

Procedures to Maintain a Comprehensive Disaster Recovery Website (included in the Proficiency and Controls)

The State of North Carolina is currently creating and will maintain comprehensive websites for the Housing Urban Development (HUD), Community Development Block Grant-Disaster Recovery (CDBG-DR) in accordance with HUD requirements, as cited in Federal Register/Vol.81, No. 224/Monday, November 21, 2016. The websites serve as a central source for program public information and transparency.

The Lead Agency (i.e. Grantee) for North Carolina CDBG-DR has been designated as the Department of Commerce, Division of Community Assistance (DCA). This department is also the Lead Agency for the State's annual CDBG allocation. DCA currently manages websites associated with the State's CDBG program.

The North Carolina Department of Emergency Management (NCEM) has been identified as the agency responsible for implementing North Carolina's CDBG-DR Program. NCEM is also the lead agency for all other efforts with Hurricane Matthew recovery including FEMA IA, PA and HGMP programs. NCEM has developed a comprehensive website specific to Hurricane Matthew Recovery that will serve as a centralized information portal for all recovery activities.

The Department of Commerce and NCEM will have websites with CDBG-DR information. The Department of Commerce's website, located at www.nccommerce.com, will include CDBG-DR information under the program tab titled Community Development Block Grant-Disaster Recovery (CDBG-DR). NCEM's website is located at www.ncdps.gov under the program tab titled Rebuild North Carolina. NCEM will have a Section (i.e. website page) titled Community Development Block Grant-Disaster Recovery CDBG-DR.

The information that will be available on the Department of Commerce website will include but may not be limited to:

1. The Unmet Needs Assessment
2. Action Plan and Amendments
3. DRGR Action Plan
4. Citizen Participation Plan
5. Announcements of Public Hearing
6. Quarterly Performance Reports (QPR); posted for 3 days to solicit comment before final submission to HUD. The final QPR will then be posted to a permanent section designated for Reporting.
7. A Link to NCEM Website for information about programs

The information that will be available on the NCEM website will include but may not be limited to:

1. A list and description of each CDBG-DR program
2. How to apply for assistance
3. Appeals Procedure
4. Portal for Citizen Complaints
5. Location of all project offices and hours of operation
6. List of all Sub-Recipients and Contractors
7. Names of staff, responsibilities and locations
8. Guidance memoranda
9. Program progress reports with photographs of progress
10. Procurement policies and procedures
11. Information regarding the status of services or goods currently being procured by the State for the CDBG-DR program will be posted in real-time during formal procurement processes (e.g., phase of the procurement, requirements for proposals, etc.). Once the procurement process is closed, these documents will be removed from the website and contracts for hired vendors will be posted.
12. Link to Department of Commerce Website

The website will be updated for the first six months on a monthly basis or as necessary until completely functional and, subsequently, it will be updated quarterly. The website will be updated by the Departmental Public Information Offices (PIO). The PIO offices in each department will have ownership of the websites. All contents from the designated program and fiscal staff will undergo draft review before the final posting. The PIO Office staff will set the schedule to receive information for the website in a timely manner from the appropriate staff.

Website locations will be printed on all program advertisements and outreach materials. The State of North Carolina adheres to ADA compliant standards for website accessibility and readability. Content and website layout will be designed with best practices for adaptive use in mind. The State supports accommodations for citizens with limited English proficiency and will publish program documents in languages based on the need of non-English speaking communities.

Excerpts and Requirements from FR 83254 Vol. 81 November 21, 2016

(5) Comprehensive disaster recovery
Web site. A grantee has adequate
procedures to maintain a
comprehensive Web site regarding all
disaster recovery activities if its
procedures indicate that the grantee will
have a separate page dedicated to its

disaster recovery that includes the information described at paragraph A.23 of section VI of this notice. The procedures should also indicate the frequency of Web site updates. At minimum, grantees must update their Web site quarterly.

e. *Public Web site.* HUD is requiring grantees to maintain a public Web site that provides information accounting for how all grant funds are used and managed/administered, including links to all action plans, action plan amendments, performance reports, citizen participation requirements, and activity/program information for activities described in the action plan, including details of all contracts and ongoing procurement policies. To meet this requirement, each grantee must have a separate page dedicated to its disaster recovery that includes the information described at paragraph A.23 of section VI of this notice.

23. *Public Web site.* HUD is requiring grantees to maintain a public Web site that provides information accounting for how all grant funds are used and managed/administered, including links to all action plans, action plan amendments, performance reports, citizen participation requirements, and activity/program information for

activities described in the action plan, including details of all contracts and ongoing procurement policies. The creation and maintenance of the public Web site is one component of the Department's certification of a grantee's proficient financial controls and procurement processes as provided in paragraph A.1.a. of section VI of this notice. To meet this requirement, each grantee must make the following items available on its Web site: The action plan (including all amendments); each QPR (as created using the DRGR system); procurement policies and procedures; description of services or goods currently being procured by the grantee; a copy of contracts the grantee has procured directly; and a summary of all procured contracts, including those procured by the grantee, recipients, or subrecipients (*e.g.*, a summary list of procurements, the phase of the procurement, requirements for proposals, and any liquidation of damages associated with a contractor's failure or inability to implement the contract, etc.). Grantees should post only contracts as defined in 2 CFR 200.22. To assist grantees in preparing this summary, HUD has developed a template. The template can be accessed at: <https://www.hudexchange.info/cdbgdr/cdbg-dr-laws-regulations-and-federal->

register-notices/. Grantees are required to use this template, and attach an updated version to the DRGR system each quarter as part of their QPR submissions. Updated summaries must also be posted quarterly on each grantee's Web site.

Provided further, That the Secretary shall require grantees to maintain on a public website information containing common reporting criteria established by the Department that permits individuals and entities awaiting assistance and the general public to see how all grant funds are used, including copies of all relevant procurement documents, grantee administrative contracts and details of ongoing procurement processes, as determined by the Secretary.

IBTS 9.5.18