- Sorted Florida Law Help searches - formulated search categories and associated key words
 - Set up excel functions to automatically search list for additional individualized keywords and reduce duplicates

Florida Justice Technology Center: Progress Report for January, February & March 2019

April 2019

- Formatted FLH search categories to match LSC report research categories for ease of comparing our searches to broader research
- Parsed out searches related to searches for a lawyer, a legal form, or other legal help
- Added data analysis to report – discussed with Brandon and Kate to get input
- Worked on creation of mini data analysis report and setting up excel for easy creation of quarterly reports

Drake Equation

- Researched state-wide justice gap studies to get a better understanding of justice gap
- Put research into excel document with attached sources

Triage - General

- Helped organize epics into timesheets and added functionality labels
- Reviewed and generated wording of automated triage notifications for partners and admin

Triage – NSMI Index Taxonomy Database of FLH Pages/Keywords

- Mapped data issues and download pages to taxonomy categories
- Organized internal/external searches into taxonomy parent and sub groups
- Created keyword bank for future automated classification
- Generated list of links that are defunct on FLH website as went through issues pages for classification
- Created spreadsheet detailing possible amendments to taxonomy titles on public facing websites for ease of understanding

Florida Law Help

- Made hurricane tracking chart
- Sat in on meetings to make changes to google data studios report
- Looked through searches for keywords related to felony voter restitution or voting to determine if individuals were using this resource for information

Learning

- Downloaded SQL server and have gotten through section 1, section 2, and am working on lesson 16 of section 3
- Participated in a training on google data studio
- Have worked on familiarizing myself with google data studio by playing around with training report

Other Items

Florida Justice Technology Center: Progress Report for January, February & March 2019

April 2019

- Sat in on meeting with Alex Clark (community outreach assistant Montana Legal Services) discussing possible collaboration
- Sat in on Forms and Technology webinar with Margaret Hagan
- Created several reports to allow us to gauge the impact of merging the Triage project with our existing Florida Law Help site. This included determining a critical mass of content that needs to be moved over by the fall, and which areas are the most popular to prioritize first.

Craig Sims: Developer

WordPress Theme

- Began working with Lead Developer on a new FJTC custom WordPress theme to allow us to quickly bootstrap new web applications.
 - Fully-responsive
 - Variety of page layouts
 - Quickly build new sections and features
 - Create a variety of prefab templates and widgets for future use

Elder Law

- Began work on the Florida Elder Law site
 - Built the initial sitemap and wireframes
 - Scoped the development roadmap
 - Met with stakeholders and content experts for discussion, feedback, and content
 - Ongoing work to create the site with a release date of April 11, 2019

FJTC Board Portal

- Using the first iteration of our WordPress child theme, I built the new FJTC Board Member Portal, which allows members of the FJTC board to:
 - Download the board member handbook
 - Read and sign the Conflict of Interest policy
 - Confirm/update personal contact information
 - Get updates about FJTC

FLARE Divorce

- Assisted in QA testing the new FLARE Divorce web app

Kate Peeples-Luther: Communications Contractor

- Designed FNC t-shirt for conventions
- Designed donation postcard
- Expanded content and features on FJTC website
- Created new content for FJTC blog
- Created marketing materials for FJTC and project sites
- Created marketing materials for PDA meetings
- Assisted with Data Analysis report and designed report cover
- Created a marketing plan to work in concert with FJTC development plan
- Implemented adwords campaign for FNC and T18
- Designed marketing materials for FLA Disaster section
- Increased social media presence:
- Twitter Highlights (@FLJusticeTech):
 - 60 new followers
 - 20,017 tweet impressions
 - 27 mentions
 - 320 profile visits
 - 473 likes

Top mention earned 24 engagements



Community.lawyer

@LawyerCommunity Mar 3

Incredible work by @FLJusticeTech with their initiatives to help with name change, childhood disability, and general legal information in Florida. Every state needs an FJTC of their own.

[twitter.com/FLJusticeTech/...](https://twitter.com/FLJusticeTech/)

♥ 10

Top Tweet earned 1,143 impressions

We're excited about #AI, but also recognize the vast potential for abuse. Even now - in AI's infancy - we have solid examples that support the need for regulation. But we also know regulation will only be as good as the regulators that enforce it. #legaltech twitter.com/legalaidtech/s...

🔄 4 ♥ 9

- Facebook Highlights (FJTC):
 - 108 page likes
 - 119 page followers
- 53 Instagram followers
- 47 Legal Aid Marketing Group (FB) followers

Heather Hadd – Developer Administrative Assistant

FLAdvocate

- Worked with the practice area leaders of the MLP practice area on FLAdvocate to design, test and send out a survey asking for information concerning MLPs in the southeastern US (Alabama, Florida, Georgia, South Carolina and Tennessee).
- Used data analytics through Google Studio to create reports of FLAdvocate's overall performance as well as performance and member engagement in each different practice area
- Met with team and practice area leaders from each of the practice areas in FLAdvocate to discuss improvements and give reports of each area's performance based on our data gathering.
- Based on these meetings, made various improvements to different FLAdvocate especially with adding content to the libraries and cleaning up the landing pages for each area. Created a template for monthly newsletters to all members of the FLAdvocate site.
- Created and distributed a monthly newsletter for FLA subscribers

FJTC Administration

- Worked on creating a folder structure for the team Google Drive as well as adding content to various folders
- Worked on creating a folder structure for the team Google Drive as well as adding content to various folders
- Drafted an email inbox "switchboard" or template for how to handle different emails from each of the sites we control.
- Moved all videos from the FJTC Vimeo account to the appropriate FJTC YouTube account.
- Drafted a table of all the tools that FJTC subscribes to (or uses if they are free) with information such as URL and who generally owns or manages them.

Triage

- Researched self-help centers in each county in Florida and created a table detailing which services they provide as well as basic contact information such as address and hours.

Jacqui Olkin: User Testing/User Experience Expert

Statewide Triage

- Provided consulting advice regarding the design and usability of the home page and partner referral page for the Statewide Triage Project.

Florida Justice Technology Center: Progress Report for January, February & March 2019

April 2019

- Provided consulting advice regarding the plan to perform both remote and on-site user testing for the Statewide Triage Project.

Emily Fasnacht: Development Director

Grants Submitted in the current quarter:

Name	Description	Funder	Amount	Deadline	Notification	Status
Children's Advocacy	Foster Youth Chatbot	Charles Lafitte Foundation	\$45,000	1/17/2019	4/30/2019	Submitted
LGBTQ Social Justice	Arizona Name Change	Arcus Foundation	\$100,000	1/22/2019	3/7/2019	Denied
LGBTQ Social Justice	Georgia Name Change	Arcus Foundation	\$200,000	1/22/2019	3/7/2019	Denied
FBF AOJ Grant Application 2019	Voter Restoration	The Florida Bar Foundation	\$350,000	2/20/2019	Unknown	Submitted
2019 February Proposal	Renters' Rights	TD Bank Foundation	\$15,000	2/22/2019	4/30/2019	Submitted
Tau Grant - Capacity Building	Diversity & Inclusion	ALLEGANY FRANCISCAN MINISTRIES INC	\$10,000	2/28/2019	3/31/2019	Submitted
VOCA Application 2019	CASA Hotline Messaging	Florida Office of the Attorney General	\$85,800	3/1/2019	5/31/2019	Submitted
TIG LOI	CCLA Family Law Forms	Legal Services Corporation	\$105,000	3/8/2019	4/26/2019	Submitted
TIG LOI	CCLA Identity Theft & Debt Collection	Legal Services Corporation	\$240,000	3/8/2019	4/26/2019	Submitted
Denise Moon Grant	Victim Compensation Tool	The Miami Foundation	\$20,000	3/22/2019	6/7/2019	Submitted
Total			\$1,170,800			

- Direct Mail Appeal sent to 2,035 addresses
- Valentine's Day donor email
- Created and sent monthly donor engagement emails
- Updated and resumed welcome email automated campaign for new subscribers
- Updated GuideStar account to receive Platinum Seal of Transparency
- Met with TD Bank community development representative in February
- Added to CRM in Airtable
- Developed topic-based appeals for online marketing
- Recently passed qualifying exam and received Certified Fund Raising Executive (CRFE) certification

Administration

- Attended LSC ITCon Conference in January
- Completed Florida Bar Board of Governors Public Member application on behalf of FJTC executive director

Leona Hildreth: Executive Assistant

- Schedules all executive director travel and handles all reimbursements from third party payers.
- Prepares initial draft of quarterly reports.
- Generates monthly accounting/budget reports for leadership team.
- Works with bookkeeper to manage all team travel expense tracking and reimbursements.
- Manages executive director calendar and works with all team members on group meetings and events.
- Handles all logistics for staff retreats, conference registrations, and travel arrangements when needed.
- Assists with creation of board books.
- Assists with creation of year end thank you gifts to board members and “friends and family” of FJTC.
- Handles shipping of marketing and outreach materials to virtual team members at their request.
- Recently secured a Certification in Forensic Accounting and Fraud Prevention
- Creates expense reports for executive director trips
- Assists team with any reports requested

FTJC Data Analysis Report

Florida Law Help and Florida Name Change are our most popular sites. Florida Law Help has had 376,628 visitors in the past year and the site continues to grow. Florida Name Change is in its first year but already has 33,274 visitors. Through our interconnected branding strategy these sites are also able to pull in interest for our other sites.

Turning 18 launched on December 14th, 2018 but already has 4,453 visitors and interest is growing. Florida Law Advocate, Legal Aid Hackathon, and the FTJC website have lower visitation but this is not unusual. Florida Law Advocate services a limited audience of legal aid advocates and legal aid attorneys in Florida. The FTJC site is also niche-specific with a donor/advocate focus.

Dashboards	Total People	Google		Site Referrals		Twitter		Facebook		FTJC Sites	
		%	#	%	#	%	#	%	#	%	#
FJTC Website	4,788	67%	3,208	12%	575	6%	287.3	6%	287.3	3%	144
<i>Google 67%</i>											
<i>Site Referrals 12%</i>											
<i>Twitter 6%</i>											
Legal Aid Hackathon	2,307	24%	554	47%	1,084	14%	323.0	5%	115.4	2%	46
<i>Site Referrals 47%</i>											
<i>Google 24%</i>											
<i>Twitter 14%</i>											
Florida Law Help	376,628	84%	316,368	13%	48,962	0%	0.0	0%	0.0	0%	0
<i>Google 84%</i>											
<i>Site Referrals 13%</i>											
<i>Bing, Yahoo 1%</i>											
Turning 18	4,453	12%	534	10%	445	35%	1,558.6	39%	1,736.7	1%	45
<i>Facebook 39%</i>											
<i>Twitter 35%</i>											
<i>Google 12%</i>											
FL Advocate	6,157	44%	2,709	17%	1,047	0%	0.0	0%	0.0	31%	1,909
<i>Google 44%</i>											
<i>FJTC Sites 31%</i>											
<i>Site Referrals 17%</i>											
Florida Name Change	33,274	85%	28,283	8%	2,662	0%	0.0	2%	665.5	1%	333
<i>Google 85%</i>											
<i>Site Referrals 8%</i>											
<i>Bing 3%</i>											
Totals	427,607	82%	351,656	13%	54,774	1%	2,169	1%	2,805	1%	2,476

Statistics are based on data collected between April 1st, 2018-March 31st, 2019. Total % calculated as: "total #"/"total people"

Google accounts for most of our site traffic (82%) across all sites. Because of this, capitalizing on our 15K Google Ads Grant is a focus in 2019. The grant allows us to run free text ads on Google search results pages. Currently, we have already employed a campaign for Florida Law Help (which has the highest percentage referrals from Google). Campaigns for Florida Name Change and Turning 18 have just been launched, other sites will follow.

Google Ads Campaigns

Data from our google ads campaigns shows that users are engaging in meaningful ways with our ads. In the past year Florida Law Help has had 8,788 impressions (times that our ads were shown on a search page or other site in the Google network) and 430 clicks based on those impressions. Florida Law Help has a conversion rate of 4.9%. This means that in 4.9% of cases where someone clicked on an ad, they had some form of meaningful interaction on our site. Our current definition of meaningful interaction is that our users had an interaction with our site beyond the first page they landed on (i.e. they navigated to another page). According to statistics from the 2018 Search Engine Journal Report, this is higher than the average conversion rate across all industries (3.75%¹).

Our preliminary data on Florida Name Change is promising. Our google ads campaign launched on March 7th, 2019. In 24 days, it has already garnered 5,307 impressions and 487 clicks. The conversion rate is even higher than Florida Law Help – 9.2% of individuals had some meaningful form of interaction after clicking on an ad.

User Engagement

User engagement statistics are important as they help us address one of our central goals – to be able to gauge if our users are engaging with our sites in a meaningful way. Below is a summary of bounce rates and scroll depth statistics.

The first indicator of user engagement we looked at was bounce rates. A bounce rate looks at the percentage of people who navigate away from the site after viewing only 1 page. Our websites have better than average bounce-rates for legal/government websites. The 2017 Benchmark Report published by Google, which includes average bounce rates within different industries, found that “Law and Government” sites have an average rate of 61.24%². Except FLAdvocate, all sites are below this benchmark. Since FLAdvocate has a unique audience (attorneys and legal aid workers), the high bounce rate may be caused by visitors navigating away once they realize the resource is meant for attorneys

Next, scroll depth allows us to look at on average how far down any given page a user gets. Of visitors who started scrolling, over 84% reach at least 50% of the way down the page and over half (54%) are getting to the 75% mark – indicating that they are seeing most of our site content.

Website	Bounce Rate	Pages	% Started Scrolling	of started that got to 50%	of started that got to 75%	of started that got to 100%
Turning 18	51%	344	81%	87%	37%	7%
Florida Name Change	52%	266	98%	85%	35%	8%
Florida Law Help	77%	3,047	83%	79%	55%	11%
FJTC website	66%	139	97%	83%	59%	10%
Legal Aid Hackathon	58%	43	74%	83%	64%	34%
Florida Law Advocate	66%	1,012	95%	89%	75%	44%
Average	62%	809	88%	84%	54%	19%

Engagement statistics are based on data collected between January 1st, 2019-March 31st, 2019

¹ <https://www.searchenginejournal.com/data-whats-good-ctr-cpa-conversion-rate-adwords-2018/248947/#close>

² <https://www.digishuffle.com/blogs/bounce-rate-benchmarks/>

The Florida Bar

Statement of Loan Balance
As of: March 31, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00

The Florida Bar

Statement of Loan Balance
As of: March 31, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$5,252,427.95
			\$ 5,625,000.00	\$5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$5,292,443.64
Apr-18	2.72%	\$ 11,736.99	\$ 5,250,000.00	\$5,304,180.63
May-18	2.69%	\$ 11,994.45	\$ 5,250,000.00	\$5,316,175.08
6/1-6/15/18	2.86%	\$ 6,170.55	\$ 5,250,000.00	\$5,322,345.63
Check # 38189, dated 06/12/18; received 6/15/18			\$ (375,000.00)	\$4,947,345.63
6/15-6/30/18	2.86%	\$ 5,729.79	\$ 4,875,000.00	\$4,953,075.42
Jul-18	2.87%	\$ 11,882.98	\$ 4,875,000.00	\$4,964,958.40
Aug-18	2.80%	\$ 11,593.15	\$ 4,875,000.00	\$4,976,551.55
9/1-9/14/18	2.86%	\$ 5,347.81	\$ 4,875,000.00	\$4,981,899.36
Check # 38393, dated 09/12/18; received 9/13/18			\$ (375,000.00)	\$4,606,899.36
9/15-9/30/18	2.86%	\$ 5,641.64	\$ 4,500,000.00	\$4,612,541.00
Oct-18	2.83%	\$ 10,816.03	\$ 4,500,000.00	\$4,623,357.03
Nov-18	3.04%	\$ 11,243.84	\$ 4,500,000.00	\$4,634,600.87
Check # 38487 dated 11/30/18		\$ (134,600.87)		\$4,500,000.00
12/1-12/14/18	3.07%	\$ 5,298.90	\$ 4,500,000.00	\$ 4,505,298.90
Check # 38562, dated 12/13/18; received 12/17/18			\$ (375,000.00)	\$4,130,298.90
12/15-12/31/18	3.07%	\$ 5,898.18	\$ 4,125,000.00	\$ 4,136,596.96

The Florida Bar

Statement of Loan Balance
As of: March 31, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Jan-19	2.89%	\$ 10,124.90	\$ 4,125,000.00	\$ 4,146,721.86
Feb-19	2.63%	\$ 8,322.33	\$ 4,125,000.00	\$ 4,155,044.19
3/1/19-3/14/19	2.59%	\$ 4,097.88	\$ 4,125,000.00	\$ 4,159,142.07
Check # 38679, dated 3/13/19; received 3/14/19			\$ (375,000.00)	\$3,784,142.07
3/15/19-3/31/19	2.59%	\$ 4,523.63	\$ 3,750,000.00	\$3,788,665.70

The Florida Bar Foundation Inc.
Statement of Financial Position
 March 31, 2019

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$1,295,917.82
IOTA Contributions Receivable	\$1,494,000.00
Other Contributions Receivable	\$113,198.09
Notes Receivable, net of Allowance	\$569,519.25
Interest and Dividends Receivable	\$103,226.09
Accounts Receivable	\$150.00
Travel Advances	\$0.00
Prepaid Expenses	\$276,509.79
Short Term Investments	\$10,552,247.30
Intermediate Term Investments	\$17,612,075.82
Total Current Assets	\$32,016,844.16
Fixed Assets	
Office Equipment	\$134,045.05
Computer Equipment	\$83,498.46
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,042.04
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,044,449.76)
Total Fixed Assets	\$101,155.71
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	(\$79,202.69)
Total Other Assets	(\$71,488.19)
Total ASSETS	\$32,046,511.68

The Florida Bar Foundation Inc.
Statement of Financial Position
 March 31, 2019

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$54,607.12
Payroll Withholding	\$95.40
Conditional Grants Payable	\$1,988,361.32
Grants Payable	\$5,109,389.50
Accrued Expenses	\$148,268.15
Deferred Revenues	\$10,978,399.07
Note Payable, Current	\$1,500,000.00
Other Current Liabilities	\$22,022.80
Due to/Due From	\$0.00
Total Current Liabilities	\$19,801,143.36
Non-Current Liabilities	
Note Payable	\$2,250,000.00
Other Non-Current Liabilities	\$95,783.71
Total Non-Current Liabilities	\$2,345,783.71
TOTAL LIABILITIES	\$22,146,927.07
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$1,066,769.81
Total Temporarily Restricted	\$1,066,769.81
Unrestricted	
Increase (Decrease) in Net Assets	\$8,832,814.80
Total Unrestricted	\$8,832,814.80
Total NET ASSETS	\$9,899,584.61
TOTAL LIABILITIES AND NET ASSETS	\$32,046,511.68
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$6,873,850.38
NET SURPLUS/(DEFICIT)	\$3,025,734.23
ENDING NET ASSETS	\$9,899,584.61

The Florida Bar Foundation Inc.
Statement of Activities
For the Nine Months Ended March 31, 2019

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$9,161,740.93	\$0.00	\$0.00	\$9,161,740.93
Other Contributions	\$135,933.72	\$169,496.00	\$0.00	\$305,429.72
Bar Fee Statement, Check-Off Receipts	\$0.00	\$320,879.88	\$0.00	\$320,879.88
Change in Value of Split-Interest Agreements	(\$577.50)	\$0.00	\$0.00	(\$577.50)
License Plate Campaign Contributions	\$0.00	\$28,550.00	\$0.00	\$28,550.00
Contract Revenues	\$6,649,848.96	\$0.00	\$0.00	\$6,649,848.96
CY Pres Awards	\$344,529.90	\$0.00	\$0.00	\$344,529.90
Return of Unspent Grant Funds	\$132,550.00	\$0.00	\$0.00	\$132,550.00
Investment Income	\$402,011.18	\$0.00	\$0.00	\$402,011.18
Unrealized/Realized Gains (Losses) on Investments	\$88,403.16	\$0.00	\$0.00	\$88,403.16
Miscellaneous Income	\$30,671.21	\$0.00	\$0.00	\$30,671.21
Grants Received	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Conditional Grants Awarded	(\$1,988,361.32)	\$0.00	\$0.00	(\$1,988,361.32)
Total REVENUE	\$14,958,250.24	\$518,925.88	\$0.00	\$15,477,176.12
EXPENSES				
Program Expenses - Grants	(\$10,423,937.03)	\$0.00	\$0.00	(\$10,423,937.03)
Program Related Expenses	(\$492,720.06)	\$0.00	\$0.00	(\$492,720.06)
Supporting Services	(\$1,348,174.56)	\$0.00	\$0.00	(\$1,348,174.56)
Fund Raising Expenses	(\$186,610.24)	\$0.00	\$0.00	(\$186,610.24)
Total EXPENSES	(\$12,451,441.89)	\$0.00	\$0.00	(\$12,451,441.89)
BEGINNING NET ASSETS	\$6,326,006.45	\$547,843.93	\$0.00	\$6,873,850.38
NET SURPLUS/(DEFICIT)	\$2,506,808.35	\$518,925.88	\$0.00	\$3,025,734.23
ENDING NET ASSETS	\$8,832,814.80	\$1,066,769.81	\$0.00	\$9,899,584.61

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 June 30, 2019

Loan Covenant Numbers	Use of Loan Proceeds	2019
		30-Jun-19
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X Previously Reported \$2,141,198.80
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A) and (B)
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X Attached
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X

X Covenant met

(A) See attached Florida Justice Technology Center: Progress Report for January, February & March 2019

(B) See attached Report on Technology and Providing Greater Access to Justice

Submitted By:

Jasmine Lee-Gaumier, Controller

Signature *Jasmine Lee-Gaumier*

Date *7/31/19*

FJTC Board

- The Board met in person on June 26, 2019.
- The board reviewed current financial situation and discussed fundraising options.

Executive Director – Joyce Raby

- Attended meetings of California Bar Task Force on Access through Innovation in Legal Services – April 8 and May 13.
- FJTC moved to FreedCamp as our project management/communication platform in the second quarter. We hosted two in person staff trainings; one in Denver on April 18 and one in Tampa on May 18.
- Attended Project Management Institute’s Mile Hi Chapter annual symposium in Denver on April 19, 2019 to maintain current PMP certification.
- Presented at George Washington Law School on using technology for Access to Justice at the request of the Florida Bar Foundation, April 11, 2019.
- May 7-9, 2019 attended Equal Justice Conference including pre-conference *Creating Opportunity through Criminal Record Clearing* day long workshop.
- Created and facilitated a day long human-centered design/business process analysis workshop for young lawyers at the request of the Chicago Bar Foundation, in Denver, CO June 11, 2019.
- Created 5 alternative financial/mission scenarios for FJTC at the request of the Florida Bar Foundation

FJTC Team

Sam Harden: Lead Developer

Conducted the Legal Aid Virtual Hackathon, a two-day event with over 15 participants and four finished projects.

Finalized the FLARE custom case creation and management software for JALA’s Family Law At Reduced Expense program. The active Beta version is currently in Testing with 2 clinics run so far for user testing

A description of the software:

- Client side
 - Web based program that determines divorce type,
 - Seamless payment platform
 - Custom profile page
 - Create documents using FLARE’s formbuilder,
 - Saves the client’s documents to the profile page
 - Handles file uploads
 - Connects clients with participating attorney
- Attorney side
 - Account gives attorneys view of all available cases
 - Can see enough info to determine conflicts

- Claim cases and begin representation
- Integrated email system notifies client
- Attorney can see client documents and complete forms

Built and delivered the Elder Law Site, a state-wide site built for seniors, advocates, and caregivers.

Built the Rent Withholding web tool for educating tenants about their rights when their landlord won't make repairs to property. An integrated formbuilder lets users create a rent withholding letter to their landlord and collects information about each letter created to identify bad actors.

Implementation of FJTC standard technology stack:

- Development and implementation of standardized WordPress theme
 - Consistent elements across products
 - Enables rapid prototyping and ideation at extremely low cost
 - Simplifies development process
- Use of Docassemble for formbuilding
 - Powerful tool for creating intuitive, custom interviews.
 - One Docassemble server handles formbuilding across multiple properties.
 - Enables replication for generalized interviews = scale
- Amazon Web Services:
 - Fast, reliable, cost-efficient solution for cloud technology
 - Cost so far: \$0
- The takeaway:
 - Standard technologies enable
 - Replication
 - Rapid development
 - Ease of maintenance

Alison DeBelder: FLAdvocate.org

April

- April 11-12 I recorded the Elder Justice Conference held in Tampa, Florida. The conference was the first of its kind and featured state and national luminaries. This work was subsidized by the Florida Health Justice Project and the recordings were posted to the FLAdvocate website and public links made available to the Department of Elder Affairs for broad dissemination. The recordings were professionally edited for quality.
- April 27 I attended the Tallahassee Pride festival to promote the FloridaNameChange tool. While wearing a FloridaNameChange trans-pride-themed t-shirt I distributed hundreds of flyers and met one-on-one with leaders in the community to explain the tool and make personal connections for collaboration going forward.

May

- Helped to help organize statewide Consumer Law Training conference.

Florida Justice Technology Center: Progress Report for April, May & June 2019

July 2019

- May 8-11 I attended the Equal Justice Conference in Louisville, KY. Here I met with partners and discussed ongoing projects in person. In particular, I attended several sessions relevant to voter rights and advocacy efforts around the country related to voting.
- May 17 attended ceremony in Tampa honoring Justice Quince upon her retirement, which was sponsored by FJTC.

June

- June 3 I attended a "Train the Trainer" training hosted by CLSMF and given by LSNTAP staff. Was able to meet with several of our partners to discuss ongoing projects while there, such as the organizer of an MLP conference that was being planned (and supported by our FLAdvocate website), and our subject matter expert for FloridaNameChange, Simone Chriss of SLC (and several others).
- June 13 I met with the Leon County Supervisor of Elections at length to discuss Amendment 4 and legislation related to its implementation.

Raylene Coe: Product Outreach

April

- Assisted in User Testing of Florida Law Help in Sarasota, FL
- Corresponded with The Family Café (special needs event scheduled in June)
- Provided PDF flyers on Turning18.org electronically to UCF CARD, Autism Caregivers Connect and SOAK (parent support group)
- Participated in administrative consultation(s) to promote FJTC websites

May

- Provided Turning18.org materials for inclusion in packets for attendees of the "Trust In Their Future" event
- Attended retirement celebration for FL Supreme Court Justice Quince / Participated in team training event in Tampa, FL

June

- Participated in administrative consultation(s) to promote FJTC websites
- Set up and staffed table to promote Turning18.org at the 3-day 21st Annual Family Café & Governor's Summit on Disabilities in Orlando, FL (June7-9)

Emy Lopez: Project Management

- Project Management for Statewide Triage
 - Coordinate meetings with the FJTC team and Theory & Principle
 - Respond to needs from the developer as needed
 - Work with other partners on integration needs (Community.Lawyer, Legal.io)
 - Focus on user testing, needs and preparation for testing in Florida
 - Final determination of content development
 - Contact referral partners in Florida to discuss the purpose and benefits of triage, integration, and ensure that the site includes all items that the partner needs for a warm handoff
 - Invoice & payment tracking

- Project Management for Elder Law
 - Coordinate & document meetings with ProBono Net, Florida stakeholders & FJTC team
- Project Management Software
 - Selection of Freedcamp as a Project Management software solution for FJTC team
 - Work with Freedcamp to obtain non-profit pricing & adequate setup
 - Development of usage standards for the team
 - Train FJTC team on Freedcamp structure & usage, both remotely & in person
 - Respond to further development needs as identified by the team

Jessica Rae: FloridaLawHelp.org/Triage User Testing

Florida Law Help

- Partnered with Gulfcoast Legal Services and Legal Services of Manasota to identify potential community locations to conduct user testing on the proposed Triage site. Over the course of a week in April, FLH.org conducted user testing with 32 individuals in four locations. Participants were provided with a hypothetical legal problem and asked to use the site to find a potential solution. The resulting data and user feedback was analyzed and shared with the website designers to improve and enhance the site including addressing navigation, accessibility, design and other functionality.
- Partnered with Michelle Kenney to present “The Regis Little Act: Guardianship and the Alternatives” at the 2019 Guardian Ad Litem Conference in May. The presentation was developed based on the positive response FJTC has received on Turning18.org.
- Attended Online | eAccessibility with David Berman: Office, InDesign, PDF, Web for the new legislation (including WCAG 2.1!)

Brandon Thomas: Developer/Data Analytics

Statewide Triage

- Participated in sprint planning sessions, sprint reviews, and general requirement gathering sessions for the Triage project
- Worked with Inina and Jordan to create email notification responses for the Triage site to send to referral partners and admin users when certain actions occur
- Worked with Jess, Emy, and Jacqui to determine the methodology for how we wanted to user test the Triage site
- Worked with Dulani Woods at Rand Corp to determine how they will be involved in the data analytics work for the Triage site and what their needs are

Turning 18

- Completed four enhancements to the Turning 18 website and forms to address some of the concerns that JALA and Three Rivers had with it. These enhancements have made using the site easier at clinics.
- Worked with Alison, Emy, JALA, and Three Rivers to scope future changes that we would like to make to the Turning 18 website for phase II of the project. These are future changes we can make to the website to further enhance its usability and feature set.

Reporting

- Worked with Inina to create a final version two dashboard for the specific FLAdvocate reports
- Worked with Inina to create initial return on investment (ROI) reporting for FJTC. This reporting tracks the effectiveness of all our project sites and how people are interacting and benefitting from them.
- Worked with Joyce and Inina to create a formal report for The Florida Bar Foundation using our new ROI reporting data
- Worked with Heather and Inina to process the data from the FLAdvocate MLP survey and create a simple dashboard report to display it

Misc.

- Represented FJTC at the Future Law conference and Utah Regulatory Sandbox workshop at Stanford University in early April
- Worked with Emy to create standardized project steps to build into our Freedcamp project development template
- Worked on initial menu and site footer layout designs for standardizing our sites
- Worked with Emily and Kate to create the initial version of Pay It Forward / Donation pages for all FJTC websites
- Worked with Emily and Kate to create the initial version of the Get Involved section for all FJTC websites
- Participated in David Berman's website accessibility training webinar

Inina Kachelmeier: Data Analyst

- Created data analytics report including multiple revisions over the course of May and June
- Worked with Brandon to create Google Data Studio dashboards

Craig Sims: Developer

Amendment 4 Project

- Researched the legal and technical landscape pertaining to ex-felon voting rights restoration.
- Drafted initial report on the state of current public-facing criminal justice records/fines systems in each county and statewide.
- Interviewed a highly-qualified case study who is personally affected by Amendment 4 and the subsequent legislation.
- Trained on Docassemble to help build any resulting applications.
- Work on the final report is ongoing.

Florida Justice Technology Center: Progress Report for April, May & June 2019

July 2019

Elder Law Conference

- Edited videos of all the presentations from the Florida Elder Law Conference in April.

Legal Aid Listserv

- Built a new legal aid society listserv using Google Groups.

Ongoing Development

- Provided ongoing development and assistance with our various WordPress deployments, including FLElderLaw.org and internal FJTC sites.
- Began a series of training videos for FJTC projects.

Training

- Attended training sessions for Freedcamp in person in Tampa and ADA/AODA 2.0 (virtually).
- Docassemble for legal applications (virtually).

Kate Peoples-Luther: Communications Contractor

- ✓ Designed The BIG List Download Report
- ✓ Designed new marketing materials
- ✓ Designed ad for Voluntary Bar Conference
- ✓ Expanded content and features on FJTC website
- ✓ Created new content for FJTC blog
- ✓ Worked with outside orgs to increase FJTC project visibility
- ✓ Worked on prezi presentation for annual board meeting
- ✓ Contributed to ROI Report
- ✓ Designed Cover, formatting for ROI Report
- ✓ Implemented adwords campaign for T18
- ✓ Worked on marketing strategy and plan
- ✓ Launched FJTC on Medium (content syndication)
- ✓ Collaborated on newsletters
- ✓ Managed 9 SM accounts (4 Twitter, 4 FB, 1 IG)
- ✓ Increased social media presence:
 - Twitter Highlights (@FJusticeTech):
 - 29 new followers
 - 11,448 tweet impressions
 - 19 mentions
 - 462 profile visits

Florida Justice Technology Center: Progress Report for April, May & June 2019

July 2019

Top Tweet earned 2 685 impressions

How do you increase #accesstojustice? Well, for starters, you make sure people can find your apps! That what this list is for - please share and help us spread the word. floridajusticetechnologycenter.org/the-big-list-o... pic.twitter.com/ZUf5d8keOy



👁️ 1 🗨️ 7 ❤️ 15

Top Tweet earned 739 impressions

Who runs the world? (From l to r): Katy DeBriere, @JaxLegalAid, Miriam Harmatz, @FLHealthJustice, Natalie Castellanos, @HealthSFL, and our own Alison DeBeider, @DebeiderAlison at the Florida Elder Justice Conference. pic.twitter.com/5GWb31OCf0



👁️ 2 ❤️ 15

- Facebook Highlights (FJTC):
 - 115 page likes
 - 127 page followers
- 58 Instagram followers

Heather Hadd – Developer Administrative Assistant

Administrative/Organizational:

- Assisting in building projects and task lists in FreedCamp
 - Such as creating a project that details all the tasks necessary for new team member onboarding.
- Researching new tools to help grow and manage existing tools that Florida Justice Technology Center manages.
- Brainstorming and drafting ideas for how to develop the "Pay it forward" page of Florida Name Change and Turning18.
- Creating a data table of all of the sites and tools that Florida Justice Technology Center uses as well as the point of contact for each tool so that the expensing process could run more smoothly and efficiently.

FLAdvocate

- Writing and designing a monthly newsletter to facilitate communication across the FLAdvocate site.
- Collected data from a survey for the Southeast Regional MLP group that I had created and sent out in March. The data gathered was then sent to collaborators on the project and all parties used the information to better understand the MLPs in the Southeastern region as well as

Florida Justice Technology Center: Progress Report for April, May & June 2019

July 2019

FLAdvocate/FJTC's role in building connections among existing MLPs as well as supporting MLPs in development.

- Managing each facet of FLAdvocate including approving new members, updating news pages, sending listserv announcements, maintaining libraries and calendars and curating the two jobs boards.
- Meeting with Practice Area leaders to ensure that their area is up to date and working in the way that is needed for them and the members.
- Designed a survey for the Family Law Practice Area members to gather data on how the practice area was being used
 - Presented data from the survey in a practice area wide email.
 - Based on the results, worked to significantly change overall structure of the practice area.
- Attend regular ProBono.net meetings to stay up to date on the platform and troubleshoot any significant site issues.

Florida Name Change

- Updating the Webmerge settings to ensure proper delivery of the PDF documents to the users.
- Editing each of the questionnaires (through Typeform) to allow for email confirmation at the end of each survey to address the issue of undelivered forms.

Emily Fasnacht: Development Director

Quarterly Report – 2019 2nd Quarter

Development

Name	Description	Funder	Amount	Deadline	Notification	Status
Drucker Prize	Innovative Nonprofits	The Peter Drucker Institute	\$100,000	4/30/2019	6/3/2019	Denied
Grant Foundation Proposal	Renters' Rights	Charles M and Mary D Grant Foundation	\$50,000	4/30/2019	8/31/2019	Submitted
JMK Innovation Prize – Round 1	Innovative Nonprofits	JM Kaplan Fund	\$175,000	4/30/2019	6/30/2019	Submitted
Andrus Family LOI	Foster Youth Chatbot	Andrus Family Fund	\$67,000	5/17/2019	6/30/2019	Submitted
Justice Award	Award Nomination	The Foundation for the Improvement of Justice	\$10,000	5/17/2019	8/31/2019	Submitted
Visible Connect: Year Two	Development Consulting	Uncharted	\$15,000	5/26/2019	7/15/2019	Denied

Florida Justice Technology Center: Progress Report for April, May & June 2019

July 2019

TIG Proposal	CCLA Identity Theft	Legal Services Corporation	\$163,200	6/7/2019	8/31/2019	Submitted
TIG Proposal	CCLA Family Law	Legal Services Corporation	\$118,800	6/7/2019	8/31/2019	Submitted
Total			\$699,000			

- ✓ Migrated tasks, grants, and projects to FreedCamp
- ✓ Created and sent monthly donor engagement emails
- ✓ Created *The BIG List of Legal Tools* eBook
- ✓ Blog Posts
 - *10 Legal Tools*
 - *Justice Quince*
 - *Could You Survive Being Sued*
- ✓ Generated welcome email automated campaign for new subscribers in T18 and FNC
- ✓ Maintained Donor CRM in Airtable
- ✓ Added funder contacts to FreedCamp
- ✓ Fundraising Status Report
- ✓ VOCA Talking Points
- ✓ Attended Classy Collaborative Conference
- ✓ Development Budget

Leona Hildreth: Executive Assistant

- Schedules all executive director travel and handles all reimbursements from third party payers.
- Prepares initial draft of quarterly reports.
- Generates monthly accounting/budget reports for leadership team.
- Works with bookkeeper to manage all team travel expense tracking and reimbursements.
- Manages executive director calendar and works with all team members on group meetings and events.
- Handles all logistics for staff retreats, conference registrations, and travel arrangements when needed.
- Assists with creation of board books.
- Assists with creation of year end thank you gifts to board members and "friends and family" of FJTC.
- Handles shipping of marketing and outreach materials to virtual team members at their request.
- Recently secured a Certification in Forensic Accounting and Fraud Prevention
- Creates expense reports for executive director trips
- Assists team with any reports requested

The Florida Bar

Statement of Loan Balance
As of: June 30, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$6,086,432.85
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$6,000,000.00

The Florida Bar

Statement of Loan Balance
As of: June 30, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$6,116,584.10
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$5,252,427.95
			\$ 5,625,000.00	\$5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$5,292,443.64
Apr-18	2.72%	\$ 11,736.99	\$ 5,250,000.00	\$5,304,180.63
May-18	2.69%	\$ 11,994.45	\$ 5,250,000.00	\$5,316,175.08
6/1-6/15/18	2.86%	\$ 6,170.55	\$ 5,250,000.00	\$5,322,345.63
Check # 38189, dated 06/12/18; received 6/15/18			\$ (375,000.00)	\$4,947,345.63
6/15-6/30/18	2.86%	\$ 5,729.79	\$ 4,875,000.00	\$4,953,075.42
Jul-18	2.87%	\$ 11,882.98	\$ 4,875,000.00	\$4,964,958.40
Aug-18	2.80%	\$ 11,593.15	\$ 4,875,000.00	\$4,976,551.55
9/1-9/14/18	2.86%	\$ 5,347.81	\$ 4,875,000.00	\$4,981,899.36
Check # 38393, dated 09/12/18; received 9/13/18			\$ (375,000.00)	\$4,606,899.36
9/15-9/30/18	2.86%	\$ 5,641.64	\$ 4,500,000.00	\$4,612,541.00
Oct-18	2.83%	\$ 10,816.03	\$ 4,500,000.00	\$4,623,357.03
Nov-18	3.04%	\$ 11,243.84	\$ 4,500,000.00	\$4,634,600.87
Check # 38487 dated 11/30/18		\$ (134,600.87)		\$4,500,000.00
12/1-12/14/18	3.07%	\$ 5,298.90	\$ 4,500,000.00	\$ 4,505,298.90
Check # 38562, dated 12/13/18; received 12/17/18			\$ (375,000.00)	\$4,130,298.90
12/15-12/31/18	3.07%	\$ 5,898.18	\$ 4,125,000.00	\$ 4,136,596.96

The Florida Bar

Statement of Loan Balance
As of: June 30, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Jan-19	2.89%	\$ 10,124.90	\$ 4,125,000.00	\$ 4,146,721.86
Feb-19	2.63%	\$ 8,322.33	\$ 4,125,000.00	\$ 4,155,044.19
3/1/19-3/14/19	2.59%	\$ 4,097.88	\$ 4,125,000.00	\$ 4,159,142.07
Check # 38679, dated 3/13/19; received 3/14/19			\$ (375,000.00)	\$3,784,142.07
3/15/19-3/31/19	2.59%	\$ 4,523.63	\$ 3,750,000.00	\$ 3,788,665.70
Apr-19	2.55%	\$ 7,859.59	\$ 3,750,000.00	\$ 3,796,525.29
May-19	2.37%	\$ 7,548.29	\$ 3,750,000.00	\$ 3,804,073.58
6/1/19-6/14/19	2.38%	\$ 3,423.29	\$ 3,750,000.00	\$ 3,807,496.87
Check # 38803, dated 6/12/19; received 6/14/19			\$ (375,000.00)	\$3,432,496.87
6/15/19-6/30/19	2.38%	\$ 3,521.10	\$ 3,375,000.00	\$ 3,436,017.97

The Florida Bar Foundation Inc. Statement of Financial Position

June 30, 2019

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$1,481,787.22
IOTA Contributions Receivable	\$1,759,915.00
Other Contributions Receivable	\$95,995.55
Notes Receivable, net of Allowance	\$560,047.33
Interest and Dividends Receivable	\$497,563.09
Due From Broker	\$2,932.11
Accounts Receivable	\$5,009.50
Travel Advances	\$0.00
Prepaid Expenses	\$143,691.08
Short Term Investments	\$11,621,293.80
Intermediate Term Investments	\$17,806,861.10
Total Current Assets	\$33,975,095.78
Fixed Assets	
Office Equipment	\$134,045.05
Computer Equipment	\$83,258.85
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,032.05
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,053,761.85)
Total Fixed Assets	\$91,594.02
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	(\$4,577.69)
Total Other Assets	\$3,136.81
Total ASSETS	\$34,069,826.61

The Florida Bar Foundation Inc.
Statement of Financial Position
June 30, 2019

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$223,065.72
Due to Broker	\$1,084.61
Payroll Withholding	\$164.75
Conditional Grants Payable	\$1,944,583.32
Grants Payable	\$2,864,237.50
Accrued Expenses	\$166,884.23
Deferred Revenues	\$10,979,150.03
Note Payable, Current	\$1,500,000.00
Other Current Liabilities	\$21,244.67
Due to/Due From	\$0.00
Total Current Liabilities	\$17,700,414.83
Non-Current Liabilities	
Note Payable	\$1,875,000.00
Other Non-Current Liabilities	\$91,546.49
Total Non-Current Liabilities	\$1,966,546.49
TOTAL LIABILITIES	\$19,666,961.32
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$1,196,247.17
Total Temporarily Restricted	\$1,196,247.17
Unrestricted	
Increase (Decrease) in Net Assets	\$13,206,618.12
Total Unrestricted	\$13,206,618.12
Total NET ASSETS	\$14,402,865.29
TOTAL LIABILITIES AND NET ASSETS	\$34,069,826.61
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$6,873,850.38
 NET SURPLUS/(DEFICIT)	 \$7,529,014.91
 ENDING NET ASSETS	 \$14,402,865.29

The Florida Bar Foundation Inc.
Statement of Activities
For the Year Ended June 30, 2019

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$13,683,454.36	\$0.00	\$0.00	\$13,683,454.36
Other Contributions	\$200,940.34	\$285,824.46	\$0.00	\$486,764.80
Bar Fee Statement, Check-Off Receipts	\$0.00	\$320,879.88	\$0.00	\$320,879.88
Change in Value of Split-Interest Agreements	(\$1,056.76)	\$0.00	\$0.00	(\$1,056.76)
License Plate Campaign Contributions	\$0.00	\$35,728.90	\$0.00	\$35,728.90
Contract Revenues	\$6,649,598.00	\$0.00	\$0.00	\$6,649,598.00
CY Pres Awards	\$344,529.90	\$0.00	\$0.00	\$344,529.90
Return of Unspent Grant Funds	\$137,550.00	\$0.00	\$0.00	\$137,550.00
Investment Income	\$899,049.07	\$0.00	\$0.00	\$899,049.07
Unrealized/Realized Gains (Losses) on Investments	\$252,125.42	\$0.00	\$0.00	\$252,125.42
Miscellaneous Income	\$54,464.96	\$5,970.00	\$0.00	\$60,434.96
Grants Received	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Conditional Grants Awarded	(\$1,944,583.32)	\$0.00	\$0.00	(\$1,944,583.32)
Total REVENUE	<u>\$20,277,571.97</u>	<u>\$648,403.24</u>	<u>\$0.00</u>	<u>\$20,925,975.21</u>
EXPENSES				
Program Expenses - Grants	(\$10,623,936.03)	\$0.00	\$0.00	(\$10,623,936.03)
Program Related Expenses	(\$714,503.85)	\$0.00	\$0.00	(\$714,503.85)
Supporting Services	(\$1,820,952.77)	\$0.00	\$0.00	(\$1,820,952.77)
Fund Raising Expenses	(\$237,567.65)	\$0.00	\$0.00	(\$237,567.65)
Total EXPENSES	<u>(\$13,396,960.30)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$13,396,960.30)</u>
BEGINNING NET ASSETS	<u>\$6,326,006.45</u>	<u>\$547,843.93</u>	<u>\$0.00</u>	<u>\$6,873,850.38</u>
NET SURPLUS/(DEFICIT)	<u>\$6,880,611.67</u>	<u>\$648,403.24</u>	<u>\$0.00</u>	<u>\$7,529,014.91</u>
ENDING NET ASSETS	<u>\$13,206,618.12</u>	<u>\$1,196,247.17</u>	<u>\$0.00</u>	<u>\$14,402,865.29</u>

FJTC Board

- The Board met in person on June 26, 2019.
- The board reviewed current financial situation and discussed fundraising options.

Executive Director – Joyce Raby

- Attended meetings of California Bar Task Force on Access through Innovation in Legal Services – April 8 and May 13.
- FJTC moved to FreedCamp as our project management/communication platform in the second quarter. We hosted two in person staff trainings; one in Denver on April 18 and one in Tampa on May 18.
- Attended Project Management Institute’s Mile Hi Chapter annual symposium in Denver on April 19, 2019 to maintain current PMP certification.
- Presented at George Washington Law School on using technology for Access to Justice at the request of the Florida Bar Foundation, April 11, 2019.
- May 7-9, 2019 attended Equal Justice Conference including pre-conference *Creating Opportunity through Criminal Record Clearing* day long workshop.
- Created and facilitated a day long human-centered design/business process analysis workshop for young lawyers at the request of the Chicago Bar Foundation, in Denver, CO June 11, 2019.
- Created 5 alternative financial/mission scenarios for FJTC at the request of the Florida Bar Foundation

FJTC Team

Sam Harden: Lead Developer

Conducted the Legal Aid Virtual Hackathon, a two-day event with over 15 participants and four finished projects.

Finalized the FLARE custom case creation and management software for JALA’s Family Law At Reduced Expense program. The active Beta version is currently in Testing with 2 clinics run so far for user testing

A description of the software:

- Client side
 - Web based program that determines divorce type,
 - Seamless payment platform
 - Custom profile page
 - Create documents using FLARE’s formbuilder,
 - Saves the client’s documents to the profile page
 - Handles file uploads
 - Connects clients with participating attorney
- Attorney side
 - Account gives attorneys view of all available cases
 - Can see enough info to determine conflicts

- Claim cases and begin representation
- Integrated email system notifies client
- Attorney can see client documents and complete forms

Built and delivered the Elder Law Site, a state-wide site built for seniors, advocates, and caregivers.

Built the Rent Withholding web tool for educating tenants about their rights when their landlord won't make repairs to property. An integrated formbuilder lets users create a rent withholding letter to their landlord and collects information about each letter created to identify bad actors.

Implementation of FJTC standard technology stack:

- Development and implementation of standardized WordPress theme
 - Consistent elements across products
 - Enables rapid prototyping and ideation at extremely low cost
 - Simplifies development process
- Use of Docassemble for formbuilding
 - Powerful tool for creating intuitive, custom interviews.
 - One Docassemble server handles formbuilding across multiple properties.
 - Enables replication for generalized interviews = scale
- Amazon Web Services:
 - Fast, reliable, cost-efficient solution for cloud technology
 - Cost so far: \$0
- The takeaway:
 - Standard technologies enable
 - Replication
 - Rapid development
 - Ease of maintenance

Alison DeBelder: FLAdvocate.org

April

- April 11-12 I recorded the Elder Justice Conference held in Tampa, Florida. The conference was the first of its kind and featured state and national luminaries. This work was subsidized by the Florida Health Justice Project and the recordings were posted to the FLAdvocate website and public links made available to the Department of Elder Affairs for broad dissemination. The recordings were professionally edited for quality.
- April 27 I attended the Tallahassee Pride festival to promote the FloridaNameChange tool. While wearing a FloridaNameChange trans-pride-themed t-shirt I distributed hundreds of flyers and met one-on-one with leaders in the community to explain the tool and make personal connections for collaboration going forward.

May

- Helped to help organize statewide Consumer Law Training conference.

- May 8-11 I attended the Equal Justice Conference in Louisville, KY. Here I met with partners and discussed ongoing projects in person. In particular, I attended several sessions relevant to voter rights and advocacy efforts around the country related to voting.
- May 17 attended ceremony in Tampa honoring Justice Quince upon her retirement, which was sponsored by FJTC.

June

- June 3 I attended a “Train the Trainer” training hosted by CLSMF and given by LSNTAP staff. Was able to meet with several of our partners to discuss ongoing projects while there, such as the organizer of an MLP conference that was being planned (and supported by our FLAdvocate website), and our subject matter expert for FloridaNameChange, Simone Chriss of SLC (and several others).
- June 13 I met with the Leon County Supervisor of Elections at length to discuss Amendment 4 and legislation related to its implementation.

Raylene Coe: Product Outreach

April

- Assisted in User Testing of Florida Law Help in Sarasota, FL
- Corresponded with The Family Café (special needs event scheduled in June)
- Provided PDF flyers on Turning18.org electronically to UCF CARD, Autism Caregivers Connect and SOAK (parent support group)
- Participated in administrative consultation(s) to promote FJTC websites

May

- Provided Turning18.org materials for inclusion in packets for attendees of the “Trust In Their Future” event
- Attended retirement celebration for FL Supreme Court Justice Quince / Participated in team training event in Tampa, FL

June

- Participated in administrative consultation(s) to promote FJTC websites
- Set up and staffed table to promote Turning18.org at the 3-day 21st Annual Family Café & Governor’s Summit on Disabilities in Orlando, FL (June7-9)

Emy Lopez: Project Management

- Project Management for Statewide Triage
 - Coordinate meetings with the FJTC team and Theory & Principle
 - Respond to needs from the developer as needed
 - Work with other partners on integration needs (Community.Lawyer, Legal.io)
 - Focus on user testing, needs and preparation for testing in Florida
 - Final determination of content development
 - Contact referral partners in Florida to discuss the purpose and benefits of triage, integration, and ensure that the site includes all items that the partner needs for a warm handoff
 - Invoice & payment tracking

- Project Management for Elder Law
 - Coordinate & document meetings with ProBono Net, Florida stakeholders & FJTC team
- Project Management Software
 - Selection of Freedcamp as a Project Management software solution for FJTC team
 - Work with Freedcamp to obtain non-profit pricing & adequate setup
 - Development of usage standards for the team
 - Train FJTC team on Freedcamp structure & usage, both remotely & in person
 - Respond to further development needs as identified by the team

Jessica Rae: FloridaLawHelp.org/Triage User Testing

Florida Law Help

- Partnered with Gulfcoast Legal Services and Legal Services of Manasota to identify potential community locations to conduct user testing on the proposed Triage site. Over the course of a week in April, FLH.org conducted user testing with 32 individuals in four locations. Participants were provided with a hypothetical legal problem and asked to use the site to find a potential solution. The resulting data and user feedback was analyzed and shared with the website designers to improve and enhance the site including addressing navigation, accessibility, design and other functionality.
- Partnered with Michelle Kenney to present “The Regis Little Act: Guardianship and the Alternatives” at the 2019 Guardian Ad Litem Conference in May. The presentation was developed based on the positive response FJTC has received on Turning18.org.
- Attended Online | eAccessibility with David Berman: Office, InDesign, PDF, Web for the new legislation (including WCAG 2.1!)

Brandon Thomas: Developer/Data Analytics

Statewide Triage

- Participated in sprint planning sessions, sprint reviews, and general requirement gathering sessions for the Triage project
- Worked with Inina and Jordan to create email notification responses for the Triage site to send to referral partners and admin users when certain actions occur
- Worked with Jess, Emy, and Jacqui to determine the methodology for how we wanted to user test the Triage site
- Worked with Dulani Woods at Rand Corp to determine how they will be involved in the data analytics work for the Triage site and what their needs are

Turning 18

- Completed four enhancements to the Turning 18 website and forms to address some of the concerns that JALA and Three Rivers had with it. These enhancements have made using the site easier at clinics.
- Worked with Alison, Emy, JALA, and Three Rivers to scope future changes that we would like to make to the Turning 18 website for phase II of the project. These are future changes we can make to the website to further enhance its usability and feature set.

Reporting

- Worked with Inina to create a final version two dashboard for the specific FLAdvocate reports
- Worked with Inina to create initial return on investment (ROI) reporting for FJTC. This reporting tracks the effectiveness of all our project sites and how people are interacting and benefitting from them.
- Worked with Joyce and Inina to create a formal report for The Florida Bar Foundation using our new ROI reporting data
- Worked with Heather and Inina to process the data from the FLAdvocate MLP survey and create a simple dashboard report to display it

Misc.

- Represented FJTC at the Future Law conference and Utah Regulatory Sandbox workshop at Stanford University in early April
- Worked with Emy to create standardized project steps to build into our Freedcamp project development template
- Worked on initial menu and site footer layout designs for standardizing our sites
- Worked with Emily and Kate to create the initial version of Pay It Forward / Donation pages for all FJTC websites
- Worked with Emily and Kate to create the initial version of the Get Involved section for all FJTC websites
- Participated in David Berman's website accessibility training webinar

Inina Kachelmeier: Data Analyst

- Created data analytics report including multiple revisions over the course of May and June
- Worked with Brandon to create Google Data Studio dashboards

Craig Sims: Developer

Amendment 4 Project

- Researched the legal and technical landscape pertaining to ex-felon voting rights restoration.
- Drafted initial report on the state of current public-facing criminal justice records/fines systems in each county and statewide.
- Interviewed a highly-qualified case study who is personally affected by Amendment 4 and the subsequent legislation.
- Trained on Docassemble to help build any resulting applications.
- Work on the final report is ongoing.

Elder Law Conference

- Edited videos of all the presentations from the Florida Elder Law Conference in April.

Legal Aid Listserv

- Built a new legal aid society listserv using Google Groups.

Ongoing Development

- Provided ongoing development and assistance with our various WordPress deployments, including FElderLaw.org and internal FJTC sites.
- Begun a series of training videos for FJTC projects.

Training

- Attended training sessions for Freedcamp in person in Tampa and ADA/AODA 2.0 (virtually).
- Docassemble for legal applications (virtually).

Kate Peeples-Luther: Communications Contractor

- ✓ Designed The BIG List Download Report
- ✓ Designed new marketing materials
- ✓ Designed ad for Voluntary Bar Conference
- ✓ Expanded content and features on FJTC website
- ✓ Created new content for FJTC blog
- ✓ Worked with outside orgs to increase FJTC project visibility
- ✓ Worked on prezi presentation for annual board meeting
- ✓ Contributed to ROI Report
- ✓ Designed Cover, formatting for ROI Report
- ✓ Implemented adwords campaign for T18
- ✓ Worked on marketing strategy and plan
- ✓ Launched FJTC on Medium (content syndication)
- ✓ Collaborated on newsletters
- ✓ Managed 9 SM accounts (4 Twitter, 4 FB, 1 IG)
- ✓ Increased social media presence:
 - Twitter Highlights (@FJusticeTech):
 - 29 new followers
 - 11,448 tweet impressions
 - 19 mentions
 - 462 profile visits

Top Tweet earned 2,685 impressions

How do you increase #accesstojustice? Well, for starters, you make sure people can find your apps! That what this list is for - please share and help us spread the word. floridajusticetechnologycenter.org/the-big-list-o... pic.twitter.com/ZUf5d8keOy



1 7 15

Top Tweet earned 739 impressions

Who runs the world? (From l to r): Katy DeBriere, @JaxLegalAid, Miriam Harmatz, @FLHealthJustice, Natalie Castellanos, @HealthSFL, and our own Alison DeBelder, @DeBelderAlison at the Florida Elder Justice Conference. pic.twitter.com/5GWb31QCf0



2 15

- Facebook Highlights (FJTC):
 - 115 page likes
 - 127 page followers
- 58 Instagram followers

Heather Hadd – Developer Administrative Assistant

Administrative/Organizational:

- Assisting in building projects and task lists in FreedCamp
 - Such as creating a project that details all the tasks necessary for new team member onboarding.
- Researching new tools to help grow and manage existing tools that Florida Justice Technology Center manages.
- Brainstorming and drafting ideas for how to develop the "Pay it forward" page of Florida Name Change and Turning18.
- Creating a data table of all of the sites and tools that Florida Justice Technology Center uses as well as the point of contact for each tool so that the expensing process could run more smoothly and efficiently.

FLAdvocate

- Writing and designing a monthly newsletter to facilitate communication across the FLAdvocate site.
- Collected data from a survey for the Southeast Regional MLP group that I had created and sent out in March. The data gathered was then sent to collaborators on the project and all parties used the information to better understand the MLPs in the Southeastern region as well as

FLAdvocate/FJTC's role in building connections among existing MLPs as well as supporting MLPs in development.

- Managing each facet of FLAdvocate including approving new members, updating news pages, sending listserv announcements, maintaining libraries and calendars and curating the two jobs boards.
- Meeting with Practice Area leaders to ensure that their area is up to date and working in the way that is needed for them and the members.
- Designed a survey for the Family Law Practice Area members to gather data on how the practice area was being used
 - Presented data from the survey in a practice area wide email.
 - Based on the results, worked to significantly change overall structure of the practice area.
- Attend regular ProBono.net meetings to stay up to date on the platform and troubleshoot any significant site issues.

Florida Name Change

- Updating the Webmerge settings to ensure proper delivery of the PDF documents to the users.
- Editing each of the questionnaires (through Typeform) to allow for email confirmation at the end of each survey to address the issue of undelivered forms.

Emily Fasnacht: Development Director

Quarterly Report – 2019 2nd Quarter

Development

Name	Description	Funder	Amount	Deadline	Notification	Status
Drucker Prize	Innovative Nonprofits	The Peter Drucker Institute	\$100,000	4/30/2019	6/3/2019	Denied
Grant Foundation Proposal	Renters' Rights	Charles M and Mary D Grant Foundation	\$50,000	4/30/2019	8/31/2019	Submitted
JMK Innovation Prize – Round 1	Innovative Nonprofits	JM Kaplan Fund	\$175,000	4/30/2019	6/30/2019	Submitted
Andrus Family LOI	Foster Youth Chatbot	Andrus Family Fund	\$67,000	5/17/2019	6/30/2019	Submitted
Justice Award	Award Nomination	The Foundation for the Improvement of Justice	\$10,000	5/17/2019	8/31/2019	Submitted
Visible Connect: Year Two	Development Consulting	Uncharted	\$15,000	5/26/2019	7/15/2019	Denied

Florida Justice Technology Center: Progress Report for April, May & June 2019

July 2019

TIG Proposal	CCLA Identity Theft	Legal Services Corporation	\$163,200	6/7/2019	8/31/2019	Submitted
TIG Proposal	CCLA Family Law	Legal Services Corporation	\$118,800	6/7/2019	8/31/2019	Submitted
Total			\$699,000			

- ✓ Migrated tasks, grants, and projects to FreedCamp
- ✓ Created and sent monthly donor engagement emails
- ✓ Created *The BIG List of Legal Tools* eBook
- ✓ Blog Posts
 - *10 Legal Tools*
 - *Justice Quince*
 - *Could You Survive Being Sued*
- ✓ Generated welcome email automated campaign for new subscribers in T18 and FNC
- ✓ Maintained Donor CRM in Airtable
- ✓ Added funder contacts to FreedCamp
- ✓ Fundraising Status Report
- ✓ VOCA Talking Points
- ✓ Attended Classy Collaborative Conference
- ✓ Development Budget

Leona Hildreth: Executive Assistant

- Schedules all executive director travel and handles all reimbursements from third party payers.
- Prepares initial draft of quarterly reports.
- Generates monthly accounting/budget reports for leadership team.
- Works with bookkeeper to manage all team travel expense tracking and reimbursements.
- Manages executive director calendar and works with all team members on group meetings and events.
- Handles all logistics for staff retreats, conference registrations, and travel arrangements when needed.
- Assists with creation of board books.
- Assists with creation of year end thank you gifts to board members and “friends and family” of FJTC.
- Handles shipping of marketing and outreach materials to virtual team members at their request.
- Recently secured a Certification in Forensic Accounting and Fraud Prevention
- Creates expense reports for executive director trips
- Assists team with any reports requested

The Florida Bar Foundation, Inc.
 Quarterly Report to The Florida Bar on Use of Loan Proceeds
 September 30, 2019

Loan Covenant Numbers	Use of Loan Proceeds	2019
		30-Sep-19
E. 11.(a)	First \$1.0 million of the first draw and \$1.0 million of the second draw will be used either directly or indirectly for technology and the implementation of technology that will allow the Florida Bar Foundation and its grantees to improve access to justice primarily by: funding the start-up of an independent statewide non-profit entity with an organizational mission to increase access to justice to Floridians through the use of innovative technology and to train and support legal aid providers and pro bono attorneys in its use.	X Previously Reported \$2,141,198.80
E. 11.(b)	Report on a quarterly basis following the first installment of loan proceeds, regarding policy and implementation of the utilization of technology and providing greater access to justice.	X (A) See Attachment 1
E.12.(a)	Keep in force all licenses, permits, and franchises necessary for the proper conduct of business and duly pay and discharge all taxes, assessments, and governmental charges before the date penalties are assessed.	X
E.12.(b)(i)	Provide audit report within 120 days after fiscal year end.	X (B)
E.12.(b)(ii)	Provide quarterly financial statements within 30 days after the close of the quarter certified by the Foundation as accurate.	X See Attachment 2
E.12.(b)(iii)	Other information regarding financial condition and operations that may be reasonably requested.	X
E.12.(c)	If requested, statements needed to satisfy security interests.	X
E.12.(d)	Permit TFB to audit or examine any books and records.	X
E.12.(e)	Inform TFB immediately of any material adverse change in the financial condition of the Foundation. Also any litigation or threatened litigation which may substantially affect the financial condition.	X (C) See Attachment 3
E.12.(g)	Maintain property and equipment in good repair.	X
E.13.	No additional debt incurred.	X See Attachment 4

X Covenant met

(A) There is no report from the Florida Justice Technology Center for this quarter. Please refer to the attached excerpt from the Foundation's Report from its September 13, 2019 Board Meeting.

(B) The Foundation Board will consider the June 30, 2019 audit report on December 13, 2019. The Florida Bar approved an extension on October 3, 2019.

(C) None at this time. However, The Florida Supreme Court issued an Administrative Order (No. AOSC19-70) Re: Task Force on Distribution of IOTA funds, dated October 24, 2019, which has the potential to materially change the financial condition of the Foundation.

Submitted By:

Jasmine Lee-Gaudier, Controller

Signature

Jasmine Lee - Gaudier

Date

10/31/19

The Florida Bar

Statement of Loan Balance
As of: September 30, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Dec-14	1.720%	\$ 3,958.36	\$ 3,000,000.00	\$ 3,003,958.36
Jan-15	1.750%	\$ 4,458.90	\$ 3,000,000.00	\$ 3,008,417.26
Feb-15	1.700%	\$ 3,912.33	\$ 3,000,000.00	\$ 3,012,329.59
Mar-15	1.470%	\$ 3,745.48	\$ 3,000,000.00	\$ 3,016,075.07
Apr-15	1.700%	\$ 4,191.78	\$ 3,000,000.00	\$ 3,020,266.85
May-15	1.530%	\$ 3,898.36	\$ 3,000,000.00	\$ 3,024,165.21
Jun-15	1.600%	\$ 3,945.21	\$ 3,000,000.00	\$ 3,028,110.42
Jul-15	1.770%	\$ 4,509.86	\$ 3,000,000.00	\$ 3,032,620.28
Aug-15	1.820%	\$ 4,637.26	\$ 3,000,000.00	\$ 3,037,257.54
Sep-15	1.770%	\$ 4,364.38	\$ 3,000,000.00	\$ 3,041,621.92
Oct-15	1.670%	\$ 4,255.07	\$ 3,000,000.00	\$ 3,045,876.99
Nov-15	1.590%	\$ 3,920.55	\$ 3,000,000.00	\$ 3,049,797.54
Dec-15	1.680%	\$ 4,280.55	\$ 3,000,000.00	\$ 3,054,078.09
12/9-12/31/15	1.680%	\$ 3,313.97	\$ 6,000,000.00	\$ 3,057,392.06
Check # 35964, dated 11/30/2015		\$ (50,241.38)		\$ 3,007,150.68
Jan-16	1.81%	\$ 9,223.56	\$ 6,000,000.00	\$ 6,016,374.24
Feb-16	1.82%	\$ 8,676.16	\$ 6,000,000.00	\$ 6,025,050.40
Mar-16	1.48%	\$ 7,541.92	\$ 6,000,000.00	\$ 6,032,592.32
Apr-16	1.45%	\$ 7,150.68	\$ 6,000,000.00	\$ 6,039,743.00
May-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$ 6,047,030.12
Jun-16	1.41%	\$ 6,953.42	\$ 6,000,000.00	\$ 6,053,983.54
Jul-16	1.43%	\$ 7,287.12	\$ 6,000,000.00	\$ 6,061,270.66
Aug-16	1.18%	\$ 6,013.15	\$ 6,000,000.00	\$ 6,067,283.81
Sep-16	1.22%	\$ 6,016.44	\$ 6,000,000.00	\$ 6,073,300.25
Oct-16	1.29%	\$ 6,573.70	\$ 6,000,000.00	\$ 6,079,873.95
Nov-16	1.33%	\$ 6,558.90	\$ 6,000,000.00	\$ 6,086,432.85

The Florida Bar

Statement of Loan Balance
As of: September 30, 2019
The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
Check # 36854, dated 11/30/2016		\$ (86,432.85)		\$ 6,000,000.00
Dec-16	1.47%	\$ 7,490.96	\$ 6,000,000.00	\$ 6,007,490.96
Jan-17	1.97%	\$ 10,038.90	\$ 6,000,000.00	\$ 6,017,529.86
Feb-17	2.10%	\$ 9,665.75	\$ 6,000,000.00	\$ 6,027,195.61
Mar-17	2.05%	\$ 10,446.58	\$ 6,000,000.00	\$ 6,037,642.19
Apr-17	2.12%	\$ 10,454.79	\$ 6,000,000.00	\$ 6,048,096.98
May-17	2.04%	\$ 10,395.62	\$ 6,000,000.00	\$ 6,058,492.60
Jun-17	1.96%	\$ 9,665.75	\$ 6,000,000.00	\$ 6,068,158.35
Jul-17	1.89%	\$ 9,631.23	\$ 6,000,000.00	\$ 6,077,789.58
Aug-17	1.95%	\$ 9,936.99	\$ 6,000,000.00	\$ 6,087,726.57
Sep-17	1.94%	\$ 9,567.12	\$ 6,000,000.00	\$ 6,097,293.69
Oct-17	1.85%	\$ 9,427.40	\$ 6,000,000.00	\$ 6,106,721.09
Nov-17	2.00%	\$ 9,863.01	\$ 6,000,000.00	\$ 6,116,584.10
Check # 37744, dated 11/29/17		\$ (116,584.10)		\$ 6,000,000.00
12/1-12/7/17	2.11%	\$ 2,427.95	\$ 6,000,000.00	\$ 5,627,427.95
Check # 37748, dated 12/07/17			\$ (375,000.00)	\$ 5,252,427.95
			\$ 5,625,000.00	\$ 5,627,427.95
12/8-12/31/17	2.11%	\$ 7,804.11	\$ 5,625,000.00	\$ 5,635,232.06
Jan-18	2.18%	\$ 10,414.73	\$ 5,625,000.00	\$ 5,645,646.79
Feb-18	2.31%	\$ 9,967.81	\$ 5,625,000.00	\$ 5,655,614.60
3/1-3/14/18	2.57%	\$ 5,544.86	\$ 5,625,000.00	\$ 5,661,159.46
Check # 37987, dated 03/12/18; received 3/14/18			\$ (375,000.00)	\$ 5,286,159.46
3/15-3/31/18	2.57%	\$ 6,284.18	\$ 5,250,000.00	\$ 5,292,443.64
Apr-18	2.72%	\$ 11,736.99	\$ 5,250,000.00	\$ 5,304,180.63
May-18	2.69%	\$ 11,994.45	\$ 5,250,000.00	\$ 5,316,175.08
6/1-6/15/18	2.86%	\$ 6,170.55	\$ 5,250,000.00	\$ 5,322,345.63
Check # 38189, dated 06/12/18; received 6/15/18			\$ (375,000.00)	\$ 4,947,345.63
6/15-6/30/18	2.86%	\$ 5,729.79	\$ 4,875,000.00	\$ 4,953,075.42
Jul-18	2.87%	\$ 11,882.98	\$ 4,875,000.00	\$ 4,964,958.40
Aug-18	2.80%	\$ 11,593.15	\$ 4,875,000.00	\$ 4,976,551.55
9/1-9/14/18	2.86%	\$ 5,347.81	\$ 4,875,000.00	\$ 4,981,899.36
Check # 38393, dated 09/12/18; received 9/13/18			\$ (375,000.00)	\$ 4,606,899.36
9/15-9/30/18	2.86%	\$ 5,641.64	\$ 4,500,000.00	\$ 4,612,541.00
Oct-18	2.83%	\$ 10,816.03	\$ 4,500,000.00	\$ 4,623,357.03
Nov-18	3.04%	\$ 11,243.84	\$ 4,500,000.00	\$ 4,634,600.87
Check # 38487 dated 11/30/18		\$ (134,600.87)		\$ 4,500,000.00

The Florida Bar

Statement of Loan Balance As of: September 30, 2019 The Florida Bar Foundation, Inc.

Month	Interest Rate	Interest Accrued (Payment)	Principal Balance	Total Owed
12/1-12/14/18	3.07%	\$ 5,298.90	\$ 4,500,000.00	\$ 4,505,298.90
Check # 38562, dated 12/13/18; received 12/17/18			\$ (375,000.00)	\$ 4,130,298.90
12/15-12/31/18	3.07%	\$ 5,898.18	\$ 4,125,000.00	\$ 4,136,596.96
Jan-19	2.89%	\$ 10,124.90	\$ 4,125,000.00	\$ 4,146,721.86
Feb-19	2.63%	\$ 8,322.33	\$ 4,125,000.00	\$ 4,155,044.19
3/1/19-3/14/19	2.59%	\$ 4,097.88	\$ 4,125,000.00	\$ 4,159,142.07
Check # 38679, dated 3/13/19; received 3/14/19			\$ (375,000.00)	\$ 3,784,142.07
3/15/19-3/31/19	2.59%	\$ 4,523.63	\$ 3,750,000.00	\$ 3,788,665.70
Apr-19	2.55%	\$ 7,859.59	\$ 3,750,000.00	\$ 3,796,525.29
May-19	2.37%	\$ 7,548.29	\$ 3,750,000.00	\$ 3,804,073.58
6/1/19-6/14/19	2.38%	\$ 3,423.29	\$ 3,750,000.00	\$ 3,807,496.87
Check # 38803, dated 6/12/19; received 6/14/19			\$ (375,000.00)	\$ 3,432,496.87
6/15/19-6/30/19	2.38%	\$ 3,521.10	\$ 3,375,000.00	\$ 3,436,017.97
7/1/19-7/23/19	2.08%	\$ 4,423.56	\$ 3,375,000.00	\$ 3,440,441.53
Check # 10598, dated 7/22/19; received 7/23/19			\$ (1,000,000.00)	\$ 2,440,441.53
7/24/19-7/31/19	2.08%	\$ 1,082.74	\$ 2,375,000.00	\$ 2,441,524.27
Aug-19	1.87%	\$ 3,772.02	\$ 2,375,000.00	\$ 2,445,296.29
9/1/19-9/12/19	1.78%	\$ 1,389.86	\$ 2,375,000.00	\$ 2,446,686.15
Check # 38981, dated 9/11/19; received 9/12/19			\$ (375,000.00)	\$ 2,071,686.15
9/13/19-9/30/19	1.78%	\$ 1,755.62	\$ 2,000,000.00	\$ 2,073,441.77

Note: Principal Amount of \$2,000,000 has been paid in full on 10/30/19, Check # 39031

See Attachment 4

After a thorough report from an ad hoc committee that worked for three months, and a lengthy and robust discussion involving virtually all directors, the Board reiterated its commitment to technology and innovation as a means of increasing access to justice. As a means of such, the Board authorized the payment of up to \$48,058 to FJTC in order for FJTC to wind down its operations and tender to FBF all of its assets, specifically including the Gateway software. The Board further decided to create a Technology Committee that will research, review and recommend to the Board a long-range plan involving technology. The Board also authorized the hiring of an interim Director of Technology who will oversee and maintain the technology products and assets created by FJTC with the assistance of Foundation funding. During the transition period and pending the Technology Committee's proposed long-range plan, the Foundation wishes to protect and preserve the existing technology products that have been developed.

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2019

Attachment 2

	Actual
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$467,156.29
IOTA Contributions Receivable	\$1,473,000.00
Other Contributions Receivable	\$5,221.19
Notes Receivable, net of Allowance	\$979,050.64
Interest and Dividends Receivable	\$31,079.56
Accounts Receivable	\$69,381.75
Travel Advances	\$0.00
Prepaid Expenses	\$221,415.16
Short Term Investments	\$17,252,181.90
Intermediate Term Investments	\$12,885,770.68
Total Current Assets	\$33,384,257.17
Fixed Assets	
Office Equipment	\$134,045.05
Computer Equipment	\$83,258.85
Furniture and Fixtures	\$130,217.92
Computer Software	\$760,032.05
Leasehold Improvements	\$37,802.00
Accumulated Depreciation	(\$1,063,201.79)
Total Fixed Assets	\$82,154.08
Other Assets	
Deposits	\$7,714.50
Contributions Receivable	\$23,420.61
Total Other Assets	\$31,135.11
Total ASSETS	\$33,497,546.36

The Florida Bar Foundation Inc.
Statement of Financial Position
September 30, 2019

	Actual
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current Liabilities	
Accounts Payable	\$54,446.91
Payroll Withholding	\$183.34
Conditional Grants Payable	\$3,389,642.05
Grants Payable	\$1,605,342.50
Accrued Expenses	\$182,450.67
Deferred Revenues	\$10,785,748.03
Note Payable, Current	\$3,375,000.00
Other Current Liabilities	\$21,244.67
Due to/Due From	\$500.00
Total Current Liabilities	\$19,414,558.17
Non-Current Liabilities	
Note Payable	(\$1,375,000.00)
Other Non-Current Liabilities	\$87,704.59
Total Non-Current Liabilities	(\$1,287,295.41)
TOTAL LIABILITIES	\$18,127,262.76
NET ASSETS	
Temporarily Restricted	
Increase (Decrease) in Net Assets	\$865,524.74
Total Temporarily Restricted	\$865,524.74
Unrestricted	
Increase (Decrease) in Net Assets	\$14,504,758.86
Total Unrestricted	\$14,504,758.86
Total NET ASSETS	\$15,370,283.60
TOTAL LIABILITIES AND NET ASSETS	\$33,497,546.36
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$15,669,451.86
NET SURPLUS/(DEFICIT)	(\$299,168.26)
ENDING NET ASSETS	\$15,370,283.60

The Florida Bar Foundation Inc.
Statement of Activities
For the Three Months Ended September 30, 2019

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, GAINS and OTHER SUPPORT				
IOTA Contributions	\$4,456,748.90	\$0.00	\$0.00	\$4,456,748.90
Other Contributions	\$19,825.21	\$15,075.00	\$0.00	\$34,900.21
Bar Fee Statement, Check-Off Receipts	\$0.00	\$211,741.50	\$0.00	\$211,741.50
Change in Value of Split-Interest Agreements	(\$192.50)	\$0.00	\$0.00	(\$192.50)
License Plate Campaign Contributions	\$0.00	\$13,925.00	\$0.00	\$13,925.00
Contract Revenues	\$204,500.00	\$0.00	\$0.00	\$204,500.00
CY Pres Awards	\$21,406.00	\$0.00	\$0.00	\$21,406.00
Return of Unspent Grant Funds	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Investment Income	\$134,548.35	\$0.00	\$0.00	\$134,548.35
Unrealized/Realized Gains (Losses) on Investments	\$19,530.09	\$0.00	\$0.00	\$19,530.09
Miscellaneous Income	(\$87.50)	\$0.00	\$0.00	(\$87.50)
Conditional Grants Awarded	(\$3,389,642.05)	\$0.00	\$0.00	(\$3,389,642.05)
Total REVENUE	\$1,616,636.50	\$240,741.50	\$0.00	\$1,857,378.00
EXPENSES				
Program Expenses - Grants	(\$1,455,343.50)	\$0.00	\$0.00	(\$1,455,343.50)
Program Related Expenses	(\$227,947.51)	\$0.00	\$0.00	(\$227,947.51)
Supporting Services	(\$441,022.86)	\$0.00	\$0.00	(\$441,022.86)
Fund Raising Expenses	(\$32,232.39)	\$0.00	\$0.00	(\$32,232.39)
Total EXPENSES	(\$2,156,546.26)	\$0.00	\$0.00	(\$2,156,546.26)
BEGINNING NET ASSETS	\$15,044,668.62	\$624,783.24	\$0.00	\$15,669,451.86
NET SURPLUS/(DEFICIT)	(\$539,909.76)	\$240,741.50	\$0.00	(\$299,168.26)
ENDING NET ASSETS	\$14,504,758.86	\$865,524.74	\$0.00	\$15,370,283.60

Supreme Court of Florida

No. AOSC19-70

IN RE: TASK FORCE ON DISTRIBUTION OF IOTA FUNDS

ADMINISTRATIVE ORDER

The Interest on Trust Accounts (IOTA) Program operates pursuant to the provisions of rule 5-1.1(g) of the Rules Regulating the Florida Bar. Under the IOTA Program, all IOTA funds flow to The Florida Bar Foundation, Inc., and are to be “used to fund programs which are designed to improve the administration of justice or to expand the delivery of legal services to the poor.” *Matter of Interest on Trust Accounts*, 538 So. 2d 448, 450 (Fla. 1989).

The Court has determined that it is appropriate to establish a task force to examine whether rule 5-1.1(g) should be amended to better ensure the most effective use of IOTA funds.

Accordingly, the Task Force on the Distribution of IOTA Funds (Task Force) is hereby created to examine and make recommendations to the Court on alternative models for the distribution of IOTA funds; whether specific priorities should be established for the use of available IOTA funds; whether specific requirements or limitations should be imposed on the use of IOTA funds; whether

reporting requirements regarding the distribution and use of IOTA funds should be adopted; and any other matters related to ensuring the most effective use of IOTA funds. In conducting its work, the Task Force shall give priority consideration to the need for funding direct legal services for low-income litigants in Florida.

The following individuals are hereby appointed to serve on the Task Force for a term that expires on December 31, 2020:

Mayanne Downs
Attorney at Law
Orlando, Florida

Karen Ladis
Attorney at Law
Miami, Florida

Laird A. Lile
Attorney at Law
Naples, Florida

Hala A. Sandridge
President, The Florida Bar Foundation
Tampa, Florida

The Honorable Edwin A. Scales, III
Appellate Judge, Third District Court of Appeal
Miami, Florida

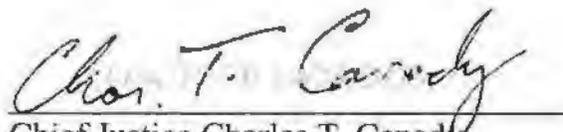
John M. Stewart
President, The Florida Bar
Vero Beach, Florida

M. Scott Thomas
Attorney at Law
Jacksonville, Florida

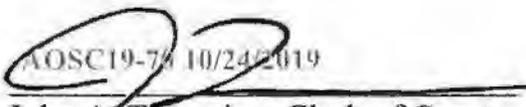
Mayanne Downs shall serve as Chair of the Task Force. Chief Justice Charles Canady shall serve as the Supreme Court liaison. Administrative support shall be provided to the Task Force by The Florida Bar.

The Task Force shall submit to the Court its findings and recommendations, together with any proposed rule amendments, by September 15, 2020. If the Task Force determines that rule amendments are warranted, the proposed amendments should comply with Rules Style Guide in Part I of the Guidelines for Rules Submissions. *See In re Guidelines for Rules Submissions*, Fla. Admin. Order No. AOSC06-14 (June 14, 2006).

DONE AND ORDERED at Tallahassee, Florida, on October 24, 2019.


Chief Justice Charles T. Canady
AOSC19-70 10/24/2019

ATTEST:


John A. Tomasino, Clerk of Court
AOSC19-70 10/24/2019



THE FLORIDA BAR FOUNDATION

Via Overnight Express

October 30, 2019

Joshua E. Doyle, Esquire
The Florida Bar
651 E Jefferson Street
Tallahassee FL, 32399

Re: Final principal payment of "Florida Bar Loan"

Dear Josh,

I am pleased to enclose check number 39031 in the amount of \$2,000,000 which represents final payment of the principal amount owing on The Florida Bar's loan to The Florida Bar Foundation dated 11/6/2014. As you know, there is no penalty for pre-payment of the loan and interest stops accruing upon final payment of the principal amount.

As we have also discussed, a payment in the amount of \$75,606.82 representing accrued interest for the period of December 1, 2018 to October 31, 2019 is currently due on November 15, 2019. You have advised that the Foundation is permitted to hold this payment until such time as The Florida Bar Board of Governor's meets in December and considers the Foundation's request to be relieved of this payment in light of FBF's early payment in full of the remaining principal amount of the Bar loan. To date, the Foundation has paid the Bar \$387,859.20 in interest on the loan and the Foundation is hopeful that it will receive permission to apply the \$75,606.82 additional interest payment toward its programs.

We will await the decision of the Board of Governors. If the Board of Governors approves the withholding of \$75,606.82 as accrued interest, the Foundation will be most grateful and will await receipt from the Bar of the cancelled promissory note related to the Bar loan. If the Board of

2019-20 OFFICERS

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Hala A. Sandridge

President Elect
Thomas W. Alst

First Vice President
Stephanie K. Stone

Second Vice President
Curtis R. Bowman

Immediate Past President
Juliette E. Lippman

DESIGNATED DIRECTORS

Honorable Edwin A. Tappin, III
Third District Court of Appeal

Honorable Reginald K. Whiteford
Ninth District Court of Appeal

John M. Stewart
President - The Florida Bar

Don Scott, Esquire
Immediate Past President - The Florida Bar

Michael W. Sanderson
Immediate Past President
The Florida Bar

Steve Dugan
President - Florida Legal Services

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Donald H. Thompson
Lara J. Tibbitts

Honorable Susan C. Van Wyk
Angela C. Vogel

EXECUTIVE DIRECTOR

Dominic C. Mackenzie

Governors does not approve the withholding of such accrued interest payment, the Foundation will promptly make the payment and thereafter look for receipt of the cancelled promissory note. In either event, the Foundation appreciates the Bar's support and looks forward to working together to help make Florida better for all. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. MacKenzie', with a long horizontal flourish extending to the right.

Dominic C. MacKenzie
Executive Director

Enclosure: Check No. 39031

cc: The Florida Bar Foundation officers

<p>Southern Legal Counsel, Inc. 1229 NW 12 Avenue Gainesville, FL 32601 352-271-8890 www.southernlegal.org</p>	<p>Florida Legal Services, Inc. PO Box 533986 Orlando, FL 32853 (407) 801-4344 http://www.floridalegal.org/</p>	<p>Florida Justice Institute 3750 Miami Tower 100 S.E. Second Street Miami, FL 33131-2309 (305) 358-2081 www.floridajusticeinstitute.org</p>
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May 16, 2020

Via email to:

Mayanne Downs, Chair
Karen J. Ladis,
Laird A. Lile
Hala Sandridge
Edwin A. Scales
John M. Stewart
M. Scott Thomas
Elizabeth Clark Tarbert, Ethics Counsel, Florida Bar

Dear Task Force on Distribution of IOTA Funds:

This letter is to provide comments to the Task Force regarding the Combined Recommendations of Subcommittees, dated April 8, 2020. We support the comments submitted by the Florida Civil Legal Aid Association, and offer these additional comments from the perspective of three statewide grantees of The Florida Bar Foundation.

Southern Legal Counsel is a Florida statewide not-for-profit public interest law firm that is committed to the ideal of equal justice for all and the attainment of basic human and civil rights. It primarily assists individuals and groups with public interest issues who otherwise would not have access to the justice system and whose cases may bring about systemic reform. **Florida Legal Services** is a statewide leader in advancing economic, social, and racial justice. It advocates for poor, vulnerable, and hard to reach people through impact litigation, legislative and administrative advocacy, education, and strategic partnerships. **Florida Justice Institute** is a nonprofit public interest law firm that conducts civil rights litigation and advocacy in the areas of prisoners' rights, housing discrimination, disability discrimination, and other areas that impact the lives of Florida's poor and disenfranchised.

These three statewide grantees of The Florida Bar Foundation fill the gap in legal services that local legal aid programs across the state cannot fill. We do not have geographic boundaries. We are not limited by Legal Services Corporation restrictions on representing unpopular or disfavored clients and claims, such as evictions, class actions, welfare reform, immigrants and prisoners. We concentrate on impact work that includes litigation, advocacy, and training of lawyers, lay persons and organizations. We

retain the flexibility to work in areas of unmet need and respond to legal needs that unexpectedly arise. Our goal is to create a lasting impact in people's lives whose voice alone is not heard.

Recognizing our unique role, The Florida Bar Foundation has supported the statewide organizations. We respect the leadership that the Foundation has provided over the years to determine where gaps of justice exist and to establish incentives to meet the need. For example, it has spearheaded grants to specifically address affordable housing, disaster relief, and children's legal services. We believe that this has been vital to ensure that legal services are provided to the most vulnerable and needy Floridians.

As far as the specific recommendation of the Subcommittees that IOTA Funds "be used only for salaries and benefits for members of The Florida Bar who exclusively (i.e. to the exclusion of all other duties and responsibilities) provide direct legal services to low-income litigants in Florida," we believe this restriction is too limiting and will undermine the provision of high quality legal services for several reasons.

One, we have hired excellent attorneys who were not currently members of The Florida Bar, but who became members as soon as was practicable. For the type of complex litigation in which we engage, it has been helpful to have a broad national reach to find the most qualified attorneys for the job.

Two, our attorneys do not exclusively provide direct legal services as there are other job responsibilities that are necessary to sustain not-for-profit public interest law firms. Attorneys at the three statewide organizations have gained expertise in a number of fields and share their knowledge with other legal aid attorneys. We train on substantive law and legal skills, mentor individual legal aid advocates on their cases, and co-counsel systemic federal litigation to ensure that advocacy across the state is effective and high quality. Any limitations on the use of IOTA Funds to solely provide direct representation will eliminate the necessary support and other functions that our attorneys conduct.

Three, similarly, restricting the use of IOTA Funds to salaries and benefits of attorneys would destabilize the financial soundness of our organizations. All law firms need to pay for overhead and administrative support. We need to maintain technology to be able to provide direct legal representation and conduct litigation. We rely on expensive software for document and case management, and excellent paralegals, neither of which would be permitted to be paid with IOTA Funds under the Subcommittees' recommendations. No other funder requires such a limitation on the use of funds as it is recognized that the delivery of successful outcomes relies on more than the work of an attorney. IOTA Funds should as well be permitted to support the entire organization to assist in the provision of direct representation. Only with full support can direct representation be high quality and effective.

The Subcommittees further recommend that reporting requirements be instituted. Grantees already provide a variety of reports to The Florida Bar Foundation, which has worked with grantees to determine what information is needed to show the success and effectiveness of the grants. From the perspective of the statewide grantees, the effectiveness of IOTA Funds should not be defined solely by the number of attorneys and clients, but also to recognize that one client's case may impact many others. A statewide case, for example, may be on behalf of a few clients, but relief could benefit tens of thousands of people. In this way, these types of cases use our limited funds more efficiently, by leveraging a fewer number of clients to achieve a greater impact for hundreds or thousands of people.

Thank you for considering our comments. If you need additional information, please feel free to contact any of us.

Sincerely,

Jodi Siegel
Executive Director, Southern Legal Counsel
Jodi.siegel@southernlegal.org

Christopher Jones
Executive Director, Florida Legal Services
christopher@floridalegal.org

Dante Trevisani
Executive Director, Florida Justice Institute
DTrevisani@floridajusticeinstitute.org



John Patterson
Partner
SHUTTS & BOWEN LLP
1858 RINGLING BOULEVARD
SUITE 300
SARASOTA FL 34236
DIRECT (941) 552-3770
FAX (941) 552-1920
EMAIL JPATTERSON@SHUTTS.COM

May 20, 2020

Elizabeth Clark Tarbert
Ethics Counsel
The Florida Bar
651 East Jefferson Street
Tallahassee FL 32399-2300

RE: Task Force on Distribution of IOTA Funds - Gulf Coast Legal Services, Inc.

Dear Elizabeth:

Enclosed please find a copy of my May 20, 2020 letter to Tammy Greer, the Executive Director of Gulf Coast Legal Services, Inc. I would appreciate you providing a copy of this letter, along with its enclosures, to the members of the Task Force on Distribution of IOTA Funds.

Sincerely,

SHUTTS & BOWEN LLP

A handwritten signature in blue ink, appearing to be "JP", written over a light blue horizontal line.

John Patterson

JP/gp
Enclosure



John Patterson
Partner
SHUTTS & BOWEN LLP
1858 RINGLING BOULEVARD, SUITE 300
SARASOTA FL 34236
DIRECT (941) 552-3770
FAX (941) 552-1920
EMAIL JPATTERSON@SHUTTS.COM

May 20, 2020

Gulf Coast Legal Services, Inc.
ATTN: TAMMY D. GREER
Executive Director
501 First Avenue North, Suite 420
St. Petersburg FL 33701

Re: May 13, 2020 Letter to Task Force

Dear Ms. Greer:

I am no longer an officer or director of The Florida Bar Foundation. However, I have been working with the Foundation in matters pertaining to the Task Force on Distribution of Funds (Task Force) both personally and in connection with my present service as a member of the board of the Innocence Project of Florida, Inc. (IPF). I have followed carefully the meetings of the Task Force and have offered my own point of view to the Task Force at its last in-person meeting. I also serve on the Board of Directors of Legal Aid of Manasota, Inc. (LAMS). Linda Harradine, the Executive Director of LAMS, and I have discussed the Task Force matter. We have both found the report of the Subcommittee of the Task force dated April 13, 2020 (Report) to be misguided, with potential to inflict lasting harm on Florida's legal aid infrastructure. That is the view of IPF as well. IPF will be submitting a White Paper to the Task Force in this regard. The Florida Civil Legal Aid Association, an organization comprised of the executive leadership of Florida's civil legal aid programs in a letter to the Task Force dated May 15, 2020, concluded that "[T]he current recommendation if adopted will restrict our ability to serve and limit access to justice for low-income Floridians." It was, therefore, concerning to review your letter of May 13, 2020 this weekend.

You are certainly free to voice your opinion. It was not clear from your letter whether or not the views you expressed were yours personally, or whether you were speaking on behalf of Gulf Coast Legal Services, Inc. (GLS). Regardless, there are misstatements in your letter that I feel compelled to correct.

1. You applaud the recommendation that there be required deliverables for funding by the Foundation. This suggests that no such requirement exists. But it has been and is now a requirement of the Foundation for all grants.

Gulf Coast Legal Services, Inc.
ATTN: TAMMY D. GREER
May 20, 2020
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2. You stated the limitation on funding to the work of members of The Florida Bar is too restrictive and requested that it be extended to Florida Registered Paralegals. However, I submit that your suggestion itself is too restrictive. This point has been made in numerous submissions to the Task Force regarding the Report. I have enclosed with this letter one of them, but all of them should be posted on the Task Force's website soon.

3. Your support of the proposed 5% limit on administrative costs is off the mark in several respects. First, I am not aware of any literature in the world of not-for-profit governance that suggests any such arbitrary percentage be imposed. Secondly, I am unaware of what you are referring to as a de minimums rate of 10%. However, in fact, the Foundation's overhead now is in the 10% to 11% range, well below targets for not-for-profit organizations like the Foundation. I addressed this in the attached letter to the Task Force Chair, Mayanne Downs. There has, unfortunately, been misinformation disseminated about the Foundation's overhead.

4. Contrary to your statement, the Report recommends very clearly restrictions on how legal aid programs use funds. Those restrictions would do irreparable harm to the delivery of legal aid and services in the most cost-effective manner. Additionally, the restrictions would prevent the Foundation from using IOTA funds for two of the three missions of the Foundation specifically stated in its Articles of Incorporation.

5. The Foundation strategic reset, adopted unanimously by the Board of Directors of the Foundation on June 22, 2017, had among its goals and objectives updating the delivery system "to be client-centered, with measurable results...." That should be a goal that all of us in the legal aid community embrace. You seem to object to the Foundation funding organizations that are not "purely legal aid providers." However, your objection ignores the three (3) purposes of the Foundation, expressed for decades in its articles of incorporation. One of them is to improve the administration of justice. The three (3) organizations that you target do just that. So does IPF and others, all of which could receive no funding from IOTA revenue if the Report is adopted.

You are incorrect in your belief that IDignity, Disability Independence Group, and the Community Justice Project are funded with IOTA grants. They are not. They are CED (Bank of America settlement funds) grants recipients. One or more of their lawyers, however, may participate in the Loan Repayment, Assistance Program (LRAP).

6. You state that the Foundation "spends a great deal of funding on external consultants to provide feedback, which is sometimes of no value to legal aid providers." You give the work of Ken Smith as example.

Gulf Coast Legal Services, Inc.
ATTN: TAMMY D. GREER
May 20, 2020
Page 3

The Foundation presently has no consultants under contract. The last consultant was hired in connection with developing metrics for the strategic reset upon a motion made by Judge Scales, a member of the Task Force.

I believe that the Foundation would agree with you about Ken Smith and delayed deliverables. That is why his contract was terminated. The savings were placed back into the Foundation's account for later grant allocations. However, it is the Foundation's position that:

- Desk reviews are far more cost-effective than previous on-site audits. Almost four times cheaper meaning that four programs could get effectively "desk reviewed" for the price of one on-site visit.
- The delays encountered with Ken Smith were caused by several unforeseen factors, including Ken's health and loss of staff.
- Your comment about "cut and paste" is correct but you failed to state that the error was in Mr. Smith's draft report. The ultimate report was correct and provided valuable information to both GLS and the Foundation. The report was also favorable to GLS.
- The Foundation is not abandoning desk reviews. It is in the process of identifying and sending out RFPs to other potential vendors.

7. You state that the Foundation "spent a great deal of money on the Florida Justice Technology Center (which is in Colorado) to develop several websites that have not yielded an increase in services." Your statement is incorrect. I have some knowledge of this, since I am legal counsel for the Florida Justice Technology Center, Inc. (FJTC), a Florida corporation not-for-profit and an exempt organization under Section 501(c)(3). Its principal address is the Carlton Fields law firm in Tampa. The President and Chair of the Board is Kathy McLeroy, a partner in Carlton Fields. All the members of its Board of Directors are from Florida, and have included Greg Coleman, past president of The Florida Bar and John Stewart, current president of The Florida Bar. It has no corporate connection whatsoever to Colorado. The only person from Colorado involved was Joyce Raby, a nationally known and a very respected technology leader in the legal aid community.

The Foundation obtained a \$6 million loan from The Florida Bar during the Great Recession to help ease the transition of the Foundation's grantees through the reduced level of funding caused by the precipitous fall in interest rates that drove down IOTA revenue. The Bar required that \$2 million of the loan be spent by the Foundation on technology, and this was done primarily through the FJTC. However, the Gateway project was funded through a grant through the Attorney General's office from the Chase Bank settlement. No IOTA or Bar loan monies were involved in the development of the Gateway project.

As to the work product of the FJTC, I submit that it was exceptional. It generated interest and excitement on a national level. That work product is now owned by the Foundation. Further work in funding will be

Gulf Coast Legal Services, Inc.
ATTN: TAMMY D. GREER
May 20, 2020
Page 4

needed to implement it. I personally share the opinion of James Kowalski, the Executive Director of Jacksonville Area Legal Aid, Inc. regarding this work product as expressed in his letter to the Task Force of May 15, 2020. A copy of his letter is enclosed, and I quote below from the seventh page of his letter:

FJTC, which was not funded with IOLTA money, and was not based in another state (homework would help here)(it was funded by the Florida Bar, which insisted that part of the bridge loan for legal aid be used for technology, and then by AG Pam Bondi, and, in an attempt to hold down costs, used virtual employees around the country, including Florida lawyers) was a *brilliant* concept, envied throughout the country, that worked well until the money ran out while it was still building and hosting technology tools. None of the stakeholders adequately devoted resources to continued funding of FJTC and the technology that is now critical to delivering services in this pandemic. As a result, what was a promising start stopped at perhaps the worst possible time.

I appreciate the work that you and GLS do for the cause of access to justice for all Floridians. That work is not easy. There is plenty of room for differences of opinion as to how to better serve the cause. However, it is important that we address any differences of opinion with accurate facts. That is why I have taken the time to respond to your letter.

Very truly yours,

SHUTTS & BOWEN LLP



John Patterson

JP/gp

Enclosure

cc: Board of Directors of GCL
Seth Miller, Esq.
Kathleen S. McLeroy Esq.

United States District Court

MIDDLE DISTRICT OF FLORIDA
UNITED STATES COURTHOUSE
300 N. HOGAN STREET, SUITE 11-100
JACKSONVILLE, FLORIDA 32202

TIMOTHY J. CORRIGAN
UNITED STATES DISTRICT JUDGE

(904)-549-1300

May 27, 2020

Via Electronic Mail

Mayanne Downs, Esq.
Chair, Task Force on Distribution of IOTA Funds
c/o Elizabeth Tarbert, Ethics Counsel
The Florida Bar
651 East Jefferson Street
Tallahassee, Florida 32399-2300

Re: Task Force on the Distribution of IOTA Funds

Dear Ms. Downs:

I support the continuation of the Florida Bar Foundation's traditional role in the administration of IOTA funds. I write from my viewpoint as a charter member of the Chief Justice's Florida Commission on Access to Civil Justice and as a federal judge with recent experience utilizing the Florida Bar Foundation to administer a grant program arising out of the Engle tobacco litigation. While I do not pretend to be an expert on the issues the Task Force is facing, I do think that these experiences provide me some perspective I would like to briefly share.

First, if my time on the Access Commission has taught me anything, it is that the current unmet need for legal services for the poor in Florida is staggering and our efforts to address that need are inadequate. The number of legal aid lawyers statewide is miniscule compared to the demand, as is legal aid funding. Pro bono efforts by other members of the Bar, while laudable, do not come close to significantly narrowing the access to justice gap. The Access Commission has championed non-lawyer solutions, such as improved use of technology, to good effect, but at times it feels like we are trying to empty the ocean with a teaspoon.

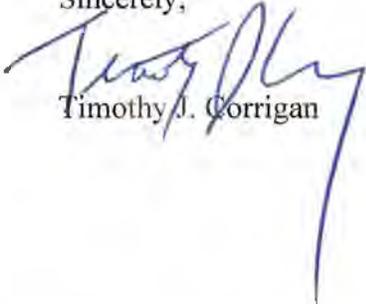
One bright spot in the effort to provide legal services to the poor has been the work of the Florida Bar Foundation. Throughout its storied history, the Florida Bar Foundation has been a national leader in the access to justice field. It is no exaggeration to say that the Florida Bar Foundation is the glue that holds together the legal aid efforts in Florida. This includes its professional management of IOTA funds.

Recently, three of my federal court colleagues and I were faced with a challenge involving how to distribute millions of dollars resulting from Court-imposed sanctions related to the Engle tobacco litigation. We naturally turned to the Florida Bar Foundation. After meeting with the Executive Director and learning how the Foundation would handle the matter, we directed that the funds be given over to the Foundation to create a grant program to distribute the funds to worthy legal aid organizations. While the Court gave the Foundation broad parameters, we recognized that the Foundation should have flexibility to administer the grants to provide legal aid clients with the services they needed, whether that be representation in court, or alternative means of resolving their legal problems. The Foundation staff, under the direction of its Board, established a grant program based on objective scoring criteria and then efficiently distributed the funds to legal aid organizations, where they are now being utilized. We were pleased with the Foundation's work and do not know where else we would have turned. This is but one example of the value of the Florida Bar Foundation's mission.

In reading the April 8, 2020 report, the Task Force Subcommittee states that the "Foundation is simply outside of the task force's scope." But, of course, placing limitations on the use of IOTA funds as suggested in the Subcommittee report would directly and adversely impact the vital work that the Foundation has traditionally performed. The Florida Bar Foundation is the organization that provides the planning, policy, administration, and education infrastructure for legal aid in the state of Florida. While no organization or process is immune from suggestions for improvement, I hope that the Task Force will recommend to the Florida Supreme Court that it preserve the current structure of the Florida Bar Foundation and its essential role of administering IOTA funds. In these turbulent times, the work of the Florida Bar Foundation is more vital than ever.

Thank you for considering my views.

Sincerely,



Timothy J. Corrigan

TJC:sw

cc: Task Force members
Dori Foster-Morales, Esq.
Michael G. Tanner, Esq.
W. Braxton Gillam, IV, Esq.
Michael Fox Orr, Esq.



INNOCENCE PROJECT OF FLORIDA, INC.

Unlock the Truth

1100 East Park Avenue
Tallahassee, FL 32301
Phone: (850) 561-6767
Fax: (850) 561-5077
www.floridainnocence.org

May 28, 2020

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Via Electronic Mail

Mayanne Downs, Esq.
Chair, Task Force on Distribution of IOTA Funds
c/o Elizabeth Tarbert, Ethics Counsel
The Florida Bar
651 East Jefferson St.
Tallahassee, FL 32399-2300

Dear Ms. Downs:

The Innocence Project of Florida, Inc. appreciates the opportunity to submit this document to assist the Task force on Distribution of IOTA Funds in understanding the historic impact that IOTA fund grants have had on the Innocence Project of Florida, over the last 15 years. Most importantly, this letter will detail how proposed changes to the rule regarding the use of IOTA funds would exclude the Innocence Project of Florida from even competitively applying to receive such funds and undercut its efforts to provide vital direct representation of indigent, innocent individuals wrongfully incarcerated in Florida's prisons.

I. History of the Innocence Project of Florida

The Innocence Project of Florida, Inc. (sometimes referred to herein as "IPF") is a non-profit, non-partisan justice organization based in Tallahassee, formed in 2003. Our mission is to:

- Screen and investigate cases in which meritorious innocence claims are identified;
- Secure DNA testing when biological evidence exists;
- Advocate for the release and/or exoneration of individuals whose cases present meritorious innocence claims based on evidence of actual innocence;
- Provide transitional and aftercare services to exonerees; and
- Advocate for necessary criminal justice reform to avoid wrongful incarcerations in the future.

Our Mission: Find and free the innocent in Florida prisons, help those who have been released rebuild their lives and work to prevent wrongful convictions from happening in the future.

Finding and Freeing the Innocent

An impending crisis existed in 2003 due to a statute of limitations on requesting postconviction DNA testing—anyone already in prison at the time of the enactment of Florida’s postconviction DNA statute on October 1, 2001, would be barred from obtaining postconviction DNA testing unless he or she filed for such testing on or before September 30, 2003. In early 2003, the Innocence Project in New York had more than 400 applicant requesting DNA testing that required screening and evaluation, so that pro bono lawyers could take on the very best cases and request postconviction DNA testing before the statutory deadline. Florida, a state with the nation’s third largest prison population, did not have its own innocence organization at this time. IPF was formed in April 2003 to address this crisis.

Commencing its work on a landing in Sandy D’Alemberte’s office, a lawyer and non-lawyer spent most days in the basement of the Office of the Attorney General reading trial transcripts and contacting police property rooms to determine whether biological evidence existed that, if DNA tested and the results excluded the prisoner, would prove that he or she did not commit the crime. In partnership with numerous pro bono attorneys from many of Florida’s largest law firms, IPF screened hundreds of potential DNA cases and filed dozens of requests for DNA testing in Florida circuit courts. Of these cases, five individuals—Wilton Dedge, Luis Diaz, Orlando Boquete, Alan Crotzer and Chad Heins—obtained DNA results that proved their innocence and eventually led to each of their exonerations. All five had life sentences and they had collectively spent 99 years in prison for crimes they did not commit. After prevailing on the Supreme Court of Florida and Florida Legislature to remove the deadline for filing postconviction DNA testing requests, IPF fully opened its mailbox to prisoners to request IPF’s assistance in proving innocence in their cases.

Since its official incorporation in September of 2003, IPF has received and reviewed in some capacity more than 10,000 requests for assistance. IPF currently employs a three-person intake staff, led by a Ph.D in Criminology, to facilitate its case intake and screening process. This process begins with answering every request letter received. After a first reading, the intake staff sends a screening questionnaire, prompting the individual to answer questions that will provide IPF with case-related factual and procedural information to assist in our investigation and review. After review of the questionnaire, the team collects vital case materials, such as trial transcripts, law enforcement reports, laboratory reports, the prosecutor’s and defense’s trial files and more, both from the applicant and from state agencies. IPF attempts, whenever possible, to procure these documents for free directly from the prisoner. After all pertinent documents are received, a student will prepare a comprehensive case memo for review by the legal staff for a case acceptance decision or to determine whether investigative tasks or expert consultation are necessary before making such a decision. This entire process, from receipt of the initial letter to accepting a case can take six months to one year.

IPF has accepted and litigated more than 160 cases with viable postconviction claims of actual innocence. Each of these individuals was indigent and without the right to counsel in the postconviction phase. IPF provides high quality legal representation at no cost to our clients or their families. This includes not only the costs associated with the actual litigation, but also includes expenses related to investigation, reanalysis of evidence and expert services. Currently, IPF has two full-time attorneys with almost 25 years combined experience in criminal defense and postconviction innocence litigation. In the first ten years of our existence, IPF exclusively relied on postconviction DNA testing as a tool to exonerate individuals in Florida’s prisons. IPF had significant success in that effort, exonerating 14 people through DNA testing who spent almost 300 years in prison for crimes they didn’t commit. Yet, DNA testing is only a factor in about 10% of all criminal cases and the same things that cause wrongful convictions in those cases do so in all cases. It became clear to us that in order to be a leader in righting

wrongful convictions in Florida, we needed to expand our reach to all innocent individuals in Florida's prisons. Now in our seventh year of accepting non-DNA cases, we depend more heavily on investigating these cold cases, finding and deposing witnesses, and retaining experts to testify about debunked or currently challenged forensic evidence. Our non-DNA work includes not only cases where the new evidence suggests someone other than the defendant committed the crime, but also cases where new evidence or advancements in medical or scientific understanding suggest a crime did not happen in the first place (i.e., Shaken Baby Syndrome/Abusive Head Trauma and arson cases). Now more than half of all of IPF's current accepted cases are non-DNA cases.

IPF has worked in about half of Florida's counties, all of Florida's appellate courts, the federal district court, the Supreme Court of Florida, and the Supreme Court of the United States. Additionally, IPF has appeared as amicus curiae in numerous cases where our expertise on issues related to wrongful convictions was an asset to the resolution of the merits of the case.

Most recently, IPF has begun partnering with special conviction integrity units in certain Florida State Attorney's Offices, including those in Jacksonville, Orlando, Tampa, and Ft. Lauderdale. This model of collaborative justice has led to three innocent individuals finding freedom since the beginning of 2019:

- On March 28, 2019, IPF achieved the double exoneration of Nathan Myers and Clifford Williams, who each spent nearly 43 years in prison for a Jacksonville murder and attempted murder they did not commit. Their convictions were vacated based on new forensic conclusions that invalidated the state's theory of the case, the significant credible alibi evidence now known, and the identification of the actual perpetrator. We achieved this success in conjunction with the Fourth Judicial Circuit State Attorney's Office Conviction Integrity Review Division, and Nathan's and Clifford's exonerations were the first in Florida as a result of a conviction integrity unit re-investigation of the case.
- In June 2019, IPF achieved the release of Edward Taylor on parole after 33 years in prison for a 1986 Jacksonville rape he did not commit. Through a multi-year investigation, IPF discovered significant evidence pointing to an alternative perpetrator and the victim has come forward to concede that she misidentified Mr. Edwards as her attacker. His case is currently under review of the Conviction Integrity Review division of the State Attorney's Office in Jacksonville, and IPF is hoping that the result of that review will be an agreement to vacate his conviction, leading to his exoneration.
- On April 14, 2020, IPF achieved the release of Leonard Cure after 16 years of wrongful incarceration for a 2003 Broward County armed robbery. A collaborative, joint investigation with the Broward State Attorney Conviction Review Unit, determined that Mr. Cure was likely misidentified and that he was at work during the commission of the crime. The State agreed to immediate release in order to allow Mr. Cure to maintain health and safety while the Conviction Review Unit works complete its investigation that is stalled due to the current public health crisis.

In our 17 years of existence, IPF has helped obtain the release of 22 innocent individuals who collectively spent more than 485 years wrongfully incarcerated for crimes they did not commit.

Easing the Transition from Wrongful Incarceration to Free Society

Reintegrating back into society after long-term incarceration is usually a struggle for anyone, but the difficulties of reentering a world that is completely different than the one left decades before is particularly acute for the wrongfully convicted and incarcerated. IPF realized early in our existence that it could not help to set someone free after decades in prison wrongfully and leave them to navigate the changed world on their own. We also understood that the legal staff had neither the training nor the bandwidth to deal with the myriad struggles freed clients confronted.

In 2006, IPF hired licensed clinical social work to assist Florida's freed wrongfully convicted individuals to have a smooth transition from prison to freedom and rebuild their lives. He works on a regular basis with more than 40 clients, included many of our still-incarcerated clients who are close to exoneration. He also assists family members who are integral to a successful reentry yet often need assistance in reintegrating a loved one back into their lives.

While this transitional work is not funded through IOTA funds, except for a small grant to match funds raised specifically for IPF's Exoneree Support Fund, this work is vital to ensuring that our freed clients can become productive members of a changed society. IPF's transitional assistance program helps to create stability in all aspects of the lives of exonerees, as stability is the key to healthy and safe living. We assist exonerees taking part in our transitional assistance program to obtain gainful employment; available government benefits; medical, dental and psychological care; clothing; food; housing; transportation; educational opportunities; and ongoing supportive assistance. The program also assists exonerees with their attainment of reentry-type life skills, and necessary (but sometimes confusing) issues like opening a bank account or obtaining health, dental and vision insurance. As part of this transition, IPF even provides pro bono assistance to qualifying clients in seeking compensation for his or her wrongful incarceration. The transitional assistance program also includes direct assistance to exonerees seeking restoration of civil rights, including the right to vote.

Reforming the System

IPF is a leading advocate for the implementation of evidence-based policy reforms designed to prevent future wrongful convictions in Florida. Since its inception, IPF was instrumental in the achievement of the following vital reforms:

- Repeal of the statute of limitations on postconviction DNA testing and expansion of the availability of such testing to those who entered pleas.
- Enactment of a streamlined statutory scheme to compensate the wrongfully incarcerated, including \$50,000 of compensation per each year of wrongful incarceration, a tuition waiver at a Florida college or university and reimbursement of fines and fees associated with the wrongful conviction.
- Creation by the Supreme Court of Florida of the Florida Innocence Commission under the auspices of Chief Justice Canady. For two years this Commission studied and made recommendation for policy reforms. IPF was a consistent and integral part of assisting the Commission that led its important Final Report.
- Adoption by the Supreme Court of Florida of a standard jury instruction regarding Eyewitness Evidence that is now given in every trial where there is an eyewitness identification in order to help the jury understand certain factors that affect the reliability of an identification and how the jury should weigh those factors in judging the accuracy of

***Our Mission:** Find and free the innocent in Florida prisons, help those who have been released rebuild their lives and work to prevent wrongful convictions from happening in the future.*

eyewitness evidence. This was a positive step in preventing wrongful convictions before they happen.

- Amendment by the Supreme Court of Florida of the Rules of Criminal Procedure so that state prosecutors are now required to disclose specific information on confidential informants (including jailhouse informants), who are a major source of false testimony in criminal cases and factor in nearly 50 percent of wrongful murder convictions.
- Passage of Florida's Eyewitness Identification Reform Act, which now requires that all law enforcement agencies in the state use proper, scientifically-sound identification procedures to help prevent wrongful convictions.
- Adoption of the more rigorous *Daubert* standard for admissibility of expert testimony, which is essential for allowing only reliable expert opinion and evidence into criminal proceedings and avoiding the taint of junk science that leads to wrongful convictions.

IPF also provides significant training to lawyers and law students on issues related to litigating wrongful conviction cases, as well as holds events around the State to raise awareness about wrongful convictions.

Although this policy reform and awareness work is not funded through the use of IOTA funds, it has long been a companion to IPF's direct representation of indigent individuals who are wrongfully incarcerated by helping to create a criminal legal system that produces more reliable outcomes and improves the administration of justice at the front end of the process for all Floridians.

II. Innocence Project of Florida's Use of IOTA Funds to Make Improvements to the Administration of Justice

IOTA funds have traditionally been a key force behind providing greater access to justice in Florida. Grant programs and initiatives use IOTA funds to accomplish this broad mission by (1) expanding and improving representation and advocacy on behalf of low-income persons in civil legal matters, (2) improving the fair and affective administration of justice, and (3) promoting public service among lawyers by making it an integral component of the law school experience.

Historically, the vast majority of IOTA funding has been in this first area—grants to legal aid organizations to assist low-income and indigent individuals on civil legal matters. Yet, in order to more broadly increase access to justice, IOTA funds have been awarded to other non-legal-aid programs that further advance access to justice and specifically serve to better improve the fair and effective administration of justice. These programs, for example, focus on justice teaching, broadening the reach of access to justice through facilitation of more widespread technology, restoration of civil rights and representation of indigent individuals in limited and specialized non-civil contexts. They are programs that do not fall neatly into the category of direct representation in a civil legal aid context, but nonetheless are vital programs to advance The Florida Bar's and the Florida Supreme Court's interest in making improvements to the administration of justice more broadly.

For 15 years, the Innocence Project of Florida has been a significant element of this effort to use IOTA funds to make improvements to the administration of justice. IPF received its first IOTA grant award in 2006, which allowed it to hire its first two staff lawyers and has received a competitive grant award every year since to support its efforts to find and free innocent, indigent individuals trapped in Florida's prisons.

Our Mission: Find and free the innocent in Florida prisons, help those who have been released rebuild their lives and work to prevent wrongful convictions from happening in the future.

IPF's program is connected to the broader purpose of IOTA funds in that, like traditional civil legal-aid organizations, IPF provides free, direct legal representation to a traditionally underserved population—individuals in prison who have viable claims of innocence. Virtually all are indigent, and all have no right to counsel in the postconviction phase. In this way, IPF, although not a civil legal aid organization, still has achieved much to promote the improvement of the administration of justice for all indigent individuals in the criminal legal context and those, more specifically, who have been the victims of wrongful conviction and incarceration. Nothing could be more squarely within the stated goal to improve the administration of justice.

IOTA funding have enabled IPF to expand access to vital scientific testing essential to proving one's innocence of a crime many years after conviction. It has enabled IPF's high-quality direct representation in a phase of the criminal justice system that was beset by pro se litigants trying and failing to obtain justice. It has enabled IPF's advocacy for broader access to postconviction relief mechanisms where new evidence of innocence exists. It has helped IPF create, through successful appellate litigation in its cases, more justice-driven processes for resolving postconviction claims. IPF's direct representation has transformed the lives of those exonerated and of their families and has sensitized the public and Florida's policy makers to the existence of wrongful convictions and the need to make common-sense reforms to change police, prosecutor, laboratory and court practice to prevent these miscarriages of justice before they happen by making police investigations, forensic science and trials more reliable. By definition, IPF has leveraged this success to make improvements to the fair and effective administration of justice that would simply not have been possible without awards of IOTA funds. It has done so, all the while, in an economically efficient manner.

III. The Restrictions on Use of IOTA Funds Proposed by the Subcommittee of the IOTA Task Force Would Eliminate Awards for Programs Making Vital Improvements to the Fair and Effective Administration of Justice, and Unnecessarily Narrow the Reach of the Shared Interest of the Florida Supreme Court and The Florida Bar in Expanding Access to Justice for Low Income Floridians

In its April 8, 2008 report, the Subcommittee to Examine Whether Specific Requirements or Limitations Should Be Imposed on the Use of IOTA Funds made a recommendation for amending Rule 5-1.1(g) of the Rules Regulating The Florida Bar to the IOTA Task Force appointed by the Supreme Court. One of which is of particular interest here:

1. IOTA Funds may be awarded only to those legal aid organizations who employ members of The Florida Bar to provide direct legal services to low-income litigants in Florida ("qualified grantee organization"). IOTA Funds awarded to qualified grantee organizations may, in turn, be used only for salaries and benefits for members of The Florida Bar who exclusively (i.e. to the exclusion of all other duties and responsibilities) provide direct legal services to low-income litigants in Florida ("qualified attorney").

While it may be reasonable to prescribe explicit guidelines for use of IOTA funds to a grant making entity in reviewing proposals and making awards, this restriction will, on balance, arrest the advancement of access to justice and the improvement to the administration of justice in two principle ways:

Restricting the Access to IOTA Funds to Civil Legal Aid Organizations Would Exclude the Innocence Project of Florida's Access to Apply for These Funds and Limit and Impair the

Ability to Address the Legal Needs of Low-Income Floridians Outside of the Civil Legal Context

Limiting the use of IOTA funds to awards to only civil legal aid organizations which employ lawyers to provide direct legal services to low-income litigants in Florida would eliminate the availability of such funding to the Innocence Project of Florida, which has received funding under the Foundation's grant program known as "Improvements in the Administration of Justice" for 15 years. We believe that it would be an unintended consequence of such limitation that the Innocence Project of Florida, which does employ lawyers to provide direct representation to low-income litigants in Florida but does not fall within the definition of a legal aid organization as contemplated in the proposed restriction, would no longer be a qualified grantee of IOTA funds.

IPF's efforts to expand access to justice for low-income Floridians by improving the administration of justice have been a significant yet efficient use of IOTA funds for 15 years. These efforts encompass the direct representation of indigent, innocent people in Florida's prisons in order to achieve exonerations. They are non-partisan and are not controversial. They also serve the very same purpose of expanding access to justice for low-income Floridians as the funded legal aid programs, albeit without significant other funding sources (e.g., Legal Services Corporation).

Restricting the Use of IOTA Funds to Salary and Benefits for Qualified Attorneys Would Undercut the Comprehensive Nature of the Direct Representation that is Essential to Improve the Administration of Justice

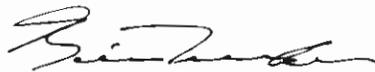
Even assuming that IPF would be considered as a qualifying grantee for IOTA funds under the Task Force proposal, we would like to address the recommendation of the proposal that IOTA funds be used only for salary and benefits for "qualified attorneys" who are members of The Florida Bar who exclusively provide direct legal services to low-income litigants in Florida. It is presumed that the premise behind this restriction is to fund as many lawyers as possible each grant year in order to increase the number of potential clients served. This, however, would eliminate not only much of the possible IOTA funding used to expand access to justice by improving the administration of justice, but would likely severely restrict the Innocence Project of Florida's use of funds even if it was considered a qualified grantee organization.

It is important to note at the outset that this restriction does not take cognizance of the necessary non-lawyer staff that serve indispensable roles providing intake, screening and litigation support to the attorneys who provide the direct representation. This restriction would appear to not even allow for a qualifying attorney at a "qualified grantee organization" to file an amicus curiae brief or speak for informational purposes at a single legislative hearing to move the law in a direction that would benefit her directly-represented indigent clients because those duties are technically beyond the direct representation of any particular low-income Floridian. Moreover, it does not allow IOTA funds to be used for any expenses necessary to successfully accomplish the direct representation and litigation, other than allowing contracts for services such as Westlaw. In the case of the Innocence Project of Florida, it has received IOTA funds over the years for non-lawyer staff such as intake professionals and a staff investigator. These individuals work at the direction of staff lawyers and their work is essential for assisting the organization to identify and factually develop viable postconviction innocence cases to litigate. Similarly, IPF has received IOTA funds earmarked for litigation expenses, such as depositions, reproduction of documents, litigation travel, reanalysis of evidence and other expert services—all necessary expenses to provide high-quality direct legal representation to low-income litigants in the postconviction phase.

In short, it takes more than legal aid organizations and more than simply lawyers to expand access justice for low-income litigants in Florida. The Subcommittee's recommendation will undercut IPF's longstanding efforts to improve the administration of justice through the direct representation of low-income litigants who have viable claims of innocence in order to exonerate them. By excluding IPF from the definition of a qualified grantee organization and by so limiting the use of IOTA funds even if IPF was included, we fear the proposal will not serve the overall purpose of the use of IOTA funds and will likely so narrow the purpose to undermine the entire endeavor and shrink the universe of low-income individuals assisted through IOTA funds. Historically, IOTA funds have been the key to unlocking the truth for so many wrongfully convicted and incarcerated individuals and the loss of access to those fund would impede IPF's efforts to obtain exoneration for so many more.

We implore this Task Force to not so narrowly limit the permissible purposes for use of IOTA funds and instead include as permissible use of those funds (1) non-civil legal aid organizations which are nonetheless providing direct legal representation to low-income Floridians as an acceptable grantee, and (2) salaries and benefits of non-lawyer staff who act in service of this legal representation and expenses necessary to accomplish the representation, to include litigation expenses. The IOTA funding has been indispensable to the Innocence Project of Florida's successful efforts for the last 15 years to expand access to justice and modifying the proposed rule in the suggested way would simply allow us to continue to competitively apply for IOTA funds in the future.

Respectfully submitted,



Brian L. Tannebaum
Chair, Board of Directors
Innocence Project of Florida

Elliot H. Scherker

Elliot H. Scherker
Counsel for the Innocence Project of Florida

SUPREME COURT OF FLORIDA TASK FORCE ON DISTRIBUTION OF IOTA FUNDS

Meetings and Distribution of Subcommittee Assignments

SUBCOMMITTEE	SUBCOMMITTEE MEMBERS	MEETING DATE
Examine need and availability of IOTA funds for funding direct legal services for low-income litigants in Florida	Scales & Ladis	3-4 p.m., January 13, 2020 (Conference Call)
Meeting to hear comments from interested persons on the task force mission	Full Task Force	9-11 a.m., February 6, 2020 (Hyatt Regency, Orlando, FL TFB Winter Meeting)
Examine whether specific priorities should be established for the use of available IOTA funds	Downs & Stewart	2-3 p.m., February 24, 2020 (Conference Call)
Examine whether specific requirements or limitations should be imposed on the use of IOTA funds	Lile & Scales	10-12, March 11, 2020 (Conference Call)
Examine whether reporting requirements regarding the distribution and use of IOTA funds should be adopted (including objective benchmarks to measure efficient/effective deployment of IOTA funds)	Thomas	10-11 a.m., April 13, 2020 (Conference Call)
Presentation by the Florida Bar Foundation & Combined subcommittee Reports for requirements/limitations and reporting	Lile, Scales, & Thomas	10 a.m. - noon, May 18, 2020 (Zoom Meeting)
Draft task force recommendations, including any proposed rule amendments, and distribute for public comment	Full Task Force	1-3 p.m. June 12, 2020 (Zoom Meeting)
Meeting to hear public comments on task force recommendations	Full Task Force	9-noon, June 18, 2020 (Zoom Meeting)
Finalize task force recommendations	Full Task Force	July 2020 (email and possible conference calls TBA)