FY2024
Missouri Housing Trust Fund
Funded Training

Lisa Moler

State Program Administrator

MHDC.com

Agenda

I. General Information

II. Grant Documents

III. Program Administration

IV. Grant Administration

General Program Information

General Information

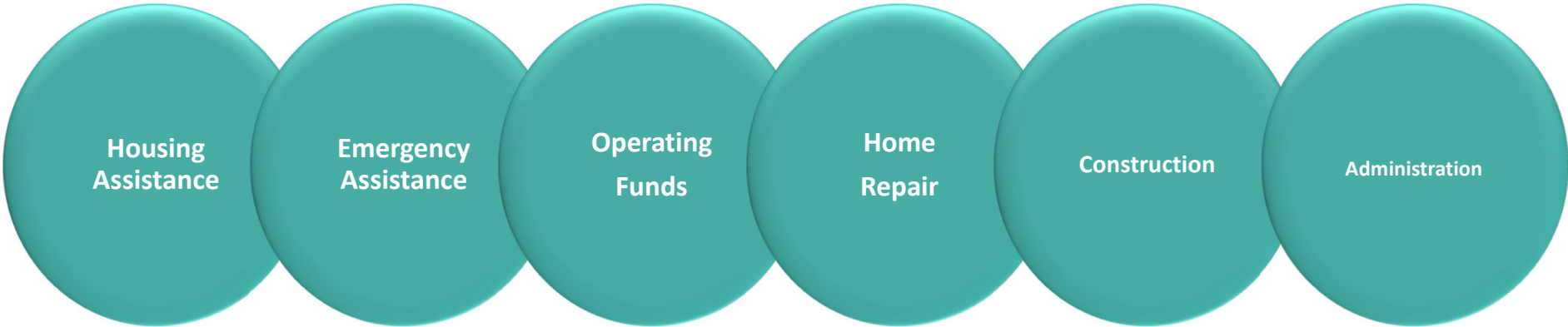| Missouri Housing Trust Fund |
|---|
| Established in 1994 |
| Help meet the housing needs of low-income households |
| $3.00 recording fee on real estate documents |
| Households must be at or below 50 percent of area median income |

MHTF Grant Types

Housing Assistance

Emergency Assistance

Operating Funds

Home Repair

Construction

Administration

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General Information

	FY2024 Missouri Housing Trust Fund
Total Amount Requested	$10,776,469.87
Total Applications Received	67
Total Amount Funded	$4,256,715.70
Total Applications Funded	59

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General Information
FY2024 Timeline

- Grant Year Begins   April 1, 2024
- *Quarter 1*   April 1– June 30, 2024
- *Quarter   2*   July 1– September 30, 2024
- *25% Back-Up Deadline*   August 1, 2024
- *Quarter 3*   October 1 – December 31, 2024
- *Quarter 4*   January 1 – March 31, 2025
- *75% Back-Up Deadline*   January 2, 2025
- Final Back-Up Submission   April 30, 2025, 5:00 p.m.
- Grant Close Out Deadline   April 30, 2025

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Grant Documents

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Grant Documents
Agreements

- Grant Agreement
  - Workforce Eligibility Affidavit
  - Rider A
  - Rider B

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Grant Documents
Agreements

- Grant Agreement
  - Terms and requirements for grant
  - Grantee is responsible for reviewing, understanding and adhering to this grant agreement
  - Must be signed
  - Uploaded single-sided

- Exhibit A: Workforce Eligibility Affidavit
  - Confirms grantee's enrollment in E-Verify
  - One of the two boxes must be checked
  - Must be signed and notarized with original signatures

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Grant Documents
Riders

- Rider A: Additional Representations, Covenants and Warranties by Grantee
  - Differs by grant type
  - Outlines documents that must be submitted prior to distribution of funds
  - Outlines documentation that must be maintained
  - No signature required
- Rider B: Identity of Interest Restrictions
  - Conflict of Interest statement
  - Signed with original signature

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Grant Documents
Additional Items

- Required forms:
  - Authorized Signature Card
    - Signatures for MHTF documents
  - Direct Deposit Form
    - Bank account information
    - Voided check
  - Sources and Uses
    - Program budget for the FY2024 grant year
  - Client Contribution Certification (HA and EA only)
    - Certifies if a grantee does or does not require program participants to pay a portion of their rent
    - Must be completed by all Housing Assistance and Emergency Assistance grantees
  - Training Checklist
    - Checklist verifying that all staff have watched the training videos

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Grant Documents
Additional Items

- Required documents to be provided by grantee:
  - Blank, Voided Check
    - Verification of account and routing numbers
  - Certificate of Liability Insurance
    - Current Liability insurance coverage
    - Must submit new Certificate if coverage lapses
  - E-Verify Memorandum of Understanding (MOU)
    - Every agency will be required to upload this document even if you have been funded previously
    - Full MOU packet
  - United Way 2-1-1 Registration
    - Printout of agency profile from website showing agency's up-to-date information

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Grant Documents
Reminders

- Before submitting grant documents:
  - Signatures on grant documents
  - The signee of any grant document must also be a signee on the Authorized Signature Card
  - The notary of any grant document should not be a signee on that same grant document
  - Review grant checklist to ensure all required documents are completed
- Grantee is responsible for reviewing and understanding contents of grant agreement and attachments

  - The Site Contact form is now **only** a Follow-Up form. This will need to be completed before the Grant Agreement Follow-Up will become available.

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Grant Documents
Submission Details

- Completed grant agreement packets must be received on or before **5:00 p.m.** on **March 8, 2024** or grant is subject to recapture

- Submit all documents into their appropriate files via the

  MHDC Online Grant Interface

  - **We will not accept Grant Agreements via any other platform**

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Program Administration

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Program Administration
Income Eligibility

- All Missouri Housing Trust Fund monies must serve persons at or below 50 percent AMI
  - Additionally, 50 percent of MHTF allocation must serve persons at or below 25 percent AMI
- Grantees should electronically fill out the MHTF-204 to determine that the client meets income eligibility
  - Grantees serving counties not specifically listed should refer to "Missouri-State" row on the form

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Program Administration
Income Eligibility

- Income eligibility

Requirements	
Income Certification	At first intake
Recertification	Every 90 days if receiving ongoing assistance

- Proof of income must be current within 30 days of each certification
- Direct Assistance Summary Income Worksheet (MHTF-204)
  - Used to calculate household's annual income

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Program Administration
Income Eligibility

- Calculation of income
  - Calculation method based on HUD's Handbook 4350.3, Chapter 5, section 5-5
    (Please refer to HOTMA for updates)
  - Supporting documentation is required for all income
    - Check stubs, employer verification, award letter, Certification of Zero Income Form

- Clients served that are determined to be over income by MHDC's Compliance Officer are not eligible for reimbursement

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Program Administration
Program Guidelines

All grantees should have written Program Guidelines that detail:

1. Eligibility Requirements
   - Prioritization
   - Program eligibility
   - Connection to CE process
2. Program Requirements
   - Direct Financial Assistance
   - Case Management
3. Termination Policy
   - Circumstances in which a program participant may be terminated
   - When/how participants are notified
4. Grievance Policy
   - When/how participants are notified of rights
   - Process

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Program Administration
Participant Housing Status

- Participants that are receiving on-going Missouri Housing Trust Fund (MHTF) assistance maintain their housing status for the purpose of eligibility for additional MHTF assistance or other permanent housing programs dedicated to serving those that are literally homeless, at risk of homelessness, or fleeing/attempting to flee domestic violence (so long as they meet any other additional eligibility criteria for these programs)

- Program participants maintain their housing status during the time period that they are receiving the MHTF assistance and/or continued case management services

- MHTF is intended to assist individuals and families obtain and maintain permanent housing

Program Administration
Lease Sharing

- Individuals and/or families that are sharing the same unit but with separate leases should be evaluated independently for eligibility

- It is the responsibility of the MHTF grantee to ensure and document that the members of the unit are considered separate households with separate leases

- If individuals and/or families are sharing a unit and a lease with other individuals and/or families, then they are considered one household and should be evaluated as   such when determining eligibility

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Program Administration
Habitability Standards

- Shelter and Housing Standards
  - All emergency shelters and all property assisted with MHTF must meet basic habitability standards (4 CSR 170-7.500(5)(B))
    - Structure and materials
    - Access
    - Space and security
    - Interior air quality
    - Water supply
    - Sanitary facilities
    - Thermal environment
    - Illumination and electricity
    - Food preparation
    - Sanitary conditions
    - Fire safety

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Program Administration
Fair Market Rents

- Housing Assistance & Emergency Assistance
  - Must adhere to Fair Market Rent (FMR) rates for rents paid on properties owned by grantee
  - Highly encouraged to abide by FMR for rental assistance provided on properties not owned by grantee

- Fair Market Rents chart located on the MHDC website

Program Administration
Coordinated Entry

- Important to remember each CoC sets different policies, processes and procedures

- MHDC requires that those receiving funding from the following programs take referrals from the CE of their CoC

  - MHTF Housing Assistance

  - MHTF Emergency Assistance

- Participating in your CoC's case conferencing is essential to serving your clients and other clients experiencing homelessness

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Program Administration
Coordinated Entry Clients

- Clients that are **literally homeless**
  - Documentation from CES that verifies client was pulled from CE list
  - Screenshot or printout from system
  - Verification from Coordinated Entry referral and of enrollment into the MHTF program

- Clients that are **at-risk**
  - Follow policies and procedures created by your CoC or Victim Services governing body

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Program Administration
Continuum of Care Meetings

- All grantees required to attend **75 percent** of local meetings held

- CoC Meeting Attendance Form required to be submitted with other Close Out documents

- Grantee participation information is provided by CoC to MHDC and is included in application scoring

- Attendance at meetings, participation on committees and other activities (Point-In-Time Count)

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Program Administration
Homeless Management Information System

- Use of HMIS or comparable database is required for Emergency Assistance and Housing Assistance grantees to document persons served

- Training provided by HMIS lead agencies

- Grantee must ensure that all required data is compliant with HMIS Data Standards
  - https://www.hudexchange.info/resource/3826/hmis-data-standards-manual/

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Grant Administration

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Grant Administration
Communication

- Direct questions, concerns, updates to:
  - Lisa Moler, State Program Administrator
    - Phone: (816) 759-7228
    - Email: Lisa.moler@mhdc.com

- Questions regarding grant financials (payments, back-up):
  - Mandy Gosney, Grants Administrator
    - Phone: (816) 648-0538
    - Email: mandy.gosney@mhdc.com

- Submit Back-Up via:
  - MHDC Online Grant Interface

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Grant Administration
Financial Process

- Before funds can be released:
  - All previous grants must be completely closed out
  - All current year grant documents are complete and received
    - MHDC-107 CoC Attendance Form
    - MHTF-209 Sources and Uses
    - MHTF-227 Close Out Form
  - All previous compliance issues are resolved (i.e., grantee is "in compliance")

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Grant Administration
Financial Process

- MHDC will automatically advance 25% of the total grant award amount at the receipt of completed grant documents
  - MHTF Construction excluded

- Once advanced funds are backed-up, any following disbursements will be:
  - Automatically disbursed with no request for payment needed
  - Disbursed in 25% increments (25%, 50% or 75%) of the total grant award
  - Determined by the amount of back-up submitted by agencies
  - Paid out on a monthly basis

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Grant Administration
Financial Process

- Below is the chart used to calculate how much each agency will be disbursed:

Percent of Total Grant Award Amount Disbursed	25% (initial advance)	50%	75%	100%
Percent Backed Up and Approved	0-24%	25-49%	50-74%	75-100%

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Grant Administration
Financial Process

- Quarterly Draws
  - Grantees must submit at least one approvable Back-Up Form per grant quarter

Missouri Housing Trust Fund
Housing Assistance
Emergency Assistance
Home Repair
Operating Funds
Administration

  - **Grantees may only submit ONE approvable back-up form per month. Any further submissions will be discarded and will need to be submitted the following month.**

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Grant Administration
Financial Process

- 1st Quarter (Q1):   April 1 – June 30, 2024
- Q1 Back-Up Deadline: July 1, 2024, 5:00 p.m.
- 2nd Quarter (Q2):   July 1 – September 30, 2024
- **25% Back-Up Deadline:**   **August 1, 2024, 5:00 p.m.**
- Q2 Back-Up Deadline: October 1, 2024, 5:00 p.m.
- 3rd Quarter (Q3):   October 1 – December 31, 2024
- Q3 Back-Up Deadline: January 2, 2025, 5:00 p.m.
- **75% Back-Up Deadline:**   **January 2, 2025, 5:00 p.m.**
- 4th Quarter (Q4):   January 1 – March 31, 2025
- Q4 Back-Up Deadline   April 1, 2025, 5:00 p.m.
- Final Back-Up/Close Out: April 30, 2025, 5:00 p.m.

- Back-Up forms can be submitted at any time during the quarter to meet the requirement

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Grant Administration
Financial Process

- All expenses must be incurred and paid within funding period (April 1, 2024-March 31, 2025)

- Supporting documentation
  - HMIS report is required for all direct assistance
    - Non-HMIS reports allowed only if grantee receives prior approval from MHDC
  - Please note: Administrative expense documentation does not need to be submitted with back-up; maintain on-site for compliance visits

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Grant Administration
Financial Process

- Payment Schedule:
  - **IF** agency appropriately backs up previous 25% disbursement no later than 5:00 p.m. on the first business day of the month; they should expect their next disbursement in 30-60 days
    - Submissions received on the 2nd of the month or later will be paid out on the following month.

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Grant Administration
Financial Process

Back-Up Form

Missouri Housing Trust Fund

ALL GRANT TYPES (MHTF-211)

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Grant Administration
Accounting Submission Details

- **Back-Up should be submitted electronically via the <u>MHDC Online Grant Interface</u> follow-up forms**

- Electronic uploads must be legible in order to be processed
  - Illegible submission will be discarded

- Back-Up submitted to any other platform will not be processed

- All fields on the follow-up forms must match exactly the amounts included on the uploaded Back-Up document

- Upload document as a single **PDF**

- Complete submissions consist of:
  - MHTF Back-Up form
  - HMIS Report (Housing Assistance and Emergency Assistance)

MHTF Eligible Activities

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Housing Assistance

- Goal is to assist *literally homeless* households to *obtain and sustain* long-term permanent housing

- Housing Assistance eligible recipients
  - Literally homeless
  - Fleeing or attempting to flee domestic violence

Any client that does not meet the HUD Literally Homeless definition is not eligible for MHTF Housing Assistance

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Grant Administration
Housing Assistance

- Eligible uses
  - Rental assistance, arrears & deposits
  - Utility assistance, arrears & deposits
  - Last Month's Rent
  - Hotel/Motel
  - Essential Items
- MHTF HA Grantees must designate if requiring households served to pay 30 percent of household's gross monthly income towards rent amount
  - Client Contribution Certification (MHTF-233)- should be submitted with MHTF grant documents

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Grant Administration
Emergency Assistance

- Goal is to provide assistance for households at risk or imminent risk of homelessness, eviction or foreclosure

- Emergency Assistance eligible recipients
  - At risk or at imminent risk of homelessness
  - Fleeing or attempting to flee domestic violence

  Any client that does not meet the HUD At-Risk of homelessness definition is not eligible for MHTF Emergency Assistance

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Grant Administration
Emergency Assistance

- Eligible uses
  - Rental assistance, arrears, deposits & Last Months Rent
  - Utility assistance, arrears, and deposits
  - Hotel/Motel
  - Emergency Home Repair (up to $1,000)
  - Mortgage Assistance (up to six months)
  - Essential Items
- Case management and other supports should be paired with financial assistance to prevent future housing instability

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Grant Administration
Home Repair

- Repairs for owner-occupied single-family units up to $10,000

- Eligible activities:
  - Weatherization
  - Repair or replacement of major systems
  - Environmental
  - Accessibility
  - Code Violations

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Grant Administration
Operating Funds

- Eligible activities
  - Staff salaries/benefits
  - Logged duties associated with MHTF Operating grant and time spent working on housing-related programs serving households at or below 50 percent AMI
  - Mileage associated with direct services to clients

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Admin Eligible Activities

- Salaries and benefits associated with staff engaged in grant and program administration

- Administrative services contracted to outside parties

- Maintenance activities include routine, necessary, and minor measures to upkeep office space equipment and fixtures, and/or preventative measures

- Office supplies and equipment

- Mileage costs associated with assisting clients with MHTF

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Records to Maintain

Grant Administration
Records to Maintain

- Grantees will be required to maintain records pertaining to clients assisted and expenses billed to the grant
  - Records should be kept on-site and will be reviewed by MHDC's Compliance Officer
  - Proof of both cost incurred AND cost paid must be maintained

Activity	Acceptable Forms of Documentation	
	Cost Incurred	Proof of Cleared Payment
• Bills paid • Supplies purchased • Equipment purchase	• Invoice • Receipt	• Copy of cleared checks • Bank statement with MHTF payments highlighted
• Mileage costs	• Travel request which includes date(s) of travel, from/to, purpose of travel, supporting documentation	• Canceled checks • Bank statement with MHTF payments highlighted
• Employee compensation	• Timesheets/Effort report - detailing time spent on eligible activities including certification of time billed was spent assisting clients at or below 50% AMI • Paystub listing pay period, employee listed, last four digits of SSN	• Copy of paystub • Bank statement with MHTF payments highlighted

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Grant Administration
Records to Maintain

Record	Criteria	Applicable Component
Consent Form	• Form MHDC-114 • Permits MHDC to review files	• All grant types
Housing Status/Proof of Need	• Documentation of individual/family's status • Form MHDC-114 • Third party documentation • Copy of shut-off notice & lease agreement, eviction notice, etc.	• Housing Assistance • Emergency Assistance
Income Worksheet*	• Form MHTF-204 • Details household's annual income eligibility	• All grant types
Supporting Documentation of Sources of Income	• Third-party verification of proof of gross annual income is needed for all members of the household age 18 and over • Pay stubs, SSI/SSDI award letter/printout, child support statement, EBT statement for TANF • If income source documents are unobtainable, MHTF-103 Self-declaration of Income form may be completed • Must be dated within 30 days of first instance of assistance, every 90 days thereafter	• All grantees

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Grant Administration
Records to Maintain

Record	Criteria	Applicable Component
Photo Identification	• Needed for all members of the household age 18 and over • Driver's license, state ID, temporary ID/license, school ID with photo, passport-U.S. or foreign, U.S. passport card, permanent resident card, etc.	• All grant types
Social Security Identification	• Card/number needed for all members of the household • Social Security Card, printout from social security office	• All grant types
Initial Consultation Documentation	• Agency Intake Documentation	• All grant types
Lease/ proof of ownership	• Lease between program participant and landlord • Households assisted with rental assistance must have a written lease for the rental unit • Households assisted with mortgage assistance must have a copy of mortgage bill	• Housing Assistance • Emergency Assistance

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Grant Administration
Records to Maintain

Record	Criteria	Applicable Component
Coordinated Entry	• Clients that are literally homeless	• Documentation from CES that verifies client was pulled from CE list • Screenshot or printout from system • Verification from CE referral and from enrollment in the MHTF program
Coordinated Entry	• Clients that are at-risk	• Follow policies and procedures created by your CoC or Victim Services governing body
Case Management Documentation	• Assessing, arranging, coordinating, and monitoring delivery of services to facilitate housing stability • Notes must be dated and detail housing goals, plans, referrals	• Housing Assistance • Emergency Assistance

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Grant Administration
Records to Maintain

Record	Criteria	Applicable Component
Proof of Payment	• Payment must be made on or before deadlines stated in the lease agreement or utility bill • Copy of cleared check; or • Bank statement showing payment cleared	• All grant types
Proof of Client Contribution (if applicable)	• Grantees requiring households to contribute towards monthly rent must document the household's payment • Copy of check, money order or receipt from landlord showing amount/date paid	• Housing Assistance • Emergency Assistance
Housing Inspection	• Inspection of rental unit prior to client • MHDC-116	• Housing Assistance

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Records to Maintain

Home Repair/Modifications

- Copy of recorded warranty or quit claim deed
- Detailed description of work to be completed
- Proof of three bids
- Inspection Report (MHTF-219)
  - Verification by Grantee/home inspector that home meets certain standards
- Home Repair Completion Certification (MHTF-220)
  - Certification by homeowner and grantee that repairs are completed satisfactorily
- Before and after photos
- Current business license and proof of liability insurance

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Grant Administration
Close Out

Close Out is completed at the end of the grant funding period. The Close Out reporting provides details on how program outcomes in which MHTF dollars were utilized. These outcomes are reported to Department of Economic Development and others to evaluate the efficiency and effectiveness of the MHTF grant program.

Data elements included in the Close Out Form are:

- Number of households served
- Number of individuals served

- Amount of MHTF dollars spent to serve those at or below 25% and between 26-50%

- Housing and Emergency Assistance
  - Average number of days from intake to exit to permanent housing
  - Permanent housing success rate
  - Increase in participant income

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Grant Administration
Close Out

- All Close Out documents must be received by April 30, 2025

- In order for a grant to be considered "fully closed out," the following must be completed:
  - Close Out Form (MHTF-227)
  - Updated Sources and Uses (MHTF-209)
  - CoC Meeting Attendance (MHDC-107)
  - All expended funds backed up

- Submit to Lisa Moler at Lisa.moler@mhdc.com

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Grant Administration
Recapture

- Funding left unspent OR unbacked up at end of grant term is considered recaptured

- History of recapture is tracked and referred to in scoring future funding applications

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Resources

- FY2024 Funded Agency Documents
  - https://mhdc.com/programs/community-programs/missouri-housing-trust-fund-mhtf/mhtf-forms-and-resources/
- Compliance
  - https://mhdc.com/programs/community-programs/community-programs-compliance-resources/

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Questions?

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