



Harris County
Department of
Education

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CASE for Kids Partnership Project

2024-2025 Partnership Project Request for Proposal Informational

Brandi Nichols – Program Coordinator

Jesselyn Arceneaux – Assistant Director of External Compliance

Inga Ash – Procurement Coordinator of Purchasing

Dr. Lisa Caruthers – CASE for Kids Executive Director



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AGENDA

- ✓ Overview
- ✓ Eligibility Criteria
- ✓ Funding
- ✓ Funding Requirements
- ✓ Award Process
- ✓ Timeline



Partnership Project



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CASE for Kids

Who We Are

The Center for Afterschool, Summer and Enrichment for Kids, CASE for Kids is a division of the Harris County Department of Education (HCDE) created in 1999.

Our Mission

Our Mission is to strengthen, support and sustain afterschool programs and other out-of-school time activities that benefit Harris County youth.

Our Vision

Our vision is a connected community investing in opportunities for school-age youth.

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PARTNERSHIP PROJECT

Community Partners

- The Partnership Project is the result of collaboration between HCDE, the Houston-Galveston Area Council (HGAC), the Texas Workforce Commission (TWC), and awarded sites. HCDE commits local funds to supplement comprehensive afterschool programming.

Program Goal

- The goal of the Partnership Project is to provide supplemental funding to comprehensive afterschool programs to promote social and emotional learning skills (SEL) and provide increased support of numeracy and literacy development for economically disadvantaged students between the ages of 4 and 12 or up to the age of 19 with a documented disability.

ELIGIBILITY CRITERIA

Local Education Agencies (LEAs)

- Student body 40% or more economically disadvantaged
- Have provided a comprehensive afterschool program for a minimum of 2 consecutive years prior to February 2024
- Must be able to provide revenue and/or expenditure statements from previous year to support being able to match grant funds

ELIGIBILITY CRITERIA

Applicant Eligibility

All applicants must be able to match at least 75% of the award amount.

Match can be with public or private dollars

In addition to parent fees collected public dollars, eligible for match include city, county and state funding collected for out-of-school time programming

Some federal funding may be eligible for match and will be considered on a case-by-case basis

ELIGIBILITY CRITERIA

All applicants must serve students between the ages of 4-12 years old or up to 19 with a documented disability.

What We Provide...

Supplemental funding to promote social, emotional learning (SEL) skills

Additional support to integrate literacy, numeracy and SEL into academic enrichment activities

Site based assessment coaching to improve overall program quality

LITERACY, NUMERACY & SEL

LITERACY



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FUNDING PARAMETERS

Grant term is October 1, 2024 – July 31, 2025

Funding range: Eligible applicants can request funds between \$10,000 to \$40,000 per site

Awarded recipients must provide a 75% match to the total of CASE for Kids funding from \$10,000 to \$40,000 per site

CASE for Kids will not consider in-kind support as an acceptable form of matching funds contribution

CASE funds cannot exceed 60% of the program budget

FUNDING

Allowable Sources for Local Education Agencies

Parent Fees

Local tax dollars

Foundation/grant funds

Federal funds*, excluding Title I and 21st Century Community Learning

*All matching contributions using federal funds requires prior review and approval of the source

FUNDING

Allowable Uses of Funding

- Frontline personnel
- Supplies and materials
- Curriculum for afterschool program
- Vendor fees for afterschool activities
- Professional development for program staff
- Mileage reimbursement for grant-related activities
- Coordination and management of the program



FUNDING

Budget

- *HCDE funds:* Site must submit monthly expenditure reports to CASE for Kids for expenditure reimbursement
- *Site matching funds:* Site must submit monthly matching funds contribution certifications report to CASE to verify matching fund contributions along with backup documentation
- Program must maintain adequate documentation of the expenditures of funding, match funding and compliance with all program requirements and make such documentation available for review by HCDE, or their respective representatives during the funding period and at least three years after funding ends.

PROGRAM REQUIREMENTS

Site Operations

- Serve minimum of 30 students daily
- Offer program consecutively for a minimum of **25 weeks**
- Direct services operate for minimum of **12 hours per week**
- Begin programming no later than **October 1st**
- Maintain criminal history record information
- Submit site program documentation, including attendance and photos as requested



PROGRAM REQUIREMENTS

Programming

- Activities must support numeracy, literacy and SEL development
- Program must incorporate curriculum provided by CASE for Kids which could include Kids' Days and/or All Earth Ecobot



PROGRAM REQUIREMENTS

Administration

- Member of administration must attend award workshop as detailed in your award letter
- Each program must designate a program liaison
- Designated staff must attend mandatory CASE for Kids Partnership Project meetings
- Designated staff or an appropriate program representative must attend a minimum of 2 CASE for kids sponsored or approved trainings per semester
- Staff must participate in program self-assessment process using the Youth Program Quality Assessment
- Complete one administrative walk through each semester

PROGRAM REQUIREMENTS

Data Collection and Reporting

- Must submit student demographics and student daily attendance.
- Must submit student data pertaining to grades and regular school day attendance (as applicable)
- Must submit a schedule of afterschool activities and update schedule changes as needed

PROGRAM REQUIREMENTS

Program Evaluation

- Surveys of students, teachers, and afterschool providers
- Site administrator evaluations once per semester
- Documentation of mandated programming components, student grades and attendance
- Formal low stakes observation visits

AWARD PROCESS

Deadline and Submission Procedures

- **All applicants must submit a completed application in order to apply.** Applications that are incomplete, or improperly prepared will not be considered. Applications without all required components and forms will not be reviewed.
- Log on to ION Wave to complete and submit 2024-2025 Partnership Project Application
- Application deadline is Tuesday, May 7, 2024 at 4:00pm, via ION Wave ONLY!
 - (1) Completed Attributes page in Ion Wave
 - (1) Completed 2024-2025 Site Application per site
 - (1) Revenue and/or expenditure audit statement from previous year

AWARD PROCESS

Application Review

Funding for Partnership Project grants involves two components:

- Component 1: RFP submission
- Component 2: RFP scoring by reviewers

Evaluation Factors	Weighted Value
Applicant Overview & Site Demographics	5 Points
Extent to which the goods and/or services meets Needs (Program Overview)	40 Points
Safe Learning Environment for Youth and Families (Proposed Activity Schedule)	10 Points
Project Narrative – (Activity Description)	20 Points
Budget – Proposed Budget, Match Contribution, and Narrative	20 Points
History with CASE for Kids	5 Points

TIMELINE

Important Dates

- Applications Due: May 7, 2024 by 4:00pm
- Awards Announced: June 20, 2024
- Grant Term: October 1, 2024 – July 31, 2025



ION WAVE – Accessing the Bid

Bid Invitation

The system will send you an email inviting you to a bid opportunity.

Bid Number: 24/035IA (CASE for Kids 2024-2025 PARTNERSHIP PROJECT)

If you do not receive an invite, click on "Current Bid" or search the bid number listed above.

[HCDE eBid \(ionwave.net\)](https://ionwave.net)

HCDE eBid Bid Opportunity
Invitation: 24/035IA (CASE for
Kids 2024-2025 PARTNERSHIP
PROJECT) Inbox ☆

 **HCDE eBid** 8:00 AM [Unsubscribe](#) ...
to me ▾

Dear Supplier,

A new event matching your commodity registration profile is available.

HCDE eBid (HCDE Internal Purchasing)

Bid Opportunity Information

Bid Number: 24/035IA

Bid Title: CASE for Kids 2024-2025 PARTNERSHIP PROJECT

Issue Date: 3/29/2024 08:00:02 AM (CT)

Close Date: 5/7/2024 04:00:00 PM (CT)

Bid Notes

The Center for Afterschool, Summer and Enrichment for Kids, or CASE for Kids, is a division of Harris County Department of Education (HCDE) that was formed in 1999. The vision of CASE for Kids is to ensure that every child in Harris County will have access to high-quality, expanded learning opportunities. CASE for Kids believes a quality out-of-school time program provides avenues for opportunities for youth to excel, explore and expand their

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ION WAVE – Accessing the Bid

Log into
<https://hcdeebid.ionwave.net/>

To access the 2024-2025 Partnership RFP, click on **My Bid Invitations.**

IONWAVE Home Bid Events Auction Events Admin

Alerts *Up-to-date*

- 1 My Bids Closing Soon [View >](#)
- 1 My Bid Invitations [View >](#)

Quick Links

- My Profile
- Company Profile
- Help
- Commodity Codes

Support Contact

For support, please contact the agency responsible for the solicitation.

Welcome to the HCDE eBid supplier portal!

This dashboard provides you with helpful alerts related to your activity on the system, including bid events closing soon and a list of opportunities you have been invited to. Simply click on the alert box to be taken to the appropriate area of the supplier portal. You can utilize the menu at the top to access all system functionality, including managing your supplier profile under 'Admin'.

Helpful hints:

- Periodically review your Company Profile to ensure the information is accurate. Your Commodity Code selections will help determine the bid invitations you receive.
- Add additional user accounts or utilize a generic/shared email address on your user account to ensure your company receives notifications.
- Submit your bid early! Submitting early gives you time to correct mistakes in your response or to deal with Internet/computer problems.
- Whitelist the @customer.ionwave.net email domain to ensure you receive email from our system.

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ION WAVE – Accessing the Bid

Click on the Bid Invitation **24/0351A (CASE for Kids Partnership Project)**

My Bid Invitations

Bid Number	Title	Close Date
24/0351A	CASE for Kids 2024-2025 PARTNERSHIP PROJECT	5/7/2024 04:00 PM (CT)

The screenshot shows the IONWAVE portal interface for bid 24/0351A. The top navigation bar includes Home, Bid Events, Auction Events, and Admin. The main content area is titled "24/0351A (CASE for Kids 2024-2025 PARTNERSHIP PROJECT)" and is marked as "Issued". A warning message states: "NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab. Closing in: 34 days 5 hours 12 minutes 3 seconds." Below this, there are tabs for Event Details, Questions, Activities, Invitations, Attachments, Attributes, Response Attachments, and Response Submission. The "Invitations" tab is active, showing "Bid Information" and "Bid Contact Information".

Bid Information

Bid Type	RFP
Status	Issued
Issue Date & Time	3/29/2024 08:00:02 AM (CT)
Close Date & Time	5/7/2024 04:00:00 PM (CT)
Question Cutoff Date & Time	4/30/2024 01:00:00 PM (CT)

Bid Contact Information

Workgroup	HCDE Internal Purchasing
Contact Name	Inga Ash
Address	6300 Irvington Blvd Houston, TX 77022 USA
Department	Procurement Services
Building	Administration Building
Contact Fax	(713) 696-1863
Contact Email	lash@hcde-texas.org

Notes

The Center for Afterschool, Summer and Enrichment for Kids, or CASE for Kids, is a division of Harris County Department of Education (HCDE) that was formed in 1999. The vision of CASE for Kids is to ensure that every child in Harris County will have access to high-quality, expanded learning opportunities. CASE for Kids believes a quality out-of-school time program provides avenues for opportunities for youth to excel, explore and expand their horizons before school, after school, on weekends and during the summer. A quality program provides a safe and inclusive environment, diverse learning opportunities, effective administrative strategies, collaborative relationships, and intentional program promotion.

Harris County Department of Education's Center for Afterschool, Summer and Enrichment, (CASE) for Kids, collaborates with philanthropic, corporate and civic partners to bring greater funding and better quality out-of-school time programs to Harris County. The vision of CASE for Kids is a connected community investing in opportunities for youth. We believe together we can best equalize access to learning and enrichment opportunities for youth in need. The mission of CASE for Kids is to strengthen, support, and sustain afterschool programs and out-of-school activities. CASE for Kids believes a quality out-of-school time program provides avenues for opportunities for youth to excel, explore and expand their horizons before school, after school, on weekends, and during the summer. A quality program provides a safe and inclusive environment, diverse learning opportunities, effective administrative strategies, collaborative relationships, and program promotion.

Partnership Project's goal is to provide supplemental funding for comprehensive afterschool programs to promote social and emotional learning (SEL) skills, increase support of numeracy and literacy development for economically disadvantaged students between the ages of 4 and 12 or up to the age of 19 with a documented disability.

The CASE for Kids Partnership Project is the result of collaboration between HCDE, the Houston-Galveston Area Council (HGAC), the Texas Workforce Commission (TWC) and awarded sites. HCDE commits local funds to supplement comprehensive afterschool programming. Both HCDE and the site matched dollars activate a commitment of federal childcare funds for quality improvement for school-age youth through TWC. This allows HCDE to provide a variety of resources to selected sites such as site visits, training, and access to curriculum and materials through a free lending library.

Ship to Information
No Ship to Information

Bill to Information
No Bill to Information

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ION WAVE – Retrieving the Site Application



Actions ▾

24/035IA (CASE for Kids 2024-2025 PARTNERSHIP PROJECT) Issued

NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Closing in 34 days 6 hours 5 minutes 39 seconds

Type Date Issued Description

To retrieve the 2024-2025 Partnership Site Application, click on **Attachments.**

- Event Details
- Questions
- Activities
- Invitation
- Attachments**
- Attributes
- Response Attachments
- Response Submission

Bid Attachments

#	Download All	File Name	Description
1	Download	2024-2025 Partnership RFP_ (1).pdf (332 KB)	RFP Document: Please download and read in its entirety.
2	Download	2024-2025 FAQs.pdf (173 KB)	Please review.
3	Download	2024_2025 HCDE Partnership Grant_RFP_24035IA_Site Application.docx (125 KB)	Please download and complete the attached application. Sumit the application under the Response Attachments tab.

Items 1-3 shown of 3

1

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ION WAVE – Site Application SAMPLE



2024-2025 CASE for Kids PARTNERSHIP PROJECT Site Application

Site application must be submitted as part of the completed 2024-2025 Partnership Project RFP application and be signed by site administrator. CASE for Kids Partnership Project applications that only include the Site Application will not be accepted. Please see official RFP for full grant guidelines and instructions.

GENERAL INFORMATION

Site Name: _____	
Type: <input type="checkbox"/> Returning site	<input type="checkbox"/> New site
Municipality/City Served: _____	County Precinct # Served: _____
Physical Address: _____	
City: _____	Zip: _____
PRINCIPAL OR ADMINISTRATOR CONTACT INFORMATION	
Name: _____	Email: _____
Site Telephone: _____	Fax: _____

SITE DEMOGRAPHICS FOR 2023-2024 5 points

Date current comprehensive program was first offered at this location: _____	# of years afterschool program in service: _____
Total Campus Enrollment: _____	
Percentage of Students Classified as Economically Disadvantaged: _____	
2021 – 2022 Student Achievement Rating, per TEA: _____	

CERTIFICATION

I certify that this application was developed in accordance with all funding requirements and that all information in this application is true and correct. I certify that, if funded, the program will be implemented in accordance with the funding and programmatic requirements as described in this application, and that all proposed program changes will be brought to the attention of the Harris County Department of Education prior to implementation.

Site Authorized Official Name Title

Site Authorized Official Signature Date

PROGRAM INFORMATION

COMPREHENSIVE PROGRAM OPERATIONS

Program Start/End Dates: List start and end dates of the proposed program in boxes below.

Start Date: _____ End Date: _____

Program Hours: Indicate program hours in the boxes below. The program must operate a minimum of 25 weeks; and a minimum of 12 hours per week.

	Fall Term				Spring Term				Summer Term			
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Hours per Week	Fall				Spring				Summer			
Total Weeks of Service	Fall				Spring				Summer			

TARGETED STUDENTS SERVED

Target number of students to be served	_____
Ages and grade levels to be served	_____

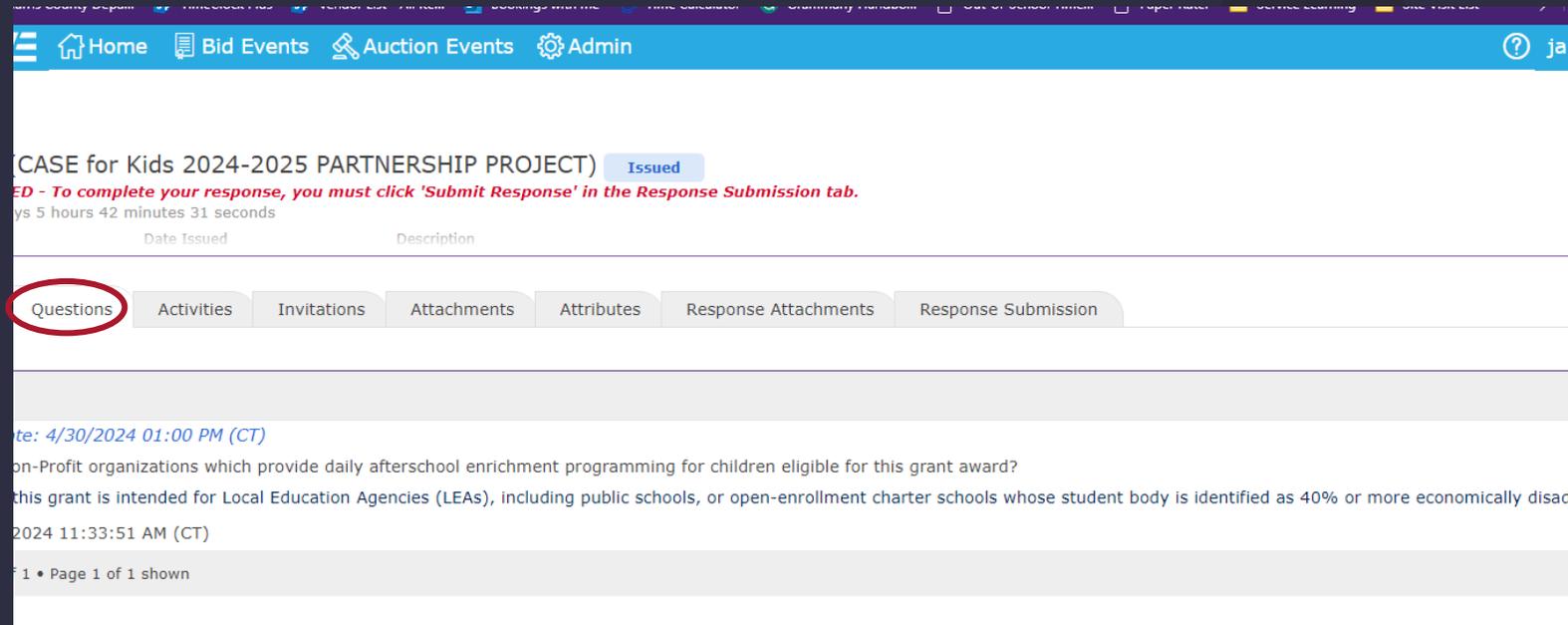
PROGRAM OVERVIEW

- Describe the site's proposed afterschool program. 7 points
Type Answer Here
- Describe the importance of the afterschool program to the community. 7 points
Type Answer Here

ION WAVE – Submitting questions for FAQs

Submitting Questions

- In the event you have questions regarding your application or documentation, post all questions in the **Questions** section of Ion Wave.
- *All questions will be answered within 24-hours in order to ensure equity of information to all potential applicants.*



The screenshot displays the Ion Wave web application interface. At the top, there is a navigation bar with links for Home, Bid Events, Auction Events, and Admin. Below the navigation bar, the main content area shows a bid event titled "CASE for Kids 2024-2025 PARTNERSHIP PROJECT" with a status of "Issued". A red warning message states: "ED - To complete your response, you must click 'Submit Response' in the Response Submission tab." Below this, there is a table with columns for "Date Issued" and "Description". A horizontal menu below the table includes tabs for "Questions", "Activities", "Invitations", "Attachments", "Attributes", "Response Attachments", and "Response Submission". The "Questions" tab is circled in red. Below the tabs, there is a question posted on "4/30/2024 01:00 PM (CT)" asking about non-profit organizations eligible for a grant award. The question text is partially visible: "on-Profit organizations which provide daily afterschool enrichment programming for children eligible for this grant award?" and "this grant is intended for Local Education Agencies (LEAs), including public schools, or open-enrollment charter schools whose student body is identified as 40% or more economically disad". The question was posted on "2024 11:33:51 AM (CT)". At the bottom, it shows "1 • Page 1 of 1 shown".

ION WAVE – Submitting the Application

The following steps must be completed to submit a scoreable application:

- 1) Complete Application Overview (sections 10 – 30*)
- 2) Uploads:
 - 1) Upload (1) Completed 2024-2025 Site Application per site
 - 2) Upload (1) Revenue and/or expenditure audit statement from previous year
 - 3) Returning Districts or Charters: Results from previous audit for Partnership only.
- 3) Submit Response in Ion Wave

ION WAVE – Submitting the Application

Step 1:

Applicant Overview

- 1) Click **Attributes**
- 2) Complete **Applicant Overview** (#'s 10 – 30*)

**Only complete Sections 20 – 29 based on the number of schools submitting a site application*

IONWAVE Home Bid Events Auction Events Admin jarceneaux

24/0351A (CASE for Kids 2024-2025 PARTNERSHIP PROJECT) Issued

NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Closing in 34 days 5 hours 59 minutes 1 seconds

Event Details Questions Activities Invitations Attachments **Attributes** Response Attachments Response Submission

Bid Attributes

Save Error Check

Attribute

1 APPLICANT ELIGIBILITY

APPLICANT ELIGIBILITY

1) Local education agencies (LEAs) public, private or charter school whose student body is identified as 40% or more economically disadvantaged.

Have provided a comprehensive afterschool program for a minimum of 2 years prior to February 2024
Must be able to provide revenue and/or expenditure statements from prior years to support applicants' ability to match grant amount.

2) All applicants must be able to match at least 75% of the award amount with public dollars.

In addition to parent fees collected and administered by the school district, public dollars eligible for match include city, county or state funds. All match must be provided on a case-by-case basis and will require written approval from the administrator of the federal funding stream program.

3) Serve students between 4-12 years of age or up to age 19 with a documented disability.

2 FUNDING PARAMETERS

FUNDING PARAMETERS

GRANT TERM
October 1, 2024 - July 31, 2025

GRANT AWARDS
Eligible applicants can request supplemental funds between \$10,000 - \$40,000 per site. Each eligible applicant may submit a request for supplemental funds.

MATCHING FUNDS CONTRIBUTIONS
Award recipients must provide no less than a 75% cash match to the total of CASE for Kids funding from \$10,000 to \$40,000 per site. CASE for Kids funds cannot exceed 60% of the total program budget.

Application Request	Minimum Match Required
\$40,000	\$30,000
\$35,000	\$26,250

IONWAVE Home Bid Events Auction Events Admin jarceneaux

Bid Attributes

Save Error Check Response Total: \$0.00

7 DEADLINE AND SUBMISSION

DEADLINE AND SUBMISSION
All proposals must be submitted via Ion Wave by 4:00 pm on Tuesday, May 4, 2024. Upload ONE Site Application for EACH Site.

8 2024-2025 Partnership - Application Form

2024-2025 Partnership - Organization Application

Applicant must provide a response to each question below:
The application is the overview response by the district.

9 Applicant Overview

10 Applicant Organization:
Maximum 1000 characters allowed

11 Address:
Maximum 1000 characters allowed

12 City:
Maximum 1000 characters allowed

13 State:
Maximum 1000 characters allowed

14 Zip Code:
Maximum 1000 characters allowed

15 District Contact:
Maximum 1000 characters allowed

16 District Contact Email:
Maximum 1000 characters allowed

17 Contact Phone
Country: [] Ext: [] International

18 Is the applicant organization returning from 2021-2022?
No

19 How many site proposals are you submitting under this district?
Numbers only, no symbols

20 Site Name 1
Site Name 1:
Requested Budget Amount:
Match Amount:
Match Source:
CASE for Kids ISD Requested Amount: \$30,000 Match Amount: \$20,000 Match Source: Parent Co-Pays

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ION WAVE – Submitting the Application

Step 2:

Uploads

- 1) Click **Response Attachments**
- 2) Uploads:
 - A. (1) Completed 2024-2025 Site Application per site
 - B. Upload (1) Revenue and/or expenditure audit statement from previous year
 - C. *Returning Districts or Charters:* Results from previous audit for Partnership only.

The screenshot displays the IONWAVE web application interface. At the top, there is a navigation bar with links for Home, Bid Events, Auction Events, and Admin. The user's name 'jarceneaux' is visible in the top right corner. The main content area shows a notification for '24/0351A (CASE for Kids 2024-2025 PARTNERSHIP PROJECT)' with a status of 'Issued'. A red warning message states: 'NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab. Closing in 34 days 5 hours 56 minutes 40 seconds'. Below this, there is a tabbed interface with the following tabs: Event Details, Questions, Activities, Invitations, Attachments, Attributes, **Response Attachments** (circled in red), and Response Submission. The 'Response Attachments' tab is active, showing a table of 'Requested Attachments' with three items, each with an 'Upload' button and a 'Click "Upload" to select file' link. Below the table, there is a section for 'Other Attachments' with a '+ New' button.

ION WAVE – Submitting the Application

Step 3:

Uploads

- 1) Click **Response Submission**
- 2) In the **Digital Signature** section, type the submitter's name and email. Click **Submit Response**.

The system will take you back to the opening screen. Please note, the **Response Status** will show **Response Submitted** with the date and time



IONWAVE Home Bid Events Auction Events Admin jarceneaux

24/0351A (CASE for Kids 2024-2025 PARTNERSHIP PROJECT) Issued

NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.
Closing in 34 days 5 hours 55 minutes 31 seconds

1

Event Details Questions Activities Invitations Attachments Attributes Response Attachments **Response Submission**

Supplier Response Summary

Save Response Total: \$0.00

When you have completed your response, click the "Submit Response" button below.

General/Corporate Address		Your User Profile	
Supplier Name	CASE for Kids ISD	Title	
Address	6005 Westview Houston, TX 77055	Name	Jess Arceneaux
Phone	(713) 777-9311	Office Phone	
Fax		Fax Phone	
Contact Name		Mobile Phone	
Email		Email	jallenbac@gmail.com

Supplier Note to Buyer

Supplier Notes

Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

* Your Full Name: [Redacted] * Your Email Address: [Redacted]

2

Submit Response

QUESTIONS?

All questions regarding this RFP must be submitted in writing via ION Wave.

Cumulative posting of FAQs are posted on www.hcde-Texas.org/afterschoolzone, and in ION Wave in order to ensure equity of information to all potential applicants.

PARTNERSHIP PROJECT



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