NDRC NOFA Q&A Session: Review Completeness Requirements
Thursday, February 26, 2015
3:00-4:30pm EST

Sandy Patel: Good afternoon, welcome to today's NDRC NOFA Q&A session on Review Completeness Requirements. My name is Sandy Patel. We are a HUD Technical Assistance Provider and I will be providing technical assistance for today's webinar. I'm going to spend a few minutes going through some technical instructions before I hand it off to our wonderful presenters.

I want to start by reminding everyone to please give your undivided attention to your presenters today. Please close all other programs on your computer and silence your phone. If you are experiencing technical problems, feel free to call my colleague, Vicky Grim, whose number is listed on the WebEx screen, 443-875-8477. Of, if you're able to access the webinar, but you're still having trouble with something, you can use the chat function on the right panel of your screen and send a message to the host, that's me, and I'll be happy to assist you.

All participants will be muted during the call. Questions can be asked in two ways; in writing, using the Q&A tool or verbally via the conference call. Please feel free to ask written questions throughout the presentation.

To ask a written question, use the Q&A tool, which is located on the right hand side of your screen. You can see a screenshot of what it looks like up on the screen. If that Q&A tool is closed, you'll see a little triangle next to the actual letters Q&A. Click on the triangle and it will expand the box. Once you're in the panel, type your question in the box, select all panelists and then hit send. Again, those you can do at any point during the presentation.

To ask a verbal question, we need to make sure that one thing is taken care of before you ask a question over the phone. If you take a look at the participant panel, you will see your name listed under the attendees. If there is a phone icon next to your name, like there is on my slide here, then you're all set. If you do not see a phone icon next to your name, click on the event info tab at the top of your screen. Midway down the page, there is an identity code. It has pound symbols followed by a series of numbers, then another pound symbol. Input that identity code into your telephone keypad, including the pound symbols. Once you do that, you should see the telephone icon appear next to your name after a short click. So then, if you'd like to ask a verbal question, there is a small hand icon at the bottom of the participants screen. When you click on that, the panelists will be able to see that you have a question, then will be able to unmute you so that you can ask your question when the time comes.

All questions will be answered verbally, including those that come through the Q&A tool. If you need a written response, please specify. We might not be able to answer all questions, depending on the number of questions that come through; however, we will try to answer the most common questions first. So just a little note, we tend to usually go through the written questions on the Q&A tool before we move forward with the verbal questions. And, again, the written questions can be asked at any time during the presentation.

If you have additional unanswered or private questions that you would like to ask, you can always e-mail those to resilientrecovery@hud.gov.

So, on that note, I'm going to turn it over to Jesse Handforth Kome, who is going to lead today's presentation. Thank you.

Unidentified Male: What's the meeting number to join the WebEx?

Sandy Patel: The conference call? The meeting number is 18772236370 and the conference code is 7186877411.

Unidentified Male: I'm sorry; can you say the first number again, just a little bit slower?

Sandy Patel: Sure. 18772236370.

Jessie Handforth Kome: Hey, gang, this is Jessie Handforth Kome from HUD. And I am here with Meg Barclay, Duncan Yetman and I believe we have Jennifer Hylton out in hinterland called in. And we're going to be talking to you today about the submission layout, basically, and the materials that come with the submission and then taking questions and doing a Q&A.

So, you can submit a complete application, which you may have noticed is one of those requirements in the NOFA.

Next. So, we'll do an extremely rapid overview. Whoops, something just happened here. And can we get back to the slide we had?

Sandy Patel: Yes.

Jessie Handforth Kome: This presentation today has a mind of its own – and talk to you again, of course, about the resources that are available and then take your questions. So let's jump forward.

Alright, on the National Disaster Resilience Competition, NDRC, as we've all gotten used to saying, it is going to make available $999,108,000 to communities that were affected by natural disasters in 2011, '12 and '13. We're talking about resilient recovery, not just to avoid future disaster losses, but also to consider resilience to economic stresses and various other kinds of extreme events and shock as part of your recovery and to get co-benefits from any kind of recovery project that you put in place.

Of course, we have all gotten familiar with the term tie-back, because your proposals are going to have to tie back to the disaster from which you are recovering, or disasters. We're getting a lot of questions from the last couple of weeks from places that had multiple disasters. And demonstrate how you're reducing future risks and advancing your broader community development goals in your target geographic areas. Okay. I think that is the whole overview at this point. There is a lot more material available online. I think we are out to 75 pages of FAQs.

So, today we are going to be talking to you about a complete application. You are going to want your Appendix J to the NOFA, which will help you, because the Crosswalk Checklist is in there. We want to let you know that we are going to be putting in a technical correction, and we'll talk about that on the crosswalk checklist, as a result of comments that we got during the Paperwork Reduction Act comment period. But it is the crosswalk checklist. And that is essentially, also, it is the same thing as a table of contents. So, you are going to have an Exhibit A, an Exhibit B, C, D, E, F & G. Those exhibits are subject to the page limit in the application in the NOFA.

The remaining material you submit, partner documentation for each partner; leverage documentation; your Consultation Summary, which is the Appendix I, the form there, and there are instructions there; any optional maps, drawings and renderings that you submit by placing them in a Dropbox or Google Docs, or giving us some form of an online link are not subject to page limits. Waiver request are not subject to page limit. Your standard form, like the SF-424, which is your application form; your comment summary of your citizen comments; a summary by topic, list of comments and your applicant response; and what we call the MID-URN, our most impacted distressed unmet recovery needs summary, checklist for each target area in your application. And that is the piece that we are going to be making mandatory. It is out for public comment now and all of you can see it and we are going to be making it mandatory before the applications are due. So remember you are going to want to have that MID-URN summary checklist for each target area. It should be fairly easy to fill out and ensure that you completely answer MID-URN, and this was requested by a commenter during the comment period that we add that. Okay, anything else that I need to add there, Meg?

Meg Barclay: Nope.

Jessie Handforth Kome: Okay. So, Appendix J. The – it says CDBG-RDR it should be CDBG-NDR. We changed the name during clearance from CDBG Resilient Disaster Recovery to National Disaster Recovery Competition and a few places still say RDR, but it it's NDR; Crosswalk Checklist. And that will help you ensure that the application is complete and it will help HUD reviewers to find everything. So think of it as keeping us from having to go on an Easter Egg Hunt looking for all of the pieces in your application. Because we are not allowed to make assumptions and have to make assumptions to figure out that something means something. Tell us. Tell us where it is. You are allowed to organize the application materials in the order you want to. But you need to tell us where all the pieces that we are looking for are.

There is a pending technical correction that is going to add the MID-URN Summary Checklist and that you will be completing and submitting for each target area. And I am saying this again because it is really, really important and we want to make sure you do it. Okay?

Meg Barclay: And again, that checklist is posted on the NDRC NOFA website on the HUD Exchange. And it is a Word document, so you can fill it, copy and paste it for each of the target areas that are in your application, depending on which of the types of areas it is.

Jessie Handforth Kome: And we are talking about the MID-URN Checklist not the Crosswalk Checklist.

Meg Barclay: Yeah, the MID-URN Summary Checklist. The point of that note is that checklist item will be added to the Crosswalk Checklist to make sure that you are representing – that the Crosswalk Checklist represents a complete application.

Jessie Handforth Kome: Great, so the checklist will be on the checklist, right?

Meg Barclay: Exactly.

Jessie Handforth Kome: Okay. So your Exhibit A is going to be an Executive Summary. We want you to summarize your application briefly and as specifically as you can. We suggest two pages maximum. This is something that we will use to make sure that we understand your ideas clearly, but it is also very helpful in explaining and briefing on the materials submitted among the panel teams that are going to be talking about your application. And some of you, I am sure, are finding that citizens understand the Executive Summary and grab ahold of that pretty well. It is just a good communications tool, but don't make it too long. Try to make your case there. Explain what your needs and your overall response and approach to the application is. Okay?

Exhibit B it is the one that everybody has been worrying about and writing to us about and I think there is already even a question in the chat boxes about. So this is your Phase I Threshold Narrative. You've got to note the section citation here 3.C.3 and yes, we know that some of the NOFA outlines are not in perfect order. It is one of the things I will fix when we get around to it, but not before the deadline.

The Threshold Narrative, for Exhibit B, is going to include the general section threshold, those that you need to respond to. Some of them are just HUD saying we are going to check whether you are on the do not pay list. You do not need to respond to that. It is a threshold, but we are going to check on that. Don't worry about responding on the ones where, obviously, it is not you needing to take action. But if you have litigation against you or something like that, that's civil rights related, you might want to take a few lines and tell us how you are going to deal with that and why you have thresholds. Most of you are not going to have to deal with that; in fact, none of you that I know of right now.

Eligible Applicant – tell us the name of the eligible applicant. If you are an agency, your eligible applicant that we might be able to guess that you are representing that particular eligible applicate, way we are the whatever agency, redevelopment agency for the City of X or for the State of Y and make sure that the eligible applicant's name appears there. Tell us the area that primarily would benefit for the target area for the CDBG funding that you would request in Phase II, and your target areas, your MID-URN areas, need to be a county listed in Appendix B. With only two exceptions, two counties that we have added and acknowledged, I believe – I can't remember which date that we missed from that list that occur in a disaster that segued over from 2010 to 2011. Everybody else's county name is on the Appendix D list. Make sure you tell us the counties and that had, you know, what declaration they come from. That would be the easiest way for us to find them, but list the eligible county. So you have to have the county and state. There are a lot of counties with the same name across states that have been affected.

And Most Impacted and Distressed Target Area, we have had a lot of webinars on the most impacted and distressed. Remember that you get three additional pages that you can use throughout your page limited areas. They do not all have to be used in Exhibit B. That is one of the questions I have gotten asked. Those pages can be spread, if you need them to deal with a factor prompt and the need prompt, use them there. They are just three additional pages per each target area after the first, if your application includes multiple, separate areas.

And we are not going to cover in detail, but we do probably expect that most of your Threshold Narrative in Exhibit B is probably going to be used up with the MID and URN threshold.

Okay, let's jump ahead. So, your Eligible Activity. Now, you can purely address this by simply giving us your certification in Phase I and saying that you intend to select CDBG-NDR eligible activities. But if you are pretty sure that you are going to be going after a waiver, you may say that at this point, it is not required. Your certification will cover eligibility and it can't help but just say that here. You don't have to re-state any of the threshold requirements. We know what they are. You know what they are. Just say how you meet them; that your proposal incorporates resilience.

Now, it is really, really hard to avoid incorporating resilience if you have made a Long Term Commitment in accordance with Factor 5. But resilience is something that we are, of course, incredibly serious about and we say that your Threshold Narrative should demonstrate that each activity, including any planning activity, can reasonably be expected to improve the MID-URN areas resilience to current and future threats and hazards. I wouldn't take a really long time in the Threshold Narrative explaining this, because you do not have activities yet. But you do have an idea or concept and you want to explain here, this is the beginning of building toward your tie-back and to tieing your resilience to tie-back, back to your disaster. I would, you know, give us a statement here explaining how you are going to keep this all linked together. But yes, we know you do not have an activity yet, that you do not have a project, per se, yet. You have an idea or concept. So it is really that you are later, in Phase II, if you get invited to it, you will be listing an activity or project out of your framing and out of your Phase I idea or concept. How is that going to bring resilience to your most impacted distress and unmet recovery need areas?

National Objectives, again, can be purely addressed, specifically addressed through making your certification that you will follow all applicable laws. If you believe that you are going to need a national objective waiver, should you be invited to Phase II, you may make this statement here, but you don't have to. And I would, for both national objects and overall benefit, which can also be addressed through your certification and Phase I, I would look very carefully at Appendix E, the instructions for waivers, if you are going to make a statement that you are going to pursue a waiver, that you are interested in a waiver, or if you are considering one and you do not make that statement, think really, really hard. These two are harder to get. Eligibility is usually pretty easy for us to grant. National objective documentation can be fairly easy, if you can demonstrate that your document is equivalent. There are a lot of other ways to document national objectives, besides the ones we use. But we are cautious about national objective and overall benefit waivers. So, you know, think through what the good cause for national objective waiver or the compelling need for overall benefit, if you are going to pursue that path. But for the purposes just of Phase I, the certifications will cover you and you can just cross reference that for threshold purposes. Okay, which doesn't waste very many of your pages, right? Okay.

Tie-Back – we want a tie-back to a qualified disaster for each proposed activity. Obviously, again, you do not have proposed activities, so in Phase I, we want your MID-URN target area to clearly relate to your soundness of approach response. Which means that here, for tie-back, you may want to cross reference to your factor prompt, you know, your narrative threshold, your factor prompts, instead of putting in additional narrative here. But you can consider where do you want to put the narrative, in tie-back or in your factor prompt. Either way, say tie-back here and tell us where to look for it, if you don't put it here or explain it here. And then when you go to the factor prompt, you don't need to use up extra space. You have limited page. You can cross reference back there. You need to think about how to assemble the application to make your case.

Meg Barclay: Jessie, is that also true for the Resilience Threshold? Could you cross reference, rather than restating everything you are saying in that you could cross reference your factor prompt responses for that threshold as well?

Jessie Handforth Kome: Yes. You just want to make sure you are covering both purposes. On resilience, I think the prompts really do cover the ground and so you are probably good. Tie-back, you might want to address here and cross reference the other way. But either way, you just want to think about how do you want to structure it. But you don't have to put it in both places and use up your space.

Okay, and the certifications – when we say they must be signed by the applicant, we have an FAQ out on this. The way they are signed in the electronic system is that they are – well, we have of the instructions here –

Duncan Yetman: They are attached –

Jessie Handforth Kome: -- to the 424.

Duncan Yetman: -- to the 424 and you mark the checkbox, that checkbox in No. 21, the SF-424, that you agree to all the statements in the certifications and you are good to go.

Jessie Handforth Kome: Right. And that is the signature. And it is, in effect, signed by – considered legally signed by whoever your authorized representative is for your agency or your community in the SAM database, where your DUNS number is registered. So if you – I have been getting a few questions from particularly states who want to use a different agency, that administers their state CDBG. They want to use a different agency to apply for this funding, for the competition. And that is fine. We don't have a problem with that at all and DRGR system is capable of having multiple representatives for different grants for one grantee, which IDIS is not as capable on the main program. But you need to make sure that you get your – that you are updated in DUNS for that agency they are going to use and that the authorized representative knows that they are going to need to be the one that authorizes submission and that they are the one effectively signing when you got grants.gov. So prepare for that now and you won't have problems with grants.gov later, alright.

Okay, for Exhibits C through G, these are the Phase I Factor Narratives and the NOFA section is VA1. Exhibit C is Factor 1 is capacity and there are several sections for the Capacity Factor. I would like to point out that there are, as you look in the notice, there are some minimums, some factor minimums that you have to a minimum score in certain factors.

The way we are breaking the scoring down, and Meg will tell you in a second where the minimums are. The way we are breaking the scoring down, is we are looking for clean breakpoints. So we don't do continuum scoring. Say you get all the points, you get some of the points. You get one point. You get zero points. So we are creating breakpoints. So we are looking for excellent, good enough, ehh, and you didn't respond. So, when you are writing, make sure you hit all of the points, especially in the sections that have minimums, okay, because those are thresholds, too. And be really clear that you hit all of the key points. And the reason I am saying this now is because general management is one of those really, really key places that we, of course, are looking for general management capacity. And capacity is a big factor in Phase I.

Meg Barclay: There is a related question on this.

Jessie Handforth Kome: Okay.

Meg Barclay: That someone asked a little bit earlier, about the minimums for each of these narrative prompts or factor narratives, that they don't add up to the minimum 65 to get you through.

Jessie Handforth Kome: They don't.

Meg Barclay: So I – the way we have been understanding those, is as scoring thresholds.

Jessie Handforth Kome: That is true.

Meg Barclay: That you need to get a minimum. Your narrative response needs to score that minimum number in order to continue your application to continue to be considered. But those scoring minimums don't get you over the 65 minimum points.

Jessie Handforth Kome: No, they don't.

Meg Barclay: So that is correct.

Jessie Handforth Kome: That is right. Some of the sub factors have scoring minimums because we can't imagine an application that would be worth going on to Phase II that didn't get at least that high in those particular factors. But no, the individual minimums in the sub factors do not add up to the 65 point minimum for the overall application score in Phase I. And they don't add up to 75 for Phase II. So you are also shooting fore, of course, getting by at least that 65 point overall for all of the factors together. So, strategy wise, you want to give us complete, clear responses that hang together, because we will evaluate your capacity partially by looking at what your idea is and your concept, and trying to figure out if you look like you are describing capacity to execute on that concept. So we are going to be looking at this as more as a whole than a typical HUD competition that is heading towards making big project grant awards eventually. So be thinking of that. Make the whole thing hold together and tell a story all the way through.

So we have Exhibit C, which is your Factor 1 capacity, general management technical capacity, community engagement, regional capacity. You are going to respond to the prompts. Again, remember you don't have to respond to every single prompt. You don't have to respond to them necessarily in order, but you do have to explain to us where to find the response to each sub factor and sub category in the crosswalk checklist. And just make sure you answer them in a way that is complete in relation to your idea, in relation to the threshold.

Exhibit D covers Factor 2, need, extent of the problem. So, one of the reasons that we go beyond just the MID-URN threshold here and have a Need Factor, is there are a lot of other things that are in the prompt that we want you to consider, including a greater area. If you have a target area for your proposal, it is going to be larger than the target area that is for grant expenditure, which is your MID-URN area. And we want you to un-pack it, tell us what your unmet needs are in words. Give a better description of your most impacted and distress in terms of describing it to us. And respond to the questions. You don't need to restate your MID-URN threshold response here. Cross reference it as necessary. Summarize it. Just make sure you give us a good, clear, thorough response to the question. Okay?

Soundness of approach – now, remember, we did an interesting thing here with soundness of approach. Your Exhibit E is going to tell us not just about your idea or concept, but we also consider part of a sound approach for resilient recovery extensive stakeholder consultation. Don't short that step. Pay attention to it. Please have equal points assigned to them, your stakeholder consultation and your idea or concept. That is trying to get across the idea of how important we think the consultation is. And make sure you just answer clearly and thoroughly, how you did the stakeholder consultations, what you learned, and tell us about your idea or concept and how it is going to make your target area more resilient. And this is one of the places where, in your idea or concept, obviously, that you can link back to the threshold on resilience incorporated.

Okay, Exhibit F, leverage and outcome. Leverage, again, is a little bit unusual here because we are looking at leverage in Phase I, a lot of it being the leverage that you get by having pulled in your partners and looked for outcomes. And you respond to these leverage narrative questions here. If you have any Leverage Commitments, you can give us the information we ask for here. And, of course, the leverage supporting documentation, the hard firm commitments, those are not subject to page limits, but Exhibit F, itself, is.

Exhibit G, Factor 5, your Long Term Commitment, without which you will not get your invitation to Phase II or as Meg calls it, the golden ticket, so we want you to provide a narrative response to Long Term Commitment factor. Remember that although Phase I Factor 5 is very short, it is pointing you over to Phase II Factor 5, which is rather long and you can look in there for details on exactly how to describe your Long Term Commitment and tell us how you are going to do it. Remember the Long Term Commitment includes a measurable outcome. You have to tell us what to use to measure your increased resilience, based on what your Long Term Commitment is. And we are expecting a whole really wide range of different kinds of measures there. Should you get invited to Phase II and move on in the competition and get funded, we will actually enter your Long Term Commitment metric into DRGR and it will be one of the measures for your activity, for your grant as a whole, so that will be something to keep going on. We are actually going to keep our eyes on these metrics. Okay, what is the next slid? Are we almost out of slides?

Meg Barclay: We are.

Jessie Handforth Kome: Yes. Now we are back to the resource slide, which is in really small print, so Meg's going to tell you about it.

Meg Barclay: This is the standard reverse slide that we have of our webinars, so it just gives you links all in one place. When you download these slides, you will have them. The links will be live to the different portions of the HUD website and the HUD Exchange, where you can find the NOFA, itself, and NOFA related documents, like that MID-URN summary checklist that you need to complete your application; the fact sheets, the FAQs, the NOFA itself, an info-graphic on the competition that I don't think has been updated to reflect the new due date, but sort of explains the process of the competition, at least; the e-mail address where you can submit questions is resilientrecovery@hud.gov. And we also have a link to the webinar series, so in a few days we will have the slides from this webinar up, as well as the recording and the transcript. That is what you have on this slide.

Jessie Handforth Kome: Thank you. Now we are open to questions. I can read this.

Meg Barclay: Alright, so going back to the questions, there was a question, and I think that this may be something that might not have been totally correctly characterized in the webinar. It looks like the certification should be referenced in Exhibit B. Is that correct? In the NOFA it indicates that the certification should be in Attachment C of the application. That is true, the certifications need to be in Attachment C of the application. I don't know what narrative you would need to provide around the certifications, probably not any, but so Exhibit B is the narrative relative to all the thresholds. The certs are a threshold requirement. We can't score your application if we don't have them in the right form and they are not signed by the right people.

Jessie Handforth Kome: With the right clicky box.
Meg Barclay: But, yes, those are an attachment to your application, but they are referenced in that exhibit and in the summary, sorry the application crosswalk checklist.

Jessie Handforth Kome: Yeah, when we wrote the NOFA, we were not aware of how the 424 had been changed by grants.gov so that the certifications were essentially submitted with the SF-424, which means that the way the NOFA is written, it seems that the certs are going to be submitted in multiple locations. I apologize for that, but we didn't understand the mechanics of how it had changed. So basically, in Exhibit B just say certs are attached to the signed 424 and submit the signed 424 –

Meg Barclay: And all of the certs.

Jessie Handforth Kome: And all of the certs with it.

Meg Barclay: Right, and those attachments don't count against your page limit, so you don't have to worry about that.

We have a question about does the engineer's estimate for the unmet recovery needs get included in Exhibit, the Threshold Narrative, or is it separate? And if it is separate, does it count against the 40-pages?

Jessie Handforth Kome: It is supposed to be the supporting documentation. And I think that the MID-URN checklist that we've got out there makes it much more clear. The supporting document, such as your engineer report, are supposed to be submitted via a Dropbox or a link. And you give us the link to the document and they are not inside the page limit. We say this both in the I think Item 14 on the list of things –

Meg Barclay: In the NOFA –

Jessie Handforth Kome: -- does it say a page limit?

Meg Barclay: Yeah. In the NOFA it is Section 4(b), I believe No. 14.

Jessie Handforth Kome: Yeah. And then in Appendix G it says it again in a slightly different way. It says the supporting documentation is supposed to come through – it is not part of the narrative. It is a separate document that supports your narrative.

Duncan Yetman: Yeah. If you do include it in the narrative, though, it will be counted against your page limit.

Jessie Handforth Kome: Yeah. So I would say unless you have pages to burn, because some of these engineering reports are more than 40 pages long. It depends on your project. I would say submit them through – put them in a Dropbox or whatever you use for document storage and submit the link to us.

Meg Barclay: Sorry, to clarify, it is Section 4(b)(C), the title being Exceptions to Page Limits, and it is No. 14 in that section.

Jessie Handforth Kome: In the NOFA proper?

Meg Barclay: In the NOFA itself.

Jessie Handforth Kome: And then the instructions for the Dropbox or whatever, Google Docs are in Appendix G.

Meg Barclay: Alright, so it says, "what's the level of consultation that needs to occur with those entities identified in Appendix I? Appendix I is the consultation checklist. And for example, can it be a phone call or an e-mail?"

Jessie Handforth Kome: We did not specify how to do consultations. If it is – historically, it's been more than just e-mail back and forth. But if that is, you know, if that is what works for you and what works for them, whoever you are consulting with, I don't have a problem with it, if they really had a chance to have a conversation for some kind of a back and forth sharing ideas.

Meg Barclay: I guess the point is that they have an opportunity – right. I think the point is that they have a meaningful opportunity to provide input and feedback into the approach itself.

Jessie Handforth Kome: I know some of the states that were – particularly the states that we are dealing with, who have had rural disasters, you can't get everybody all together in a room in the timeframes allotted and you have been doing conference calls. I have gotten quite a lot of questions about that. And we are comfortable with that. We are aware – I do know that some of those stakeholder groups would really, really prefer in-person meetings. But it isn't required by us and it is not required by your state or local laws. And we are comfortable with whatever method you did, so long as it can actually allow discussion. If you're just doing blast e-mails, with no way to respond, that would not be acceptable, or conference calls where people can't talk and ask you questions.

Meg Barclay: Okay. The next question is, "Does HUD have any kind of nomenclature system preferred for maps that are attached in an appendix to the application? The suggestion was calling them Figure 1, 2, etc. Is there any other format that HUD would prefer to see –

Jessie Handforth Kome: You're thinking too hard.

Meg Barclay: No is the answer. "Where do we want folks to document public posting and public hearing and how? Do they want a screen print of the application, post to the website, pictures of the meeting in attachments?"

Jessie Handforth Kome: Sure. We love pictures of meetings, but that is not required. The normal way to do it is, yes, a screenshot of your webpage and we have been known to go look; newspapers notice publication, screenshot of or link to Craig's List postings. There have been a variety of ways to document it. What we need to know, though, is because for that we kind of need to know posting at point in time. So find a way to show, you know, demonstrate to us when and where the thing is from. And we prefer, of course, that it some way be verifiable, but I know in some cases, with the web stuff, that is really hard. But show us how you made your publication. We don't require, as the main CDBG program does require, the alternative requirement doesn't specify that publication be in a newspaper of general circulation. Instead, it says at a minimum you have to link it from your – link the publication from your website. And there has to be some kind of easy path from your state or local government's main page to the place where people can see the materials and that you also have some way for people to comment, like directions or even a clicky box so they can comment. If you also distributed copies to libraries or organizations and did a blast e-mail, send us a copy of the blast e-mail or whatever it was, however you did the distribution, let us know.

Meg Barclay: Okay. The next question was, "If you don't have an eligible county, should you address your sub-county area in Exhibit B?"

Jessie Handforth Kome: I don't understand that question. The county has to be on the Appendix B list. It had to have had a declaration.

Meg Barclay: That's Appendix B to the NOFA, itself.

Jessie Handforth Kome: Right.

Meg Barclay: There is a list of eligible counties in a spreadsheet in Appendix B to the NOFA.

Jessie Handforth Kome: And so I assume that when you say you don't have an eligible county, that they're not talking about a MIC county, one that is a most impacted and distressed, ready to clear by HUD county, then you address the sub county area in the appendix, yes, in the Exhibit B. But you have to be working in a cleared county or tribal area. That is the only area that this funding can get expended in, period. For the benefit of, sorry, for the benefit of, period.

Meg Barclay: Okay. The next question says, "The block groups we are including in our sub county area are block groups that are in an eligible county. What justification do we need to provide, if any, for the particular block groups that we are including in a sub county target area?"

Jessie Handforth Kome: You need to go through and do the work for Appendix G and demonstrate your most impacted and distressed and unmet recovery need threshold. And then you are going to have to answer the factor prompts and explain these areas, and what work you intend to do and would like to do, and what your idea is, what consultation you did. What the shocks and stress and threats and hazards are. What the effects of the disaster are. I mean, you are just going to have to work through the whole application. I am a little – I don't really understand the question.

Meg Barclay: If the question is how do you justify having chosen those block groups within the eligible county, I don't think we are looking for any kind of criteria for why you've chosen these as target group areas. You just need to justify that they are, in fact, most impacted and distressed with unmet recovery need in order to meet that threshold factor.

Jessie Handforth Kome: I mean, if you can get through the threshold –

Duncan Yetman: It has to pass the tie-back.

Jessie Handforth Kome: Yeah, I mean, if you can get through the MID-URN thresholds, the most impacted and distressed and unmet recovery needs threshold, you are demonstrating that your selection was because these are the most impacted. I mean, that is essentially, it is a self-answering question, almost.

Meg Barclay: Alright, so the other question is, “Do project worksheets count towards page limits?”

Jessie Handforth Kome: No. Project worksheets, please do not, I mean, submit – I want you to submit them through the Dropbox or the link that we were discussing earlier, but if you submit them within your narrative, though, they will be subject to the page limit. You want to submit them as adjunct and give us a link.

Meg Barclay: As supporting documentation?

Jessie Handforth Kome: Right.

Meg Barclay: We already answered that question. “If there are multiple target areas, would you include multiple page numbers in the Appendix J page column?”

Jessie Handforth Kome: Yes.

Meg Barclay: Yes.

Jessie Handforth Kome: Yes, you would. You are going to have to edit the crosswalk checklist. That is why we put it out the way we did. And you are going to have to give us multiple page numbers. Make sure that we can find really fast what you want us to find.

Meg Barclay: Okay. This next question states that they are working across different agencies to prepare and submit this application. Would it be okay to use – to name one state agency as the administrator and recipient of CDBG-NDR funding, but have another agency submit the application via grants.gov.

Jessie Handforth Kome: I think it can be done that way. But make sure you describe in the application, you know, in the materials, you are going to be answering some questions of general management capacity that go to that. Make sure you answer clearly what is going on there. And make sure that the agency that does the submission can bind the state or city to the certifications. Do they have the authority? So if you have one of the states where redevelopment authorities cannot bind the general government, then you can’t have a redevelopment authority submit on behalf of your city. But if you are in a state where the redevelopment authority is part of the government, and they can bind you, then they can submit. It is all about who can – the agency that submits needs to be the one that can bind you to bind the government to the certification requirements.

Meg Barclay: And I think on the other side of that coin, the agency that is going to be the recipient, you need to demonstrate in the Capacity Factor Narrative that that recipient has the capacity to manage the funding, to implement the project or implement the approach that is being discussed in your Soundness of Approach Narrative Response. The other side of that being whoever is going to be receiving the money needs to have the capacity to implement the program.

Jessie Handforth Kome: It is not at all unusual in the main program to have this happen. In the CDBG-DR to have, for example, a governor's office make the submission, but a Community Development Officer, a Special Disaster Recovery Commission actually run the program. I mean, this is something that happens normally.

Meg Barclay: Question: can they refer to supporting documents in the narrative or do they need to provide footnotes throughout the document.

Jessie Handforth Kome: Somebody keeps asking that footnote question. We didn't ask for footnotes. We didn't ask for supporting documents in your Factor Narratives. We were very specific about the places where we asked for supporting documents and we say for those specific places, you can provide them via the Dropbox. If you want to within your narrative, give us additional documents in other exhibits, you can go that. We just don't guarantee we are going to go reading all of them. If you want to do footnotes, you can do footnotes and they will be subject to the page limits. Either way, the length or the footnotes are subject to the page limit. Don't make it so that we can't validate. But you can also just simply name the publication and who did it and we will go find it if we have any questions about whether that publication actually says the thing you say it says. We are going to have a lot of experts working on this and it is going to – so we are not going to try to validate every single factual claim that is made. But we are going to validate quite a few of them. We are going to be – we are going to have some data people just crawling through the data validating stuff. But don't get too paranoid about it. Make sure you are answering the prompts in narrative factual form. Don't try to bombard us with data. Tell us what your conclusions are based on what you reviewed. Tell us what you reviewed, what you analyzed. But it is not an academic paper. It is a grant application.

Meg Barclay: I think the only thing I would add to that, though is if you are referring to a supporting document in the narrative, just make it clear where we can find it in your – if you, for instance, sent a link to a Dropbox, like what is the name of the document and the Dropbox. So that we know where to go look for it and the additional document that is not included in the narrative, and doesn't count against the page numbers. But we do need to be able to know pretty clearly like where to go to find it.

Jessie Handforth Kome: Right. And you can't get around the page limit by writing a paper and dumping it off on a link. If you have an outside source, a reputable source, who has written a paper that you used and you want to tell us about for your response to your, I don't know, Capacity Factor, to use something sort of off the wall, you can give us a link there, but we don't require links in the Capacity Factor or footnotes.

Meg Barclay: Just reference it either in the narrative or in the footnotes, just in a way that we can find it. Either way is fine.

Jessie Handforth Kome: And on the Need Factor, we were talking about the MID-URN Threshold, I am not sure that you are going to need any links in the narrative that you haven't already given us in the MID-URN Appendix G, you know, response to Appendix G. So that is something to think about: give us the data where we ask for the data. Make sure to cover that before you start worrying about giving us links, like in your Long Term Commitment or anyplace else.

Duncan Yetman: You know, I mean, footnotes typically have a font that is smaller than the font that we are requiring for your narratives.

Jessie Handforth Kome: Yeah, don't do that. I can't read it.

Duncan Yetman: So, you know, if you are going to use footnotes, they have to be 12 point Times New Roman font.

Jessie Handforth Kome: The whole document, 12 point Times New Roman. No messing around.

Meg Barclay: Alright, next question from Megan Brently, "Is a stand-alone data sources page an acceptable form of Attachment E or does the statement labels, legends, data sources, copyright information are acceptable and expected only refer to maps, drawings and geographic rendering?"

Jessie Handforth Kome: It is not an acceptable form of Attachment E. We really literally are looking for maps, drawings and graphical renderings, that literally. Maps to put your target area in; context, drawings to show us maybe design conceptions or help us understand terrain issues you may be dealing with, things like that; graphical renderings to give us an idea of scope or scale or trends. But we really aren't looking for any form of, you know, words being the main conveyor of information here. You don't need to put your data sources there.

Meg Barclay: The next question is, "Where do we want to see proof of public comment or hearing in the application and would it count towards the page limit?"

Jessie Handforth Kome: The proof of public comment doesn't count towards the page limit. That part I do know off the top of my head. And it is a, basically, it is not a named attachment. It is just something you are going to submit with your application. I would suggest uploading the file and naming it Proof of Public Comment. If it is Attachment D, it is attached to the Consultation Summary. Meg is holding it up in my face. Complete the Consultation Summary and submit it with your Phase I application. And the directions for the Consultation Summary talk about the citizen comment, so it is chained.

Duncan Yetman: Yeah, we also address this in the FAQs.

Jessie Handforth Kome: Okay, good, do we?

Duncan Yetman: The location of.

Jessie Handforth Kome: See, Duncan's been helping me with the FAQs, so he actually knows some of them I don't know now.

Duncan Yetman: Yeah.

Jessie Handforth Kome: That is why he is here, to keep me on the straight and narrow. Okay, so it is in Attachment D, or is part of Attachment D and Attachment D is not subject to page limit. That part I got right.

Meg Barclay: "If an applicant is the one making a Leverage Commitment, is the Leverage Commitment Agreement needed as part of the application?"

Jessie Handforth Kome: No. We just need a firm commitment, documentation of a firm commitment, I assume signed by somebody, again, that has the authority to bind.

Meg Barclay: Okay, can we clarify what the correct answers are for Part 1, Threshold Determination, it is on FS2880? They are technically applying for a specific project or activity yet. I think that that was a typo. You are not technical applying for a specific project or activity yet. Question two in the same part asks if we expect funds for the activity? Is the answer to both no?

Jessie Handforth Kome: It is going to be no for now. I am not that worried about it for Phase I. for the 2880, we are just going to make sure it is there because it is required. But we are not using it for anything yet.

Meg Barclay: Okay. The next question was, "Can footnotes, end tables be single spaced?"

Jessie Handforth Kome: Yes. Wait, not for – no – footnotes, footnotes have to be, they are considered part of the narrative.

Duncan Yetman: Right.

Jessie Handforth Kome: Data tables can be single space. They are not considered part of the narrative per se. If you want to give us a data table that is single spaced, so long as it is 12 point Times New Roman, I believe that that is acceptable.

Duncan Yetman: Within the attachments, it is acceptable, but not within the exhibits.

Jessie Handforth Kome: Okay. Thank you, Duncan.

Duncan Yetman: In the exhibits, tables need to be double spaced.

Jessie Handforth Kome: Okay. Everything is double spaced inside the exhibits, in the parts with page limits, but not in the attachments, unless the tables are in the attachment. You don't have to double space them if they are in the, like the Dropbox supporting materials, either. Just give us whatever is there. Most of those are going to be documents that are – you are getting from somewhere else that somebody else wrote for a different purpose, like a project worksheet or an academic paper. And you are just giving us the link or the document, a PDF as a document. Those can be whatever they were native.

Meg Barclay: Alright, and the last question we have in the Q&A is that we have said, today, I believe, that we don't expect data citations in the narrative pieces. However Factor 2, Exhibit D specifically requires citation data. Can we reconcile?

Jessie Handforth Kome: I said that where the NOFA requires data and tells us for the data citations, that you need to provide them. Where we have not specifically asked for them, then you don't. So Exhibit D – so let's go take a look at Exhibit D. Exhibit D is, says Need Factor, right. It is your narrative response to the Need Factor. A big chunk of your narrative response to the Need Factor is going to cross reference your MID-URN response for your target area that is your most impacted and distress and unmet recovery need target area, all of your data that is related to that area is going to be part of your response on the MID-URN Threshold, in response to Appendix G. And if you are smart, you are putting your links in the table, that is going to be the Required Checklist Table that we are about, that we are adding, that is the thing that is out for comment. And it won't be subject to page limits. Just telling you, that is where I would put it. It is up to you.

If your target area for your grant proposal is going to be larger than your MID-URN area, you will need some data citations to explain that larger area in a more, maybe a different way or a more limited way than your MID-URN Threshold response. And that will have to be, in some way, inside your need narrative, whether you are providing us a link inside your narrative to data that is somewhere else or you are going to give us footnotes to document, that is your choice. We have just been discussing formatting options here. But the need factor is the one place where it does say that we want you to make sure that we understand where your data sources are as part of your describing your needs. But remember that a lot of that can be offloaded into your response on the MID-URN Threshold and that the only additional data citations you are going to need are for your larger areas. And that is mostly going to be answering questions around resilience. It is not going to be around unmet recovery need or most impacted and distressed and things like that, because your larger area is not MID-URN, by definition.

Meg Barclay: Okay. We just got another formatting question.

Jessie Handforth Kome: Cool.

Meg Barclay: Can they use bigger fonts or fonts different than Times New Roman for headers that are sub-headers to help set off the factors and sub factors?

Jessie Handforth Kome: No.

Meg Barclay: That was easy.

Jessie Handforth Kome: I got instructed by our Grants Management Office that I had to answer that question no. I know you want to make it pretty, you really do, but we want to make them uniform so we can just move through them.

Meg Barclay: We have another question, actually, it looks like from oh, a couple more from Megan Brently. Okay, wait, no. Whoops, sorry. I'm missing – I missed a few.

Jessie Handforth Kome: Okay.

Meg Barclay: On grants.gov it said that 3/16 is the closing date. Will we still be able to access the site for submission after this date? That should have been corrected yesterday. We found a spot on the main page of the NOFA website. It still said that the – it said that the final or the closing date is 3/27, which is what it was changed to. There was another cav in there that says 3/16. That should have been fixed yesterday. If you are still seeing a spot where it says 3/16 somewhere – just let us know where you are seeing it in the grants.gov site, but that – I found one that hadn't been updated yesterday. We may not have found them all yet.

Jessie Handforth Kome: Yeah. The only place it still appears, when I looked this morning, because we have been on a search and destroy mission, the only place it still appeared was in the body of the document, the NOFA document, itself. And when we come through and make the MID-URN Threshold Checklist required and move it from the page limits, we will also be updating the body of the NOFA proper. But my understanding is that the grants.gov system now understands that is – that coded part of it, understands that it is March 27th.

Meg Barclay: So the answer is yes, you will still be able to access the site for submission after the 16th.

Jessie Handforth Kome: We really want your application.

Meg Barclay: So, okay, the next one is with regard to the standard forms submitted. In the NOFA, it says that HUD facsimile is not required unless we are submitting documents via fax. However, in the application it is listed as a mandatory form –

Jessie Handforth Kome: As appropriate. It says or as applicable or something like that.

Meg Barclay: Yeah.

Jessie Handforth Kome: It is a throw away at the end of a sentence.

Duncan Yetman: Right.

Meg Barclay: And that document was actually included – for instance, it says standard form, if required or needed. It doesn't mean that you have to fax your application means. It means that if there is a situation where we are reviewing your threshold and there appeared to be a page missing, or something like that, we can – there are curable deficiencies that you may need to fax us documentation and we had to include the cover sheet for that.

Jessie Handforth Kome: The other reason is if, for some reason, you couldn't access grants.gov. Or you had gotten a waiver to not use it. Nobody's asked for one of those, so right now, we are only anticipating using that fax form for curable deficiencies and so it won't be mandatory on your initial submission.

Duncan Yetman: No, I – what I was going to say was do they need to fill in that cover sheet, in case they do have a curable deficiency?

Jessie Handforth Kome: No, no.

Meg Barclay: It is for the – it is in the event that we need to ask for something, and it need to be sent by fax, we need them to use that as the cover sheet.

Jessie Handforth Kome: Right, because what we do is we contact the person on a 424.

Meg Barclay: Right. Alright, so for the disclosure of lobbying activities, what is meant by a lobbying registrant, an individual performing services?

Jessie Handforth Kome: I think the instructions are on the form. I don't know that answer off the top of my head, so we'll have to get back on that. But that is the same for everybody who has to make a submission. It is the same for the main CDBG program. So there is guidance out there. I am sure it is on the HUD Exchange and I'm pretty sure it's on the form, itself.

Meg Barclay: Alright, so the next question is for the Applicant Recipient Disclosure Report, for Part 1, Threshold Determination, it asks, "If we expect to receiving funding in excess of $200,000 from HUD in a fiscal year, October 1st through September 30th, if awarded and NDRC funding will take place until deep December 2015 through January 2016, so I assume we check no."

Jessie Handforth Kome: Well, I'm not sure that question is going to this grant. This is in excess of $200,000 from HUD, total. All of you are CDBG grantees and most of you, CDBG or CDBG-DR and most of you get more than that from HUD. So I'm not exactly sure how you have to answer that, so we will need to take a look. But I think that this is the question that is fishing for your single audit threshold and it is probably dated, but I don't think that is a threshold anymore. We'll take a look at that. Duncan, can you write that down and go tackle that? We will look at that.

Meg Barclay: I think that is the last of the written questions, for real, this time. Are there any folks who have raised their hand on the phone, Sandy?

Moderator: I don't see any. No hands.

Meg Barclay: Everybody good?

Jessie Handforth Kome: Going once, going twice. You've got us trapped in a room. We are willing to answer all the questions you throw. I also just realized there are ten questions in the –

Moderator: Wait, there is Erica. Erica, your phone isn't connected. If you can go over to the events tab and then punch in the identity code into your telephone keypad.

Jessie Handforth Kome: Okay, Lois Colson said that she just asked Part 1 of the same form, 2880 and the answer was no, but we said yes, is what it seems as though. 2880 we will just have to look up, because honest to God, I don't know if I've ever looked at that form.

Moderator: Erica, or you can use the Q&A toolbar.

Jessie Handforth Kome: Lois, way to keep me honest.

Meg Barclay: We will add an FAQ on that, just to clarify. I may have misunderstood which form it was that we were talking about.

Moderator: Megan, I have one participant that had raised their hand, but the phone is not connected.

Jessie Handforth Kome: Uh-huh, okay. So can she type the question in the box?

Moderator: Sure.

Meg Barclay: She needs to type it in the box or open the event info tab and find the identity code.

Moderator: It looks like she typed the question. I'm going to put it in here. There you go, there's the question right there.

Meg Barclay: We are looking. So see restate unmet need text from Exhibit B again in Exhibit D, that question?

Moderator: Yes.

Meg Barclay: So the question is do they need to restate unmet need text from Exhibit B again in Exhibit D, in addition to the 20 plus questions regarding applicant's approach to analyzing needs that form the development of your proposed project that are being asked. I believe that that, if it doesn't – it says it in other parts of the factor prompt about cross referencing your unmet need in your MID-URN Threshold Response. And that is specifically for the purpose of not restating.

Duncan Yetman: Or with a page number.

Meg Barclay: With a page number.

Jessie Handforth Kome: Yeah, especially between Exhibit B and Exhibit D, you are going to want to decide where you take a deep dig into the data for what purpose. So you need to get through the MID-URN Threshold in Exhibit B and really not include a lot of extra over there, but give us all the data related to that need, the most impacted and distressed and unmet recovery need. And then when you get to Exhibit D, just reference it, don't repeat it, and keep moving. You know, say in addition to what is over here in Exhibit B, blah, blah, blah, blah, about our greater area and here in the answer to the question. In the NOFA, it clearly, it does not want you to restate. But you are going to need to incorporate it, or reference it and pull it in, because it's part of answering those questions, too. But don't say it twice. You want to say it all in the Need Factor and then give us a cross reference back to the Exhibit B response. You know, within Exhibit D, you can, but that is going to be really painful for us to review and to make sure that you got through the MID-URN Threshold. We really, really, really prefer that you cover MID-URN in Exhibit B and you cross reference back from Exhibit D.

Meg Barclay: Right. And there are many – I know there are – I am finding one place right now in the Factor 2 prompt, where it says "provide a narrative summary with a cross reference to your response to the unmet recovery need and most impacted and distressed threshold requirement. And that requirement is in Exhibit B, so that is the intent of the NOFA. And even where it doesn't actually explicitly say cross reference, cross reference, if it saves you some space.

Jessie Handforth Kome: Absolutely. And again, I want to remind you, if some of these questions don't apply to you, they don't – there are already perking, you know, I went to a couple of academies, and Meg went to one, and Jen went to one, and Dan went to one, and several other members of the team have been to them. We know that there are some ideas perking out there and some threat, risks, hazards, disaster combinations, where some of these questions just don't make any sense. You can say that we are not answering, this question didn't work for us, and just keep moving. You don't have try to make up answers to questions that simply don't apply to your situation. These are, in a lot of ways, writing prompts and they are written in paragraphs, in chunks in the NOFA to show that they are writing prompts, not a checklist for responding. So, I mean, part of the response here is going to be to take all of the ones that do apply to you and work up. Tell us the story of your need and your consultation, and your capacity, and your idea or concept, and your Long Term Commitment, and outcomes that you want, and your leverage. And we are going to be looking to see how thoroughly and clearly you tell your story, working through that. Phase II is going to be a lot more familiar, because it is going to be about a project or a parcel, a basket of projects, and you are going to be giving us specific information that is hooked to specific things that you want to build or do. But this piece is a little bit more – it is a thought project, with a lot of consultation in it.

Meg Barclay: And that is consistent with how we are going to be reviewing responses, as well. We will be looking big picture, the obviously easy to find, you know, if you can help us follow the bread crumbs. But you are trying to make it clear that you meet the intent of the factor, what the factor is asking you for.

Jessie Handforth Kome: Right. I can guarantee you that we are not reviewing, in checklist style, for did they answer this question, every single question. We are not evaluating every single one of those questions. We would lose our mind. We are looking at it sub factor by sub factor as writing prompts.

Meg Barclay: I think that is it. That is a lot of questions.

Jessie Handforth Kome: Anybody else?

Moderator: I just sent two more questions.

Jessie Handforth Kome: Two more.

Moderator: There's one from Beth and another one from Eric.

Jessie Handforth Kome: Could you please, Sandy, could you unmute Jen. She just sent me something on that last response. I want to make sure she – I didn't quite get what she is needing to clarify. Can you unmute Jen Hilton, please.

Moderator: I can't, because her phone line isn't connected.

Jessie Handforth Kome: Okay.

Moderator: Hold on, let me see if that will work. Yeah, I don't show her phone line.

Jessie Handforth Kome: I think I get what she is trying to say. In those factor prompts, when you read, make sure you read the factor prompts very carefully.

Meg Barclay: Right. There are places where it says "these responses will be scored on blah." There are sentences at the beginning of the factor prompt, where it says HUD will rate you on the degree to which blah, like that I what we are trying to get at. And if you – the other side of that, also, there are places where it says "at a minimum blah," like you want to look for those as your kind of guide hook or way finders, and keep those in mind. You do want to demonstrate a high degree of whatever it is we say we are looking for.

Jessie Handforth Kome: Right, clarity, thoroughness.

Meg Barclay: Somebody hasn't muted on their end.

Jessie Handforth Kome: Did somebody get unmuted? Okay, so – as we have gone through. We have pretty much come to use the words "Target Area for Grant Expenditure." We have been saying "Targeted Area for Grant Expenditure" and that is your MID-URN area. And then you have your Greater Proposal Target Area, which is the overall area for which you want to drive resilience and improve your resilience. So, when we are talking about target area for Target Area for Grant Expenditure, we are usually talking, saying, you know, we are talking about MID-URN. We are talking about that Target Area for Grant Expenditure. When we are talking about Proposal Target Area or Project Target Area, or just Target Area in general, we are pretty often talking about the Greater Proposal Area, including areas that you may be bringing in with your leverage or Long Term Commitment. And I'm sorry that that's gotten a little unclear for some people, but that is the way we are using the term. When we updated the Appendix G, we did add a sentence trying to clarify that a little bit in there in Appendix G, but we didn't double back through all of the materials that came before.

Meg Barclay: So the next – if they don't know what the projects are, how can they indicate what long term measurement criteria has to be.

Jessie Handforth Kome: —name all of your long term measurement criteria. But you should be able to tell us that you want to – that one of the outcomes you want, that you need to increase your economic resilience, say, is that you have an extremely high unemployment rate and you are going to want to increase employment in a particular sector, that that is part of your idea or concept. Or that if you have, you know, environmental degradation of a certain kind, that your measurement is going to be hitting a milestone of completing Super Fund work or Brownfield Cleanup, or something like that and something along those lines. Even if you don't know, like how you are going to meet a national objective or something like that at that level of measurement to a project level, you are going to be trying to tell us a measure of how you are going to know your are moving towards resilience. I don't think anybody ever completely achieves resilience. I am sort of a glass half empty kind of person on that. But I do think that you can move toward resilience. And we are looking for a long term measurement that will increase your resilience. One of the examples, for example, in the NOFA about Charlotte, North Carolina or Charlotte-Mecklenburg flood buyouts program, they moved toward resilience by increasing the amount of land available for flood plain that wasn't developed, so the amount of permeable surface as opposed to impermeable surface. That could be some way that is moving you toward resilience, decreased number of properties at risk in a flood plain. But are you going to add on measures when you get to Phase II? I hope so.

Meg Barclay: Alright, one more citation question. If they cite a report, do they have to put in the Dropbox as a reference? Would that be helpful?

Jessie Handforth Kome: If you cite a report that you know that if I just have a reviewer type the name of the report into Google, the report would pop up and we could get it, don't worry about going further than that. Give us enough of a citation that we can do that and we are really going to Google, or Yahoo, or you know, whatever, we can search for things. If you do have something that we can't find, or if you cite a HUD report and send me the link, I will laugh. You don't need to do that. We can get all the HUD reports and probably most of the other agencies that are involved in those. But if you have a local report or a study done through you, yeah it will be helpful if you put it in the Dropbox.

Meg Barclay: I would say, though, if it is really like important to understanding what you are trying to –

Jessie Handforth Kome: Only where we called for it.

Meg Barclay: Right.

Jessie Handforth Kome: Because I don't want to have to wade through 67 drop boxes for every single report, okay. So, be really sensitive for where we are asking you to cite things and where we are not as worried about it. The Need Factor, I think, is going to be one of those places where you may err on the side of giving us the report in your Dropbox. Make sure you give us the name of the file so we can find it. And the name of the file is going to count against your page limits, because you are going to have to put it into your narrative.

Duncan Yetman: Any data that you are putting in the Dropbox, or whatever cloud storage service you are using, it has to be summarized within the exhibit. So you are not just –

Jessie Handforth Kome: Not necessarily summarizing it, it has to be used.

Meg Barclay: Explained.

Duncan Yetman: Right. I mean, you can't just be doing data dumps.

Jessie Handforth Kome: Right.

Duncan Yetman: That is the issue.

Jessie Handforth Kome: Right. Yeah, we ended up with – we are answering cautiously because during the 45-day review, several people just said here is the national data for this and as you can see, we are obviously X, Y or Z and there was nothing obvious about it. So we are saying tell us your conclusions based on X,Y or Z in this report. And you don't have to give us the whole national report, just give us your piece and tell us where the data source is and things like that. We don't just need to be, to have tons and tons of stuff dropped on us. We are going to try to turn this around in 60-days. I don't know if we will make it in 60-days, but say 75, we are going to try so we can get you started on Phase II as fast as we can. Although I am sure from the questions, that some of you are already started on Phase II. Any other questions?

Meg Barclay: I think that is it. We have seven more minutes.

Jessie Handforth Kome: Before Meg has to kick us out of her office.

Meg Barclay: Any other questions?

Moderator: Yes. I am sending them right now.

Jessie Handforth Kome: I don't know what you mean by "a cache." If you include in the same file as your narrative exhibit anything, it will count against page limits, okay. I mean, it isn't – if you mean you are going to upload into grants.gov, you should be aware that grants.gov has actually got some limit on how much you can upload in an application and that you might hit that limit if you try to upload everything. That is why we allow the Dropbox, because grants.gov has actual like data size limits that it can accept.

Meg Barclay: So this is the question that Jessie is answering, is that it sounds like HUD prefers you to use a Dropbox over a caching data documentation when asked. Is that accurate or can we just attach our reports, project worksheets, etc.

Jessie Handforth Kome: So our allowing a Dropbox or whatever is explicitly because grants.gov is not going to let you upload all of those additional files. So yeah, we prefer the Dropbox because we don't want you to have problems with grants.gov, particularly if you are going to give us graphical material because it uses up a whole lot of megabytes. And if you include it inside the exhibit file, we will count it against page limits, because it is the exhibit that is subject to page limits, according to the way the NOFA is written.

Meg Barclay: Alright, "Is the only consultation discussion in Exhibit E or can there be additional discussion in NOFA Appendix I, or is it limited to the chart?" Appendix I is the Consultation Checklist. And that is just a summary to tell you –

Jessie Handforth Kome: That is actually an interesting question. Can I just look, because I noticed that in the directions to the consultation. You wrote it, so –

Meg Barclay: I wrote the checklist.

Jessie Handforth Kome: Yeah, but the directions above the checklist. Just a second. We are going to have to look this one up. It is actually an interesting question we have no answer for. Consultation Summary, see Appendix J for instructions, if inside the exceptions to page limits, because there are prompts about consultation where you have to answer it.

Meg Barclay: And, just one moment. I was going to try to pull it up. But Sandy, my computer just froze, so I don't know if I have the presenter side of the webinar.

Jessie Handforth Kome: I got it.

Meg Barclay: But, okay, go ahead.

Jessie Handforth Kome: We changed it once before. We may have to get back to you on this one, because it is a matter of looking at the Consultation Summary Instructions. But to the extent your Consultation Summary goes beyond the table, I need to check and see whether that is allowed. Otherwise, all consultation stuff is in answer to the factor prompt. We will have to get back to you on that exactly where – it says is the only consultations discussion in Exhibit E or can there be additional discussion in NOFA Appendix I, or is it limited to the charts? We are going to have to take a look at that. But Exhibit E is steering you to the Appendix, which none of us happen to have with us right now. Sorry about that. Too many moving parts.

Meg Barclay: Are there any other questions? Sandy, if there are, we need to you to help because I can't – my computer froze.

Moderator: Okay. So there is one more question. It says, "You said anything included in the exhibit files will be counted against page limits. However, HUD has stated the title page required to be in the exhibit is not counted in the page numbers. Also, the requirements for the MID-URN says it should be in Exhibit B. But this is also not subject to page limits.

Jessie Handforth Kome: Okay. Here's the deal, okay, and they are two different things. One is when we count page limits, we will automatically go into the exhibit file, remove the title page and count the pages. That is the deal on the exhibits. Okay and that is how we count the page limits. So if we said we would remove it, we are removing it. On MID-URN, your narrative, your response to Appendix G is subject to page limits. We are going to do a technical correction that adds a checklist form for the MID-URN to Appendix G and we will make that checklist form not subject to page limits. One of the things, if you look online, that performance posted for public comment right now, you will see in that form is a column where you can put a link to your data. If you want to get your links out from under the page limits, you can put your link there, in the Summary Checklist. Okay, so that is what is coming. You can see the forms. You will be completing that form for each target area, okay. Because we had a lot of trouble doing the 45-day review finding the specific links for each piece of data for each target area for communities that submitted multiple target areas. So we helped create this form so that it will keep this straight for each target area. That is coming. So right now, yes, everything in MID-URN is subject to page limits in the MID-URN Response. After we get them with the technical correction, the form will be added and the form will not be subject to page limits. They will be in the Checklist A or Checklist B for each target area. Is that clear to the questioner?

Moderator: Yes.

Jessie Handforth Kome: Yay, okay. Do you have anything else?

Moderator: I don't have any more.

Meg Barclay: And I think on those questions about page limits, and we have said anything contrary to what it says about exceptions to page limits –

Jessie Handforth Kome: The NOFA wins.

Meg Barclay: The NOFA always prevails, so make sure you referring to Section 5(b)(C) of the NOFA to see where the exceptions are to the page limits, because most everything we have discussed, I'm pretty sure we have been consistent with that. But I would say just to make sure, that you are referring to that.

Jessie Handforth Kome: There is one place in the Long Term Commitment, depending on which kind of Long Term Commitment you take, there is one place where there is one other exception, but we don't expect it to be too common in Phase I, so you see it if you go that route on that particular commitment.

Meg Barclay: Alright, I think that –

Jessie Handforth Kome: Does that end us.

Meg Barclay: I think that ends it.

Jessie Handforth Kome: So remember resilientrecovery@hud.gov, there is a team of us now answering questions there. We are working towards getting out another round of FAQs and we got out another round of FAQs recently, so if you haven't seen them, if you want to go over there and take a look. And we are going to, as I said, walk with you right through the end. We will keep that mailbox up and keep answering questions. Meg, do we have any more webinars before we're –

Meg Barclay: We have one more next week about the MID-URN Summary Checklist. So we are going to walk through that and make sure that we answer all of your questions about that, as well. Again, it doesn't count against page limits, but if you want to ask about page limits, you can. But, yeah, we have one more next week. That is our last webinar before submission.

Jessie Handforth Kome: Okay. And all of the materials are available from prior webinars. And a lot of material on resilience is linked from the HUD Exchange website, hudexchange.info/cdbg-dr/resilient-recovery.

Meg Barclay: I believe that the transcript from last week, we have had a lot of demand for that. If it is not up now, it should be up in the next couple of days.

Duncan Yetman: It is up.

Meg Barclay: It is up, so make sure that you go to the webinar page. The transcript will be there on the webinar series page.

Jessie Handforth Kome: And there are about, there are ten or more questions that are in that transcript that we haven't gotten to FAQs yet, but Duncan is working like crazy to add them. They virtually all revolved around Q159, which was the big add, so that is going to be coming.

Meg Barclay: Alright, thanks everyone. Talk to you next week. Bye.