File No. 120621 Board Item No. 39

COMMITTEE/BOARD OF SUPERVISORS

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Board of Supervisors Meeting **Date: June 12, 2012**

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OTHER:

Completed by: Annette Lonich **Date: June 7, 2012**

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

☐ 1. For reference to Committee: _____

An ordinance, resolution, motion, or charter amendment.

☒ 2. Request for next printed agenda without reference to Committee.

☐ 3. Request for hearing on a subject matter at Committee: _____

☐ 4. Request for letter beginning "Supervisor _____ inquires"

☐ 5. City Attorney request.

☐ 6. Call File No. _____ from Committee.

☐ 7. Budget Analyst request (attach written motion).

☐ 8. Substitute Legislation File No. _____

☐ 9. Request for Closed Session (attach written motion).

☐ 10. Board to Sit as A Committee of the Whole.

☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission

☐ Planning Commission ☐ Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Olague

Subject:

Accept and Expend Grant - Sustainable Neighborhoods Technical Assistance and Planning - $49,000

The text is listed below or attached:

Resolution authorizing the Department of the Environment to accept and expend a grant of $49,000 from the Urban Sustainability Directors Network to administer technical assistance for planning for environmentally sustainable neighborhoods (EcoDistricts) and to develop a plan for a national technical assistance program for local governments.

Signature of Sponsoring Supervisor: Christina Olague

For Clerk's Use Only:

1522 120621

[Accept and Expend Grant - Sustainable Neighborhoods Technical Assistance and Planning - $49,000]

Resolution authorizing the Department of the Environment to accept and expend a grant of $49,000 from the Urban Sustainability Directors Network to administrate technical assistance for planning for environmentally sustainable neighborhoods (EcoDistricts) and to develop a plan for a national technical assistance program for local governments.

WHEREAS, After a competitive process, the City and County of San Francisco (City) was selected to receive a grant from the Urban Sustainability Directors Network (USDN) to develop a plan for a national technical assistance program for the development of environmentally sustainable neighborhoods (EcoDistricts); and

WHEREAS, The Board of Supervisors adopted goals for greenhouse gas emissions reductions; and

WHEREAS, Several City departments (Planning, Environment, and Public Utilities Commission) are already cooperating to study and plan for greenhouse gas reductions through neighborhood scale energy systems in the Transit District Area and the Central Corridor Area; and

WHEREAS, The City departments also see other opportunities for neighborhood scale infrastructure in water, wastewater, and transportation systems that can create further greenhouse gas reductions, create more sustainable neighborhoods, improve the livability of those neighborhoods, and reduce operating costs to the City; and

WHEREAS, The City submitted a proposal to USDN in collaboration with ten other U.S. cities for the purpose of assisting the participating cities to develop plans for sustainable neighborhoods; and

WHEREAS, The USDN is interested in projects that will have national application; and

WHEREAS, The City's application included the development of a plan for a national technical assistance program using the eleven participating cities as pilot projects; and

WHEREAS, Participating in this process will support the City's continued reputation as a national leader in municipal sustainability; and

WHEREAS, The term of this grant is from May 1, 2012 to January 31, 2013; and

WHEREAS, The grant allows for Indirect costs of $985; and

WHEREAS, The grant does not require an Annual Salary Ordinance (ASO) amendment; now, therefore, be it

RESOLVED, That the Board of Supervisors authorizes the Director of the Department of the Environment to accept and expend a grant in the amount of $49,000 from the Urban Sustainability Directors Network to administrate technical assistance for planning for sustainable neighborhoods and to develop a plan for a national technical assistance program for local governments.

Recommended:

Department Head

Approved: Kate Lee
Mayor

Approved:
Controller, Grant Division

File Number: 120624
(Provided by Clerk of Board of Supervisors)

220259 / EVECDP-12

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Urban Sustainability Directors Network - EcoDistricts
2. Department: Department of the Environment
3. Contact Person: Rachel Buerkle Telephone: 415-355-3704
4. Grant Approval Status (check one):

   [X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $49,000

6a. Matching Funds Required: $ 0
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Urban Sustainability Directors Network

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: Administer grant for a consortium of 10 cities to receive technical assistance and training for environmentally sustainable neighborhoods (EcoDistricts). Develop a plan for a national technical assistance and training program for local governments. Support CCSF departments in joint planning for sustainable neighborhoods.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

   Start-Date: May 1, 2012 End-Date: January 31, 2013

10a. Amount budgeted for contractual services: $45,106
b. Will contractual services be put out to bid? No. Contract is already in place with vendor designated in grant. The contract was bid using standard City contracting processes and this service will be included in that contract.
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?
11a. Does the budget include indirect costs? [X] Yes [ ] No

b1. If yes, how much? $985
b2. How was the amount calculated? The amount allowed by the funding source; a percentage of total FTE salary and fringe cost
c1. If no, why are indirect costs not included?

[ ] Not allowed by granting agency
[ ] Other (please explain):
[ ] To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s)
[ ] Rehabilitated Site(s)
[ ] New Site(s)
[X] Existing Structure(s)
[ ] Rehabilitated Structure(s)
[ ] New Structure(s)
[X] Existing Program(s) or Service(s)
[ ] New Program(s) or Service(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

Date Reviewed: 5/4/12

Claudia Molina RGB
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Melanie Nutter, Director, Department of the Environment

Date Reviewed: 5/2/12

Melanie N
(Signature Required)

San Francisco Department of the Environment - Grant from the Urban Sustainability Directors Network - EcoDistricts

	Description	Other notes	
PERSONNEL			
Senior Environmental Specialist 5644 Energy Program Manager	Administrate grant to a consortium of 10 cities to receive technical assistance and training for environmentally sustainable neighborhoods (EcoDistricts). Support CCSF departments in joint planning.	0.018 FTE (30 hours)	$ 1,979
Subtotal Personnel			$ 1,979
Fringe		47%	$ 930
Total Personnel			**$ 2,909**
CONTRACT			
Contract with CH2MHill, the vendor designated in the grant.	Provide technical assistance and training to 10 cities for EcoDistricts and develop a plan for a national technical assistance and training program for local governments		$ 45,106
Subtotal Contractor			$ 45,106
TOTAL DIRECT COSTS			$ 48,015
INDIRECT COSTS	Based on annualized portion of FTE overhead cost		$ 985
TOTAL PROJECT (Direct + Indirect)			**$ 49,000**

GLOBAL PHILANTHROPY PARTNERSHIP
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www.global-philanthropy.org

Ms. Melanie Nutter
Director
San Francisco Department of the Environment
11 Grove Street
San Francisco, CA 94102

March 29, 2012

Dear Melanie:

Global Philanthropy Partnership is pleased to proceed with a USDN Urban Sustainability Innovation (USI) Fund grant for $49,000 for the North American EcoDistricts Program Design, a delivery-ready program with a structure, tools, and partners for broad spread deployment of EcoDistricts available to all cities in North America, including organizational requirements, advisory structures, funding and staffing plan, schedule, and tools to engage, track, serve, and network the participating cities and future cities interested in EcoDistrict development.

The grant will enable Austin, TX; Bloomington, IN; Boston, MA; Denver, CO; Memphis, TN; Minneapolis, MN; New York City, NY; Portland, OR; San Francisco, CA; Vancouver, BC; Washington, DC to:

- Participate on an advisory committee for this project.
- Hire CH2MHill and Portland Sustainability Institute to capture best practices, lessons and challenges of sustainable neighborhood development; determine the technical assistance, resources and tools needed by cities to effectively develop sustainable neighborhood solutions; determine the availability and gaps in the resources and tools to be used by cities; find a way to disseminate tools and services nationally.
- Test the EcoDistrict approach and supporting toolkits by applying them in at least three participating jurisdictions to determine universality of the approach and tools.
- Review and refine the materials produced for universality to address broader city needs.
- Leverage Portland Sustainability Institute's EcoDistricts Institute, a two-day city leadership training to be held in May 2012 in Portland.

The grant funding must support and complete the activities in your grant proposal.

USDN Urban Sustainability Directors Network

Here are the terms of the grant:

- The grant funds cannot be used for lobbying.
- The grant funds must be expended per the proposed budget.
- The project must be a collaboration with the cities mentioned on page one and other cities.
- The participating cities must be active in shaping and implementing the project.
- The grant products described above will be delivered by January 2013.
- The City of San Francisco will provide project management and coordination.
- The project manager will provide a final report on expenditures of the funds compared to the budget.
- The participating cities will share their products with USDN members and create a 2 to 3 page lessons learned document to share with all USDN members at the end of the grant term.
- The participating cities will participate in an annual debriefing call with Innovation Network for Communities.

Please sign this letter indicating that you agree with the terms. Once Global Philanthropy Partnership receives your signed letter, we will disburse the grant funds.

Sincerely,

April K. Domiellan
Executive Director

Acceptance of Grant Terms

The City of San Francisco accepts the grant conditions of this letter.

Name:

Title:

Signature:

How the Check Should Be Issued:

Tax ID Number:

Project Manager (name and e-mail):

USDN **Urban Sustainability Directors Network**

USDN Innovation Opportunity Fund
Proposal for North American EcoDistricts Program Design

1. **Participating Cities:** Austin, TX; Bloomington, Boston, MA; IN; Denver, CO; Memphis, TN; Minneapolis, MN; New York City, NY; Portland, OR; San Francisco, CA; Vancouver, BC; Washington DC

2. **Grant Amount Requested:** $50,000 (see budget below)

3. **Problem or opportunity addressed**

This proposal seeks USDN support for the development of a design for a North American EcoDistricts Program (NAEDP). It addresses four of the USDN Priority Areas including: Local Food Systems, Zero Waste, Large Scale Behavior Change, Sustainability Marketing Campaigns, and Sustainability Indicators.

The district or neighborhood is becoming an important focus to test and replicate integrated sustainable development solutions as cities throughout North America grapple with energy security, resource scarcity, climate adaptation and the need to revitalize neighborhoods and rebuild basic infrastructure. Neighborhoods are an important scale to accelerate sustainability — small enough to innovate quickly and big enough to have a meaningful impact.

District-scale solutions, such as district energy, green streets, smart grid, demand management and resource sharing are well known to city leaders. The widespread deployment of these strategies, however, has been slow to develop because of the challenge in coordinating and motivating district scale action, a lack of neighborhood capacity and governance models, comprehensive assessment tools, scalable project capital, public policy support and financing.

San Francisco's Department of the Environment has been active since 1997 in improving the sustainability of the city. Its efforts have previously been focused on actions taken by individual residents, businesses and building owners; however, in the last few years, the City's plans have become more aggressive adopting policies such as Zero Waste, 100% Renewables, and 80% GHG reduction by 2050. Planning to meet these goals has clarified a need to address how the actions and interactions among individuals are affected by the fabric of the entire infrastructure. The City is now trying to capture district-level efficiencies at the Transbay Transit District, the Hunters Point Shipyard, and the Downtown Corridor redevelopment plan.

CH2MHill is providing services to various cities on environmentally preferable development. They have developed numerous tools, including GreenRoads (a guide to planning, designing and evaluating sustainable streets), Sustainable Framework Planning (a structured process for developing sustainable programs), and LENS (a framework for reviewing and benchmarking sustainability metrics) that can help support development of an EcoDistricts program. CH2MHill will act as the Prime Contractor on this project and is already a consultant to the San Francisco Department of Environment, selected through a public bid process to provide a broad range of services.

The Portland Sustainability Institute (PoSI) and City of Portland created EcoDistricts, a comprehensive strategy to accelerate sustainability at the neighborhood scale to address and help remove these barriers. The EcoDistricts approach is distinct from other sustainable development strategies and rating systems, such as LEED for Neighborhood Development, that focus primarily on master-developed brownfield or greenfield development. In contrast, it supports an upstream and inclusive process to develop an effective implementation roadmap for sustainable neighborhoods that integrate buildings, infrastructure, behavior and community engagement. PoSI will be a sub-contractor to CH2MHill.

The work is drawing interest from cities throughout North America that are actively pursuing neighborhood sustainability showcase projects. City leaders are looking for practical tools that effectively integrate community development, community empowerment, infrastructure and building best practices. In addition, a growing number of cities have contacted the City of Portland and PoSI, eager to implement a sustainable neighborhood project in their city and with interest in learning from PoSI's EcoDistrict approach and tools.

4. **Proposed Products**

We seek funding to design a North American EcoDistricts Program (NAEDP) that builds off of the City of Portland's EcoDistrict Initiative and learns from the engagement and experience of the participating cities.

The City of San Francisco will contract with CH2MHill and PoSI to develop the following products:

- Research and Scan: A focus group and survey of participating partner cities, as well as other cities in the USDN network, will capture best practices, lessons and challenges of sustainable neighborhood development. The results will determine the technical assistance, resources and tools needed by cities to effectively develop sustainable neighborhood solutions. The process will also determine the availability and gaps in the resources and tools to be used by cities.. It includes a research scan for tools to help promote, develop and maintain an effective program to disseminate information and services nationally. The product will be research results packaged in a way that effectively documents results and informs program design. ("Scan" project area supported by USDN).
- Refinement and Testing of EcoDistricts Framework and Toolkits: Partner cities will test the EcoDistrict approach and supporting toolkits by applying them in their own jurisdictions to determine universality of the approach and tools. At least three cities will develop a draft implementation plan using the EcoDistrict approach to provide lessons learned based on their experience to inform relevance of EcoDistrict approach across cities. In addition, the EcoDistrict tool kits will be reviewed by the participating cities and amended for universality to address broader city needs. The product will be a refined EcoDistricts approach serving a full range of North American cities that includes organizational requirements, advisory structures, funding and staffing plan, schedule, and tools to engage, track, serve, and network the participating cities and future cities interested in EcoDistrict development.
- Program Design for NAEDP: The main product will be a delivery-ready program with a structure, tools, and partners for broad spread deployment of EcoDistricts available to all cities in North America. It includes an implementation plan that includes scope, schedule, activities, and a funding plan. The design process ensures that the program provides the types of services and technical assistance most needed by cities by working with eleven participating cities. The NAEDP promises to result in the diffusion of sustainable neighborhood innovation across North America.

This project will benefit from PoSI's EcoDistricts Institute, a two-day city leadership training to be held in May 2012 in Portland. The Institute provides a platform to capture city interests, challenges and needs, and allows this project to leverage $80,000 in committed foundation funding.

5. Research conducted or consulted to determine potential value and feasibility of the proposed project.

These early indicators suggest the value and interest in a North American EcoDistricts Program:

- The annual EcoDistrict Summit, held in Portland, Oregon, attracts cities from across North America with interest in bringing district scale solutions to their hometowns.
- A fall USDN call about district scale solutions attracted over 20 cities interested in PoSI's EcoDistrict approach and sharing their experiences and opportunities around sustainable neighborhood development. Participants expressed interest in an ongoing forum around sustainable neighborhood best practices.
- PoSI regularly fields inquiries from cities around the world that are interested in EcoDistricts, suggesting the need for a coordinated and targeted approach to creating a network and program for cities to work together to address sustainable neighborhood challenges.
- Funders, like the Bullitt Foundation, which supported PoSI's EcoDistrict development, receive an increasing number of proposals related to district scale solutions development from other cities around the country.

6. Key Tasks Involved (If a project involves outside partners or customers or users, describe what outreach already has occurred and will occur.)

Completed Tasks

1. EcoDistricts Institute
    a. Funding and design of the event
    b. Active city recruitment underway (May 2012 delivery)
2. USDN call, November 2011, with cities interested in creating a district scale solutions working group

3. Recruitment of eleven participating USDN cities in this project.

Planned Tasks

Refine scope of work and research tasks/activities:

1. Advisory Group:
   a. Create an advisory group representing participating cities. This group may include other staff and community partners in the respective participating cities.
   b. Kick-off teleconference within 30 days of Grant award.
   c. Quarterly teleconference/webinar events and additional events when needed.
2. Research and Scan:
   a. Focus group at the EcoDistricts Institute in May to determine city challenges and needs for technical assistance
   b. Interview key city staff (across agencies and cities) to capture interests/needs/priorities to support sustainable neighborhood development
   c. Interview leading urban sustainability practitioners (urban design, green infrastructure, transportation, real estate, policy, etc.) to inform the level and range of technical assistance to be made available to pilot cities.
   d. Survey other USDN members to catalog challenges and capture lessons learned from leading neighborhood-scale sustainable neighborhood projects/initiatives around North America
   e. Document existing frameworks and engagement and assessment tools used to support sustainable neighborhood development
   f. Research relevant existing peer learning and on-the-ground technical assistance programs (e.g. Sustainable Cities Design Academy, ULI Daniel Rose Center for Public Leadership, Mayors' Institute for City Design, National Laboratories, etc.)
3. Refinement and Testing of EcoDistricts Framework and Toolkits:
   a. Identify existing tools to meet needs identified in 3.b-e.
   b. Identify participation method best suited for participation by all cities (webex, webinar, telecon, etc.)
   c. Review EcoDistricts tool kits and other tools to be amended
   d. Catalog additions and amendments necessary for a broadly applicable tool kit for all participating cities
   e. At least three cities draft EcoDistrict implementation plans using the EcoDistricts approach. Plans to include tasks: forming advisory group, local resources, resource needs, schedule, milestones, and budget.
   f. Based on cities experience, refine existing EcoDistrict tool kit. Amendments may include progress metrics, criteria for selecting service providers, draft work scopes, estimator of value added, etc. Amendments will be prioritized and budget will be the limit unless other funds are identified.
4. NAEDP Program Design
   a. Review research phase results with partner cities (co-proposers on this grant) to refine program design scope of work
   b. Develop draft program framework including scope, proposed outcomes, activities, schedule, and proposed budget
   c. Research and recruit pool of experts that are interested and available to provide technical assistance to pilot communities (CH2M Hill)
   d. Analyze leading programs/tools/technologies used to convene and manage project teams across multiple cities (CH2M Hill)
   e. Define information sharing and reporting tools to track efforts and promote the successes
   f. Draft pilot implementation and funding plan
   g. Present plan to partner cities for feedback (use USDN Annual Meeting in October in Portland)
   h. Refine pilot implementation and funding plan
   i. Develop call for participation to invite cities to North American EcoDistricts Program
   j. Announce call for participation at EcoDistricts Summit

7. Project management (Who will receive funds and provide oversight and how will project decisions be made) and team (Who will do which tasks)

- The City of San Francisco will manage the grant and contract with CH2MHill to perform some research and design activities. CH2MHill will subcontract with the Portland Sustainability Institute to perform other research and design activities. The Advisory Group will discuss and make decision by consensus. San Francisco will make any final decisions if needed.
- The team includes:
  - Melanie Nutter, Director, Department of Environment, City and County of San Francisco – oversight and reporting
  - Cal Broomhead, Energy and Climate Programs Manager, City of San Francisco – grant management, contract administration, and quality control of deliverables and achievement of milestones.
  - Stephanie Stoppenhagen, Sustainability Client Services Manager, CH2MHill - contract management, oversight of product development and delivery, framework development:
  - Rob Bennett, Executive Director, Portland Sustainability Institute - strategic advisor for all areas of research and program development
  - Naomi Cole, EcoDistricts Program Director, Portland Sustainability Institute - management of overall program development including all tasks outlined in budget below
  - Teague Douglas, Program Coordinator, Portland Sustainability Institute - research, coordination, interviews, logistics
  - Key staff participants from each city are named below and additional city partners are to be determined

Tasks are distributed as: CH2MHill tasks: Tasks 2.c,d,e; 3.b; 4.c,d,e; PoSI: All other tasks.

8. Progress Measurement (How the team will track progress and evaluate success)

Successful program design will yield:

- Identified interest from a range of cities, demonstrating a program crafted around cities needs and interests
- Refined EcoDistricts approach and toolkits
- Development of draft EcoDistricts approach for three partner cities testing the existing framework
- Program design with a timeline, identified technical experts, workshops, and points of interaction between participating cities
- Program delivery model for 18-24 months of technical assistance
- Call for Participation to invite cities to apply
- Funding strategy for program implementation

9. Project Budget

	Hours	Avg Rate	Consultant	**Total**
Project Management (San Francisco staff salary, benefits, overhead)	40	125		**5000**
Advisory Group	0		2500	**2500**
Research and Scan	0		14000	**14000**
Refinement and Testing of Framework and Tools	0		12500	**12500**
North American EcoDistricts Program Design	0		16000	**16000**
			45000	**50000**

10. Timeline

The North American EcoDistricts Program design will occur between May 2012 and January 2013:

- Refine research scope and convene advisory committee (April 2012)
- Program Research (May – July 2012)
  - Interviews and focus groups at EcoDistrict Institute in Portland, Oregon
  - In-depth phone and email interviews and correspondence with participating cities
- Program Design (August – October 2012)
  - October: Partner cities review pilot implementation and funding plan at USDN annual meeting

- October: Pending funding, Pilot Program launched, call for participation at EcoDistricts Summit

11. Potential To Benefit Many USDN Members

City sustainability leaders throughout North America, many of whom are USDN members, are actively pursuing neighborhood sustainability showcase projects. They are looking for practical tools and processes to connect municipal leadership, administrators, policymakers, developers, financiers, and community activists to promote sustainable development. In addition, a growing number of organizations are showing interest in this work including the US and Canada Green Building Councils, Urban Sustainability Directors Network, C40, Urban Land Institute, HUD, and Institute for Sustainable Communities.

The cities that comprise the consortium for this proposal have watched progress around these core issues that has been achieved in Portland through the EcoDistrict model developed by PoSI and seek to grow and adapt it for use on a broader scale. While increasing their knowledge base, the participating cities will also serve as beta test sites for planning a national pilot for the EcoDistricts model. Through ongoing communications during the grant period and final project reporting, the lessons learned will be disseminated to the entire USDN membership. All USDN members will have the opportunity to apply to participate in the resulting pilot project.

12. Plan for sustaining the project if it is intended to continue/be maintained.

This program design phase will provide clarity on the scope and skills most useful to participating cities. Early conversations with a group of national and regional foundations is proving promising and full funding will include foundation resources with a local city match.

13. Contact Information.

San Francisco
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