CAREER LAUNCH
CAPITAL EQUIPMENT FUNDING

2021-23 PROGRAM AND FISCAL GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
PO Box 42495
Olympia, WA 98504
SBCTC.edu
The Washington State Board for Community and Technical Colleges (SBCTC) reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>September 23, 2021</td>
</tr>
<tr>
<td>Application Webinar - register here</td>
<td>September 30, 2021 at 1:00pm</td>
</tr>
<tr>
<td>Q&amp;A closes</td>
<td>October 14, 2021</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>October 21, 2021</td>
</tr>
<tr>
<td>Funds available</td>
<td>December 2021</td>
</tr>
<tr>
<td>Status Reports due to SBCTC</td>
<td>April 30, 2022</td>
</tr>
<tr>
<td></td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Confirmation of receipt of all equipment purchases</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Final Report due to SBCTC</td>
<td>July 31, 2023</td>
</tr>
</tbody>
</table>

## Contacts

### Program Administration Questions

Becky Wood  
Program Administrator, Workforce Education  
[mailto:bwood@sbctc.edu](mailto:bwood@sbctc.edu)  
360-704-1004

### Policy Oversight Questions

Marie Bruin  
Director, Workforce Education  
[mailto:mbruin@sbctc.edu](mailto:mbruin@sbctc.edu)  
360-704-4333

### Fiscal/Budget Questions

Dylan Jilek  
Contracts Specialist  
[mailto:djilek@sbctc.edu](mailto:djilek@sbctc.edu)  
360-704-4343

### OGMS Questions

Kari Kauffman  
Program Assistant  
[mailto:kkauffman@sbctc.edu](mailto:kkauffman@sbctc.edu)  
360-704-1021

### Fiscal/Budget Questions

Denise Costello  
Policy Associate, Fiscal Management  
[mailto:dcostello@sbctc.edu](mailto:dcostello@sbctc.edu)  
360-704-4344
Table of Contents

Deadlines and Milestones ........................................................................................................................ 2
Contacts .................................................................................................................................................... 2
Table of Contents ...................................................................................................................................... 3
Program Overview ..................................................................................................................................... 4
  Governing Legislation ........................................................................................................................... 4
Applicant Guidelines .................................................................................................................................. 4
  Who May Apply ...................................................................................................................................... 4
  Application Process ............................................................................................................................... 5
  Application Review and Evaluation Criteria ......................................................................................... 6
Funding for Career Launch Capital Equipment ....................................................................................... 6
  Allowable Expenses ............................................................................................................................... 7
Proposal Overview ..................................................................................................................................... 8
  Program Information ............................................................................................................................... 8
  Labor Market Demand .......................................................................................................................... 9
  Career Launch Endorsement of Program ............................................................................................. 9
  Equipment Information ........................................................................................................................ 10
  Budget and Budget Narrative .............................................................................................................. 10
  Assurances ......................................................................................................................................... 10
  Summary of Required Attachments ..................................................................................................... 11
Program and Fiscal Reporting Requirements .......................................................................................... 11
  Disclaimer ........................................................................................................................................... 11
Appendix A: Evaluation Criteria ............................................................................................................. 12
  Part 1: Minimum Requirements to Qualify for Proposal Review ..................................................... 12
Program Overview

The State Board for Community & Technical Colleges (SBCTC) is committed to the development of a skilled workforce, ensuring business and industry thrive and expand across the state, and enabling every Washingtonian to obtain family-sustaining careers through credentials of workplace value. The intent of this funding is to provide for the purchase of capital equipment that supports student learning within eligible Career Launch endorsed programs in the Washington Community and Technical College System.

Part of the Career Connect Washington initiative, Career Launch programs provide students with real-life work experience related to their classroom studies. Students graduate with skills to be competitive in the job market and with a valuable credential beyond a high school diploma.

Career Connect Washington describes Career Launch as “the most intensive type of career connected learning program.” Its goal: to have 60 percent of young adults beginning in the class of 2030 participate in a career launch program. Interested applicants are encouraged to become familiar with all elements of Career Connect Washington, including funding opportunities for program development and coordination, prior to submitting an application for funds. Further Information can be found at the Career Connect Washington website.

Resources made available through this funding will support the implementation of Career Launch endorsed programs by providing equipment funding to successful applicants. This funding will help build capacity in workforce education programs that integrate work-based learning for high demand fields. Capacity building will be accomplished, in part, by ensuring that students have access to training, simulations, and equipment that advance high quality workforce programs, integrate supervised paid work-based learning experiences, align classroom learning with both academic and employer standards, and lead to a valuable credential(s) beyond the high school diploma or confer at least forty-five college credits towards a two-year or four-year postsecondary credential.

Governing Legislation

In 2021, funding to support capital equipment needs in Career Launch endorsed programs was appropriated through SHB 1080 Section 5167 for the 2021-23 Biennium, solely for the State Board for Community and Technical Colleges to provide competitive grants to community and technical colleges to purchase and install equipment that expands career-connected learning opportunities. For reference, Career Launch Programs are defined in statute under Section RCW 28C.30.020.

Applicant Guidelines

Who May Apply

A community or technical college may apply for funding for equipment to be used in credit bearing programs that have received a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group’s Career Launch Endorsement Review Team as established and required by Section RCW 28C.30.040. More information on the Career Launch Endorsement Review
process can be found on the [SBCTC website](#). Colleges are encouraged to collaborate with business, industry, labor, and workforce development partners in the development of Career Launch programs. A community or technical college may request capital equipment funding for more than one Career Launch endorsed program. In those cases, please submit a separate funding proposal for each Career Launch endorsed program.

**Eligible Programs**

For programs to be considered for Career Launch capital equipment funds, they must have received a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group’s Career Launch Endorsement Review Team.

Registered apprenticeships, which are those officially registered with the Washington State Department of Labor and Industries and approved by the Washington State Apprenticeship and Training Council, automatically receive Career Launch endorsement; an endorsement application is not necessary.

To receive the Career Launch endorsement, colleges must complete the [Career Launch Endorsement Review (CLER) application](#).

SBCTC will accept Career Launch capital equipment proposals that can demonstrate they have CLER applications pending review (that is, the endorsement application is completed and submitted to SBCTC no later than the date the application for equipment funding is submitted). Any funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement.

The program for which equipment funding is requested must meet the following requirements before receiving an allocation:

1. Have existing program approval on file with SBCTC.¹
2. With the exception of registered apprenticeships, have received written notification of endorsement from the Career Launch Endorsement Review Team.

**Application Process**

Proposals must be submitted through the [Online Grant Management System (OGMS)](#) to the State Board for Community and Technical Colleges (SBCTC) in accordance with the time lines provided on page two.

Access the 2021-23 Career Launch Capital Equipment Funding application through OGMS.

If you do not have an account, contact your organization’s [Security Contact](#) for access; you will also need your Security Contact to give you permission for the 2021-23 Career Launch Capital Equipment Funding application in OGMS FY22.

Submit completed applications through OGMS no later than October 21, 2021 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on October 21, 2021.

---

¹ BAS degrees are included in eligible programs.
A technical assistance webinar will be held after the application has been released. A Career Launch Enrollment Expansion and Equipment Funds webinar will be held on September 30, 2021 from 1:00-2:30pm via Zoom. The webinar will be recorded for those unable to attend live; please register for the webinar to attend live and/or receive a recording of the webinar: Career Launch Application Webinar Registration.

A question and answer document is available on the program website and will be updated periodically as new questions are submitted and answered.

**Application Review and Evaluation Criteria**

This is a competitive funding process for equipment to be used for instructional purposes for Career Launch endorsed programs.

Proposals will be evaluated based on the strength of how they meet criteria set forth in Appendix A. Evaluation Criteria. There are 4 major evaluation criteria:

1. New capacity for career launch program(s): The proposal will expand Career Launch capacity through either a new program or expansion of an existing program.

2. Demonstrated need for the proposed equipment in order for the Career Launch endorsed program(s) to expand and capacity to maintain equipment and sustain future operating costs when one-time funding ends.

3. Timeline: The proposal lays out a timeline for equipment procurement, installation, testing and training that demonstrates a clear path to expand Career Launch capacity.

4. Demonstrated labor market demand for the workers, skills and credentials promoted by the program(s) that is being supported by the proposed equipment. Evidence of employer engagement in the work experience elements of the program and in affirming the relevancy of the skills and credentials produced by the program.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadlines described above will be evaluated by a review panel appointed by SBCTC. The review panel reserves the right to scale proposals as needed.

SBCTC will make final funding determinations based on the entirety of review panel recommendations combined with final program and fiscal reviews.

Community and technical colleges whose proposal meets minimum criteria may be contacted by the review panel for a question and answer session after the initial review process.

Applicants will be notified of their status through OGMS.

**Funding for Career Launch Capital Equipment**

Funding for distribution is made available through SHB 1080 Section 5167 for the 2021-23 biennium, which provides a total of five million dollars ($5.0 million) in funding from the State Capital Budget solely for the SBCTC to provide competitive funding to community and technical colleges to purchase and install equipment that expands career-connected learning opportunities.
For the purposes of this opportunity, only career-connected learning opportunities at the Career Launch level will be considered for funding. For reference, Career Launch Programs are defined in ESSHB 2158 Section 57.

Funding available:

- $5.0 million.

All equipment must be received and facility work completed by June 30, 2023.

Applicants are advised that the legislature makes no ongoing commitment to pay for operating costs associated with the equipment acquired with this funding.

**Allowable Expenses**

Funding is intended to support community and technical colleges with the extraordinary costs associated with the purchase and installation of equipment that expands career-connected learning opportunities at the Career Launch endorsed program level. Funds may be used for the purchase and installation of capital equipment only (capital outlays). Only approved items on the inventory list are allowed.

The source of these capital funds is backed by tax-exempt government bonds. In order to maintain IRS tax-exempt status, all expenditures have to meet criteria for capital project activity. Capital outlays is defined as property or equipment with average useful life of at least thirteen (13) years and a per unit acquisition cost of $5,000 or more. Equipment purchased with these funds shall remain the property of the awarded college and in their inventory control.

Installation of capital equipment may include necessary facility modifications/upgrades required to accommodate the equipment, such as wiring or plumbing, but may not include construction of any new facility area.

Only equipment and related facility improvements are allowable under this funding opportunity – IT projects/systems will not be considered.

**Condition of Funding**

As a condition of funding, and to ensure compliance with Internal Revenue Service (IRS) regulations for tax-exempt financings, colleges must be able to answer each of the following questions with a “No” response for any equipment purchase and installation being proposed for funding under this program.

Questions:

- Will any portion of the project or asset ever be owned by any entity other than the State or one of its agencies or departments?
- Will any portion of the project or asset ever be leased to any entity other than the State or one of its agencies or departments?
- Will any portion of the project or asset ever be managed or operated by any entity other than the State or one of its agencies or departments?
- Will any portion of the project or asset be used to perform sponsored research under an agreement with a nongovernmental entity?²

- Does the project involve a public/private venture, or will any entity other than the State or one of its agencies or departments ever have a special priority or other right to use any portion of the project or asset to purchase or otherwise acquire any output of the project or asset such as electric power or water supply?

- Will any portion of the Bond/COP proceeds be granted or transferred to nongovernmental entities or granted or transferred to other governmental entities which will use the funding for nongovernmental purposes?

- If you have answered “Yes” to any of the questions above, will your agency or any other State agency receive any payments from any nongovernmental entity, for the use of, or in connection with, the project or asset?

- Is any portion of the project or asset, or rights to any portion of the project or asset, expected to be sold to any entity other than the State or one of its agencies or departments?

- Will any portion of the Bond/COP proceeds be loaned to nongovernmental entities or loaned to other governmental entities that will use the loan for nongovernmental purposes?

- Will any portion of the Bond/COP proceeds be used for staff costs for tasks not directly related to a financed project(s)?

**Proposal Overview**

This funding is intended to support community and technical colleges with the extraordinary costs associated with the purchase and installation of equipment that expands career-connected learning opportunities at the Career Launch endorsed program level. Programs must be credit bearing and generate FTES.

Areas that must be addressed in the proposal are as follows:

**Program Information**

Eligible programs must be on your current Professional-Technical program inventory and have received Career Launch endorsement or have an application for endorsement pending approval. Because the purpose of this equipment funding is to expand career-connected learning opportunities directly through Career Launch endorsed programs, please include information about how the requested equipment will expand program capacity. Please provide the following information for each of the instructional program(s) that will use this equipment.

---

² A nongovernmental entity is defined as: Any person or private entity, such as a corporation, partnership, limited liability company, or association; any nonprofit corporation (including any 501(c)(3) organization); the federal governmental (including any federal department or agency).
• Title of program(s)
• Type of credential(s) - Certificate (45 Credits or more), Degree or Journey Card
• CIP and EPC or Plan Code (CTCLink Colleges)
• Quarter(s) per year the program(s) is offered
• Total students served per year
• Intended enrollment (headcount) each year for five years (2021-22, 2022-23, 2023-24, 2024-25, 2025-26)
• Intended program capacity (FTES) each year for five years (2021-22, 2022-23, 2023-24, 2024-25, 2025-26)
• Anticipated program completers each year for five years (June 2022, 2023, 2024, 2025, 2026)

Labor Market Demand
Career Launch funding is intended to support program expansion where there is unmet labor market demand. Proposals should include evidence that there is demand in the labor market for the skills, knowledge and credentials promoted by the program. They should also show strong employer engagement. Please include the following information in your proposals using Attachment D: Labor Market Demand and Employer Engagement:

• For Career Launch endorsed programs, please compile/append the following items from your CLER application:
  • P3: Demonstration of labor market demand for specified skills/career in local region.
  • I-R9 Signed letter from employer partners attesting that Career Launch completers will be ready for specified entry-level jobs, including an optional, non-binding commitment estimating number of Career Launch completers they plan to interview/hire over the first three years of the program.

• For registered apprenticeships, please include the following information in Attachment D:
  • Evidence that demonstrates labor market demand for the specified skills/career in the local region.
  • List of Apprenticeship Committee employer representatives from the Apprenticeship Program Standards, as approved by the Washington State Apprenticeship and Training Council. Applicants may also include letters of support or lists of employers with whom apprentices are employed.

Career Launch Endorsement of Program
With the exception of registered apprenticeships, colleges must demonstrate the program that is the subject of the application has received the appropriate Career Launch endorsement or have an
application for endorsement submitted no later than the date on which a funding application is submitted. Career Launch endorsement shall be identified in OGMS by uploading your letter of endorsement from the Career Launch Endorsement Review Team as an attachment. Any funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement.

**Equipment Information**

Equipment must be for use in a program on your current Professional-Technical program inventory and directly in support of expanding a Career Launch endorsed program. Please include the following information:

- What is the equipment called and what does it do?
- What industry and types of occupations will this equipment support?
- How will the equipment help expand program capacity in terms of increased enrollments and completions? What is the outlook for program expansion should the requested equipment fail to be funded?
- Does the college have the capacity to maintain the equipment and sustain ongoing operating costs after one-time funding concludes?
- What is the approximate installed cost of the equipment, including any necessary installation, facility updates such as electrical, plumbing, or structural modifications, user (staff or faculty) training and/or testing (per unit if multiple units)?
- What is the expected useful life of the equipment in years? Note: Funds provided are capital outlays and require a cost weighted average useful life of at least 13 years.
- Provide the expected physical location of the equipment (per unit if multiple units with multiple locations).
- What is the timeline for procurement, installation, user training, and testing (as applicable) of the requested equipment? Please describe any dependencies that exist between equipment procurement and program capacity expansion. If program expansion is dependent on equipment being installed by a certain date, how will contingencies be handled?

**Budget and Budget Narrative**

The budget and budget narrative pages must be completed in OGMS.

**Assurances**

The Signed Assurances document must be submitted via OGMS by uploading the required attachment.
Summary of Required Attachments

- Attachment A: Program Expansion Plan: Career Launch equipment funding must lead to increased enrollment capacity for career launch program(s). The Program Expansion Plan should document planned expansion in terms of headcount, FTES and completions.

- Attachment B: Inventory Sheet: All proposed capital outlays must be itemized on the required Inventory Sheet. Provide sample vendor with product website link. The OGMS equipment budget line item and the Inventory Sheet information must be consistent. Note: Only approved equipment and related facility improvements are allowable under this funding opportunity; IT projects/systems will not be considered.

- Attachment C: Assurances. Signatures are required for a valid submittal.

- Attachment D: Labor Market Demand and Employer Engagement. For non-apprenticeship programs, a compilation of CLER application items P3 and I-R9 uploaded to OGMS as a Word or PDF document. For registered apprenticeships, a Word or PDF document containing labor market demand and employer representatives list and, optionally, additional evidence of employer engagement.

- Attachment E: Career Launch Endorsement Letter (not required for registered apprenticeships).

Program and Fiscal Reporting Requirements

Colleges must provide a status update to SBCTC by April 30, 2022, December 31, 2022, identifying purchases and installations completed and those in progress. Colleges must also provide a confirmation upon receipt of all items identified for their projects before June 30, 2023. A final report summarizing equipment expenditures and impacts on program expansion is due to SBCTC by July 31, 2023.

SBCTC will provide status update templates for colleges to submit via OGMS. Colleges will use the accounting codes provided by SBCTC capital budget office for tracking all expenditures in the Fiscal Management System (FMS) or ctcLink accounting system. Reporting includes the itemized disclosure of College fund utilization including whether funds were used in compliance with allowable expenses and alignment with programmatic and legislative intent.

Disclaimer

SBCTC reserves the right to refrain from funding any or all applicants. Additionally, SBCTC reserves the right to add additional requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk awardees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant’s ability to adhere to funding requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting funding.
Appendix A: Evaluation Criteria

Part 1: Minimum Requirements to Qualify for Proposal Review

Scale: Meets or Does Not Meet Criteria. Proposals must “meet the criteria” in items 1-5 to be considered for funding.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Standard</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Program(s) has submitted the required application for Career Launch Program Endorsement and included a copy in this proposal, or is a registered apprenticeship.</td>
<td>☐ Meets Criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Does Not Meet Criteria</td>
<td></td>
</tr>
<tr>
<td>2. Career Launch program endorsement from the Career Connected Learning Cross-Agency Work Group document is uploaded into the OGMS system.³</td>
<td>☐ Meets Criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Does Not Meet Criteria</td>
<td></td>
</tr>
<tr>
<td>3. Proposal assurances document uploaded into the OGMS system and contains the required signature(s).</td>
<td>☐ Meets Criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Does Not Meet Criteria</td>
<td></td>
</tr>
<tr>
<td>4. Proposal contains all elements required in OGMS.</td>
<td>☐ Meets Criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Does Not Meet Criteria</td>
<td></td>
</tr>
<tr>
<td>5. Applicant ensures compliance with IRS regulations for tax-exempt financing as demonstrated with “No” responses to Questions 4.1 through 4.10 in OGMS Section 4.</td>
<td>☐ Meets Criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Does Not Meet Criteria</td>
<td></td>
</tr>
</tbody>
</table>

³ Note: Proposals with pending Career Launch program endorsements will be evaluated for funding. Final approval of funding awards is contingent on the endorsement letter being uploaded to OGMS.
Part 2: Proposal Evaluation Criteria

Scale: 1-5 scale where 1 represents the LOWEST possible score and 5 represents the HIGHEST possible score for each given criterion.

1. Does not meet the criteria. Information is incomplete or otherwise not suitable for consideration.

2. Information is present, but incomplete or inadequate for evaluation purposes. Additional detail would be needed in order to fully evaluate.

3. Adequately meets the criteria and is suitable for consideration.

4. Meets the criteria, provides a good amount of detail, and provides a good plan for achieving enrollment goals. Recommended for consideration.

5. Exceeds the criteria, is detailed and complete, and provides a thorough plan for achieving enrollment goals. Highly recommended for consideration.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scale</th>
<th>Examples of how criteria can be demonstrated</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Capacity for Career Launch Program(s):</td>
<td>□ 1</td>
<td>Detail in the Program Expansion attachment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 3</td>
<td>Items from Proposal Details in OGMS:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 4</td>
<td>• Whether the program is new and/or expands capacity of existing program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 5</td>
<td>• Description of current program capacity and 5-year projections on growth planned</td>
<td></td>
</tr>
<tr>
<td>Criteria</td>
<td>Scale</td>
<td>Examples of how criteria can be demonstrated</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| 2. Demonstrated need for the proposed equipment and capacity to maintain its future operating costs: | □ 1   | Items from Overview & Equipment Information in OGMS:  
- Demonstrated necessity of the requested equipment in order for the program to expand its capacity.  
- Explanation about the outlook for program expansion should the requested equipment fail to be funded.  
- Adequate evidence that the applicant has the capacity to maintain the equipment and sustain future operating costs after one-time funding ends. |       |
|                                                                         | □ 2   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 3   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 4   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 5   |                                                                                                                                                                                                                                                                                                        |       |
| 3. Timeline:                                                            | □ 1   | Items in Proposal Details in OGMS:  
- Steps to implement the proposal are logical, clear, and sufficiently detailed to indicate likelihood of success.  
- The timeline demonstrates a plan for dependencies that exist between procurement and program capacity expansion.  
- The timeline addresses how contingencies will be handled. |       |
|                                                                         | □ 2   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 3   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 4   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 5   |                                                                                                                                                                                                                                                                                                        |       |
| 4. Demonstrated labor market demand and employer engagement for the workers, skills and credentials promoted by the program that is being supported by the proposed equipment. | □ 1   | Attachment D: Labor Market Demand and Employer Engagement:  
- Use of state, regional, and local labor market data to demonstrate program demand and density of regional need  
- Strength of education-industry partnerships in program planning, design, and improvement  
- Use of industry-defined skill standards for program planning, design, and improvement  
- Letters of support from employers. |       |
|                                                                         | □ 2   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 3   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 4   |                                                                                                                                                                                                                                                                                                        |       |
|                                                                         | □ 5   |                                                                                                                                                                                                                                                                                                        |       |