



## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

### MINUTES OF OPEN MEETING

May 16, 2024

10:00 a.m. to 12:00 p.m.

In-Person Meeting & Videoconference

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**Advisory Body Members Present:** Hon. Kyle S. Brodie, Chair; Hon. C. Todd Bottke, Vice Chair; Hon. Carol A. Corrigan; Mr. David Fu; Mr. Darrel E. Parker

**Advisory Body Members Absent:** Hon. Jonathan B. Conklin; Hon. Michelle Williams Court; Mr. Charles Johnson

**Others Present:** Ms. Lisa Chavez; Ms. Salena Chow; Hon. Sheila F. Hanson; Ms. Jamel Jones; Mr. John Yee

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#### OPEN MEETING

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##### Call to Order and Roll Call

The chair called the meeting to order and took roll call.

##### Approval of Minutes

The Technology Committee reviewed and approved the minutes of the following Judicial Council Technology Committee meeting.

- April 15, 2024

There were no public written comments received for this meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-5)

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##### Item 1

##### Chair Report

**Update:** Hon. Kyle S. Brodie, Chair, announced that planning is underway for the upcoming Judicial Branch Technology Summit to be held in September 2024. Judge Brodie announced a change in leadership for the Judicial Council Information Technology Division. Heather Pettit has resigned from her position as IT Director/Chief Information Officer. Judge Brodie thanked Heather for her outstanding years of service in the Judicial Branch and welcomed Acting Chief Information Officer, John Yee. Finally, Judge Brodie reviewed the four action items on the agenda

**Item 2**

**IT Modernization Program Fiscal Year (FY) 2024-25: Approval of Local Court Projects (Action Required)**

**Update:** Ms. Lisa Chavez, Information Systems Supervisor, Judicial Council, presented on behalf of Hon. Sheila Hanson, Chair of the Information Technology Advisory Committee (ITAC). Ms. Chavez reviewed the list of FY 2024-25 IT Modernization Funding local courts projects ITAC was recommending be approved. She further explained how the IT Modernization Funding Workstream evaluated the projects according to the program requirements.

**Action:** The committee asked questions and discussed the recommended list of projects. The committee voted unanimously to approve the list of FY 2024-25 IT Modernization Funding local courts projects recommended by ITAC.

**Item 3**

**IT Modernization Program FY 2024-25: Local Court Projects Funding Methodology (Action Required)**

**Update:** Ms. Lisa Chavez, Information Systems Supervisor, Judicial Council, Ms. Jamel Jones, Information Systems Manager, Judicial Council, and Mr. John Yee, Acting Chief Information Officer, Judicial Council, presented three funding scenarios that the committee requested be modeled for the potential distribution of the IT Modernization Local Court Project funding for FY 2024-25 (see presentation slides). Each model followed a framework that first funded projects of a specific priority; then, funded a project for the smallest courts without a prioritized project; and the remaining funds were distributed across applicant courts using a pro rata formula.

**Action:** The committee asked questions and discussed the three funding scenarios. The committee voted unanimously to recommend the Hybrid Courtroom scenario as the methodology for distributing the IT Modernization Local Courts Projects funding for FY 2024-25. Specific allocations based on this methodology will be recommended to the Judicial Council for approval.

**Item 4**

**IT Modernization Funding Fiscal Year 2023-24: Local Court Projects (Action Required)**

**Update:** Ms. Lisa Chavez, Information Systems Supervisor, Judicial Council, Ms. Jamel Jones, Information Systems Manager, Judicial Council, and Mr. John Yee, Acting Chief Information Officer, Judicial Council outlined a proposal to add an additional project (Data Analytics Training and Implementation Project) on behalf of the Superior Court of Riverside County to the list of previously approved IT Modernization projects for FY 2023-24. The Data Analytics Training and Implementation Project replaces their previously approved project (Tableau Cloud Data Fusion Project) and will not increase the approved funding amount.

**Action:** The committee asked questions and discussed the proposal. The committee voted unanimously to approve adding the Data Analytics Training and Implementation Project for the Superior Court of Riverside County to the list of previously approved IT Modernization projects for FY 2023-24.

**Item 5**

**California Courts Connected Framework (Action Required)**

**Update:** This action item was deferred to the next committee meeting.

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned.

JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF ACTION BY EMAIL BETWEEN MEETINGS  
MAY 29, 2024

**Email Proposal**

The Judicial Council Technology Committee was asked to approve an update to the distribution of remaining IT Modernization Program funding from fiscal year (FY) 2023-24, previously approved during the April 15, 2024 Technology Committee meeting. Remaining funding results when a previous distribution is returned by a program or court within the same FY (e.g., if a project is completed underbudget or is canceled). During the April meeting, the committee approved remaining/unused funding to be distributed to new courthouses to accommodate the technology-related hybrid courtroom legislative requirements. However, the reappropriation of Assembly Bill 716 funding to encompass new courthouse projects rendered this allocation unnecessary. Therefore, the committee was asked to approve a new proposal to allocate any remaining funds from the FY 2023-24 IT Modernization Program to the branchwide Judicial Branch Networking Solutions program. This program provides network maintenance and operations solutions and support for the branch and courts.

**Notice**

On May 28, 2024, a notice was posted advising that the Judicial Council Technology Committee was proposing to act by email on May 29, 2024 at 12:00 p.m., under California Rules of Court, rule 10.75(o)(1)(B).

**Public Comment**

Because the email recommendation concerned a subject that otherwise must be discussed in an open meeting, the Judicial Council Technology Committee invited public comment on the proposed branch technology priorities under rule 10.75(o)(2). The public comment period began at 9:00 a.m. on May 28, 2024, and ended at 12:00 p.m. May 29, 2024. No public comments were received.

**Action Taken**

After the public comment period ended, the Judicial Council Technology Committee members were asked to submit their votes by 12:00 p.m. on May 30, 2024 on the proposed update to allocate the remaining funds for FY 2023-24 IT Modernization Program funding to the Judicial Branch Networking Solutions program. Six members voted to approve and two abstained. The email recommendation was approved.



# Judicial Council of California

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## REPORT TO THE JUDICIAL COUNCIL

*Item No. 24-033*

For business meeting on September 20, 2024

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**Title**

Language Access Plan: Allocations for Signage and Technology Grant Program, Cycle 6, Fiscal Year 2024–25

**Rules, Forms, Standards, or Statutes Affected**

None

**Recommended by**

Advisory Committee on Providing Access and Fairness

Hon. Kevin C. Brazile, Cochair

Hon. Victor A. Rodriguez, Cochair

Language Access Subcommittee

Hon. Victor A. Rodriguez, Chair

Information Technology Advisory Committee

Hon. Sheila F. Hanson, Chair

Hon. Samantha P. Jessner, Vice-Chair

**Agenda Item Type**

Action Required

**Effective Date**

September 20, 2024

**Date of Report**

July 24, 2024

**Contact**

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**Executive Summary**

The Advisory Committee on Providing Access and Fairness and the Information Technology Advisory Committee recommend approving proposed grant awards for the Language Access Signage and Technology Grant Program of \$2.35 million to expand language access for court users. For Cycle 6 (fiscal year 2024–25), 18 courts applied for and will be awarded grants for signage and technology projects.

**Recommendation**

The Advisory Committee on Providing Access and Fairness and the Information Technology Advisory Committee recommend that the Judicial Council, effective September 20, 2024:

1. Approve the proposed allocations of \$603,811.54 for signage and \$1,746,188.46 for technology for the Language Access Signage and Technology Grant Program for fiscal year (FY) 2024–25; and
2. Direct staff to work with Branch Accounting and Procurement to draft and execute intra-branch agreements with each awarded court.

The proposed allocations and summary of the requests for funding are included as Attachment A.

### **Relevant Previous Council Action**

In January 2015, the Judicial Council adopted the *Strategic Plan for Language Access in the California Courts*. The plan provides recommendations, guidance, and a consistent statewide approach to ensure language access for all of California’s approximately 6.4 million limited-English-proficient (LEP) residents and potential court users.

The Budget Act of 2018 (Stats. 2018, ch. 29) included \$2.55 million in ongoing funding for language access signage and technology (S&T) infrastructure support and equipment needs for the trial courts and the Judicial Council. On September 24, 2019, the Judicial Council adopted a process to annually disburse these language access signage and technology grants to the trial courts and directed Language Access Services staff to solicit and review grant applications and develop recommendations for review and approval by the Advisory Committee on Providing Access and Fairness, the Information Technology Advisory Committee, the Technology Committee, and the Judicial Council.<sup>1</sup>

Under the Language Access Signage and Technology Grant Program, courts may be eligible to receive up to \$200,000 for signage projects and up to \$270,000 for technology projects. If total requests are under the annual allocation for each category then larger amounts may be requested and approved by the council for grants to expend funding.<sup>2</sup> This is the sixth year of the Language Access Signage and Technology Grant Program (Cycle 6). In September 2023 the council approved grants to all 13 trial courts that applied for S&T grants and 4 additional courts that applied for grants under different but related grant opportunities.<sup>3</sup> All funding from Cycle 5 under the \$2.35 million annual allocation was distributed to courts.

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<sup>1</sup> See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Signage and Technology Grants* (Sept. 9, 2019), <https://jcc.legistar.com/View.ashx?M=F&ID=7675626&GUID=F2CCA714-356A-41B7-82B5-05C058CE0D6E>.

<sup>2</sup> See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Signage and Technology Grant Program, Fiscal Year 2021-22: Requests and Proposed Allocations* (Sept. 30, 2021), <https://jcc.legistar.com/View.ashx?M=F&ID=9942092&GUID=5220FB28-A269-47DA-BAAD-4D8A89638903>.

<sup>3</sup> See Judicial Council of Cal., Advisory Com. Rep., *Language Access Plan: Proposed Allocations for Signage and Technology Grant Program, Cycle 5, Fiscal Year 2023–24* (Aug. 23, 2023), <https://jcc.legistar.com/View.ashx?M=F&ID=12246027&GUID=DD2336E8-D1E6-4D2C-B3D8-D8CF7AA38921>.

## **Analysis/Rationale**

To support judicial branch language access expansion efforts, the Budget Act of 2018 included ongoing funding of \$1 million per year for language access signage and \$1.55 million per year for language access technology infrastructure support and equipment needs. Of the \$1.55 million for technology, \$200,000 is dedicated to the Judicial Council for upgrades to the online Language Access Toolkit and other council language access infrastructure support (such as translation costs for statewide forms, web content, and other multilingual resources for LEP court users). The amount available to trial courts for technology is, therefore, \$1.35 million each year. With the signage funding, the total grant amount available to trial courts each year is \$2.35 million.

Following are the goals of the Language Access Signage and Technology Grant Program:

- Support courts with the development of multilingual signage to help LEP court users navigate the courthouse.
- Assist courts that may need equipment or software that will facilitate communication with LEP court users and the courts.
- Allocate funds to as many trial courts as possible within the given budget to support language access signage and technology initiatives.
- Fund enhancements that provide LEP court users with greater access to the courts and to information in the languages needed to serve court users.
- Encourage courts to establish an ongoing plan that coordinates with other facilities planning and/or with planned or ongoing technology initiatives that support language access as a core service of the court.

On March 15, 2024, a memorandum was released by Judicial Council Information Technology to courts on how to request funding for various technology grant opportunities on a single platform. The deadline for courts to apply was April 2, 2024.

Judicial Council staff coordinated the review of Cycle 6 Language Access Signage and Technology Grant requests with the other technology funding requests (Information Technology Modernization Fund (ITMF) Program and Jury Management Systems Grant) to ensure that no court would receive duplicate funding for the same project.

For Cycle 6, 18 courts applied for signage and technology needs. Of the 18 courts that applied, 7 courts also applied for grants with the ITMF Program. The projects from all 18 courts can be funded, with adjustment for one court to stay within allowable signage project limits. The total recommended signage allocation is \$603,811.54, leaving \$396,188.46 unallocated in the signage category.

The remaining funding from the signage category is allowed to go toward related technology category projects as long as the projects benefit LEP court users. The recommendations apply this \$396,188.46 in unallocated signage funds to the technology category.

With these additional funds all but one technology project request was fully funded. In two cases, courts requested more than the maximum but also applied for funds under ITMF, and the two grants were able to fully fund the projects. One court applied for a very large project and was allocated the maximum of \$270,000. Please see Attachment A for details.

The proposed allocations were reviewed and approved by the Advisory Committee on Providing Access and Fairness on June 20, the Information Technology Advisory Committee on July 17, and the Technology Committee on August 12, 2024 (TBD).<sup>4</sup>

**Proposed Allocations: Signage and Technology Grant Program, Cycle 6 (FY 2024–25), in Dollars**

County of Trial Court	Signage Award	Technology Award	Total Proposed Award
Alameda	35,000.00	—	35,000.00
Contra Costa	—	22,500.00	22,500.00
Kings	6,953.54	19,870.00	26,823.54
Los Angeles	200,000.00	270,000.00	470,000.00
Monterey	—	15,000.00	15,000.00
Orange	—	55,000.00	55,000.00
Riverside	—	75,000.00	75,000.00
San Benito	24,358.00	12,418.00	36,776.00
San Diego	—	35,000.00	35,000.00
San Francisco	200,000.00	270,000.00	470,000.00
San Mateo	2,500.00	14,000.00	16,500.00
Santa Barbara	85,000.00	—	85,000.00
Solano	—	175,063.29	175,063.29
Sonoma	—	270,000.00	270,000.00
Tulare	50,000.00	—	50,000.00
Ventura	—	232,551.76	232,551.76
Yolo	—	270,300.00	270,300.00
Yuba	—	9,485.41	9,485.41
	<b>\$603,811.54</b>	<b>\$1,746,188.46</b>	<b>\$2,350,000.00</b>

<sup>4</sup> The seven courts that also applied for grants under the ITMF Program are Kings, Riverside, San Benito, Solano, Sonoma, Ventura, and Yolo. These courts can be fully funded by S&T grants, with the exception of Solano and Sonoma.



The table below summarizes the number of project requests by signage grant priority.

**Signage Grant Projects**

Priority #	Signage Grant Project	Total # of Projects
1	Translation of Signage	0
2	Court Websites & Wayfinding Translations	4
3	Multilingual Wayfinding Strategies	5
4	Automated Queue-Management System	1
5	Multilingual Non-electronic Signage	0
	<b>Total Signage Grant Projects</b>	<b>10</b>

The table below summarizes the number of project requests by technology grant priority.

**Technology Grant Projects**

Priority #	Technology Grant Project	Total # of Projects
1	Telephonic/Video Remote Solutions to Support Language Access	5
2	Interpreter Equipment	5
3	Scheduling or Other Software	1
4	Multilingual Videos	0
5	Audiovisual Systems Upgrade	6
6	Multilingual Kiosks	2
	<b>Total Technology Grant Projects</b>	<b>19</b>

The above two tables summarize the total number of projects requested; some courts requested multiple projects. As a result, the total number of projects exceeds the total number of courts that applied this cycle. For a detailed explanation of all the grant projects, see Attachment A.

**Policy implications**

Under the grant program, courts can apply for funding for audio or video remote solutions to support language access, including video remote interpreting (VRI), if permitted by their memorandums of understanding and any other agreements between court administration and court employees or independent contractors. All courts, including courts that participate in the

grant program and request funding for VRI equipment, will be asked to follow the council’s VRI guidelines for spoken language-interpreted events.<sup>5</sup>

### **Comments**

Public comments were not solicited for this proposal because the recommendations are within the Judicial Council’s purview to approve without circulation.

### **Alternatives considered**

No alternatives were considered because the recommended allocations were calculated using the funding methodology approved by the Judicial Council.

### **Fiscal and Operational Impacts**

Funding assists courts with language access signage and technology initiatives. Because funding is ongoing for the trial courts, individual courts are encouraged to establish an ongoing grant funding plan that coordinates with other facilities or technology initiatives planned or underway in their court to support language access. Courts may use grant funding for facilities modification costs that directly relate to the purpose of the grant—for signage or technology—as long as the anticipated facility modification costs are built into the total grant amount.

### **Attachments and Links**

1. Attachment A: Signage and Technology Grant Program, FY 2024–25: Proposed Allocations

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<sup>5</sup> See Judicial Council of Cal., *Recommended Guidelines and Minimum Specifications for Video Remote Interpreting (VRI) for Spoken Language-Interpreted Events* (May 21, 2021), <https://languageaccess.courts.ca.gov/sites/default/files/partners/default/2023-07/vri-guidelines.pdf>.

**Attachment A: Signage and Technology Grant Program, FY 2024-25: Proposed Allocations  
(Signage)**

#	Trial Court Name	SIGNAGE Project Description(s):	TOTAL SIGNAGE Requested	PROPOSED SIGNAGE Awards
1	Alameda	Document Translation - <b>Signage Priority 2:</b> Court Websites Wayfinding Translations	25,000.00	25,000.00
		How to File Video Modification - <b>Signage Priority 3:</b> Multilingual Wayfinding Strategies	10,000.00	10,000.00
2	Kings	Qmatic Upgrade for Self Help and Family Court Services - <b>Signage Priority 4:</b> Automated Queue Management System	6,953.54	6,953.54
3	Los Angeles	CourtWays Digital Signage and Wayfinding Implementation - <b>Signage Priority 2:</b> Court Websites Wayfinding Translations	200,000.00	200,000.00
4	San Benito	CourtBoard External Hearing Display - <b>Signage Priority 3:</b> Multilingual Wayfinding Strategies	24,358.00	24,358.00
5	San Francisco	ACCESS Center PARTWAYS Virtual Wayfinder Project - <b>Signage Priority 3:</b> Multilingual Wayfinding Strategies	200,000.00	200,000.00
		Court's Update Signage System & Display - <b>Signage Priority 3:</b> Multilingual Wayfinding Strategies	219,023.75	-
6	San Mateo	Multilingual Online Wayfinding - <b>Signage Priority 2:</b> Court Websites Wayfinding Translations	2,500.00	2,500.00
7	Santa Barbara	Digital Content Refresh & Translation - <b>Signage Priority 2:</b> Court Websites Wayfinding Translations	85,000.00	85,000.00
8	Tulare	Signage Modernization - <b>Signage Priority 3:</b> Multilingual Wayfinding Strategies	50,000.00	50,000.00
			<b>\$822,835.29</b>	<b>\$603,811.54</b>

**Signage and Technology Grant Program, FY 2024-25: Proposed Allocations (Technology)**

#	Trial Court Name	TECHNOLOGY Project Description(s):	TOTAL TECHNOLOGY Requested	PROPOSED TECHNOLOGY Awards
1	Contra Costa	Courtroom Interpreter Equipment Devices - <b>Technology Priority 2:</b> Interpreter Equipment	22,500.00	22,500.00
2	Kings	Multilingual Kiosks - Lobby - <b>Technology Priority 6:</b> Multilingual kiosks	14,500.00	14,500.00
		Video Remote Interpreting - <b>Technology Priority 1:</b> Telephonic/Video Remote Solutions	5,370.00	5,370.00
3	Los Angeles	CourtWays Digital Signage and Wayfinding Implementation - <b>Technology Priority 6:</b> Multilingual Kiosks	13,150,508.95	270,000.00
4	Monterey	Self-Help Bookings - <b>Technology Priority 3:</b> Scheduling or Other Software	15,000.00	15,000.00
5	Orange	Video Remote Interpreting Equipment - <b>Technology Priority 1:</b> Telephonic/Video Remote Solutions	55,000.00	55,000.00
6	Riverside	Interpreter Equipment - <b>Technology Priority 2:</b> Interpreter Equipment	75,000.00	75,000.00
7	San Benito	Wireless Microphones for Courtrooms - <b>Technology Priority 2:</b> Interpreter Equipment	12,418.00	12,418.00
8	San Diego	Interpreter Equipment Upgrades - <b>Technology Priority 5:</b> Audio-Visual Systems Upgrade	15,000.00	15,000.00
		Interpreter Video Equipment Upgrades - <b>Technology Priority 5:</b> Audio-Visual Systems Upgrade	20,000.00	20,000.00
9	San Francisco	ACCESS Center PARTWAYS Virtual Wayfinder Project - <b>Technology Priority 1:</b> Telephonic/Video Remote Solutions	270,000.00	270,000.00
10	San Mateo	Interpreter Equipment and Coordination Enhancement - <b>Technology Priority 2:</b> Interpreter Equipment	14,000.00	14,000.00
11	Solano	Wireless Interpreting Equipment - <b>Technology Priority 2:</b> Interpreter Equipment	13,000.00	13,000.00
		Criminal Courtroom A/V Upgrades - <b>Technology Priority 5:</b> Audio-Visual Systems Upgrade	226,000.00	162,063.29
12	Sonoma	Audio-Visual Systems Upgrade - <b>Technology Priority 5:</b> Audio-Visual Systems Upgrade	267,750.14	260,514.11
		Interpreter Equipment Upgrade - <b>Technology Priority 5:</b> Audio-Visual Systems Upgrade	9,485.89	9,485.89
13	Ventura	Courtroom Video Upgrades Remote Proceedings - <b>Technology Priority 1:</b> Telephonic/Video Remote Solutions	232,551.76	232,551.76
14	Yolo	Workshops/Training Rooms AV Upgrade - <b>Technology Priority 5:</b> Audio-Visual Systems Upgrade	270,300.00	270,300.00

**Signage and Technology Grant Program, FY 2024-25: Proposed Allocations (Technology)**

15	Yuba	Speakerphones for Telephonic Interpretation - <b>Technology Priority 1:</b> Telephonic/Video Remote Solutions	9,485.41	9,485.41
			<b>\$14,697,870.15</b>	<b>\$1,746,188.46</b>

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**Signage and Technology Grant Program, FY 2024–25: Proposed Allocations (Summary)**

#	Trial Court Name	Funded in FY 2019-20	Funded in FY 2020-21	Funded in FY 2021-22	Funded in FY 2022-23	Funded in FY 2023-24	Funded in FY 2024-25	SIGNAGE AWARD	TECHNOLOGY AWARD	TOTAL PROPOSED AWARDS
1	<b>Alameda</b>	Yes	Yes	Yes	Yes	No	Yes	35,000.00		35,000.00
2	<b>Contra Costa</b>	No	No	No	No	Yes	Yes		22,500.00	22,500.00
3	<b>Kings</b>	Yes	Yes	No	Yes	Yes	Yes	6,953.54	19,870.00	26,823.54
4	<b>Los Angeles</b>	Yes	No	No	No	Yes	Yes	200,000.00	270,000.00	470,000.00
5	<b>Monterey</b>	No	No	Yes	Yes	No	Yes		15,000.00	15,000.00
6	<b>Orange</b>	Yes	No	Yes	Yes	Yes	Yes		55,000.00	55,000.00
7	<b>Riverside</b>	No	No	No	No	No	Yes		75,000.00	75,000.00
8	<b>San Benito</b>	No	No	No	Yes	Yes	Yes	24,358.00	12,418.00	36,776.00
9	<b>San Diego</b>	No	Yes	No	Yes	Yes	Yes		35,000.00	35,000.00
10	<b>San Francisco</b>	Yes	No	No	Yes	Yes	Yes	200,000.00	270,000.00	470,000.00
11	<b>San Mateo</b>	Yes	Yes	Yes	Yes	Yes	Yes	2,500.00	14,000.00	16,500.00
12	<b>Santa Barbara</b>	Yes	Yes	No	Yes	No	Yes	85,000.00		85,000.00
13	<b>Solano</b>	Yes	Yes	No	Yes	No	Yes		175,063.29	175,063.29
14	<b>Sonoma</b>	No	Yes	No	No	No	Yes		270,000.00	270,000.00
15	<b>Tulare</b>	No	No	Yes	No	Yes	Yes	50,000.00		50,000.00
16	<b>Ventura</b>	No	Yes	No	Yes	Yes	Yes		232,551.76	232,551.76
17	<b>Yolo</b>	No	Yes	Yes	Yes	Yes	Yes		270,300.00	270,300.00
18	<b>Yuba</b>	Yes	No	No	Yes	No	Yes		9,485.41	9,485.41
								<b>\$603,811.54</b>	<b>\$1,746,188.46</b>	<b>\$2,350,000.00</b>