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# Procedures to Maintain a Comprehensive Website

State of North Carolina

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## Overview

In accordance with Federal Register 81 FR 83254, published November 21, 2016 (Prior Notice); 83 FR 40314, published August 14, 2018; 84 FR 45838, published August 30, 2019; 88 FR 3198, published January 18, 2023; and all other relevant Federal Register Notices, the North Carolina Office of Recovery and Resiliency (NCORR) must have adequate procedures to maintain a comprehensive website regarding all disaster recovery activities. In order to meet these requirements, NCORR established a separate webpage for CDBG reporting located at <https://www.rebuild.nc.gov/about-us/plans-policies-reports/reporting-dr-reporting-and-compliance> which is updated, at a minimum, on a quarterly basis. In addition, the website also contains links to information regarding the use and management of grant funds, links to all action plans and action plan amendments, performance reports, citizen participation notices, and program information for activities described in the action plan, including details of all contracts and ongoing procurement policies. NCORR's subrecipients and other partners are encouraged to adopt NCORR's comprehensive website policy or draft their own.

Items required in Section III.D.1.d of the Consolidated Notice, such as action plans, any substantial amendments, vital documents, and all performance reports, will be available to the public on NCORR's website. NCORR will make these documents available in a form accessible to persons with disabilities and those with limited English proficiency.

NCORR takes reasonable steps to ensure meaningful access to programs and activities by LEP persons, including members of protected classes, vulnerable populations, and individuals from underserved communities.

## Revisions and Updates

Revisions to NCORR's comprehensive website policies may occur periodically as new guidance is provided by HUD or NCORR improves or alters its processes. Such subsequent revisions will be applicable to scenarios after the publication of the revised policies and will render previous versions no longer applicable.

In general, updates to NCORR's website will occur as needed and necessitated by the publication of relevant materials, such as Action Plan Amendments, program manuals, performance reports, and other information relevant to NCORR's disaster recovery and mitigation efforts. Though this type of regular update may occur once a month at a minimum, NCORR expects to update its CDBG-DR website quarterly.

## Procedures for the Upload of Action Plan and Action Plan Amendments

Prior to NCORR adopting an Action Plan for a CDBG-DR or CDBG-MIT grant, or any substantial amendment to the grant, NCORR will publish the proposed Action Plan or Action Plan Amendment to the CDBG-DR website in English and Spanish, and in accessible formats as required by Section 508 of the Rehabilitation Act of 1973, as amended. In addition, the notice and proposed Action Plan will be posted in a prominent location on NCORR's website so that citizens, affected local governments, and other interested parties have the necessary time, as required by the federal grant, to examine the plan or

amendment's contents. The website will also solicit public comments and provide instructions on the submittal of comments to NCORR for consideration.

In addition, NCORR will ensure that every amendment to the Action Plan (substantial and nonsubstantial) is appropriately numbered with any amendment highlighted, or otherwise identified, within the context of the entire action plan, with a section that identifies exactly the content that is being added, deleted, or changed. The action plan amendment will also include a revised budget allocation table that reflects the entirety of all funds, as amended. At all times, NCORR's most recent version of the uploaded action plan will be accessible for viewing as a single document, rather than the public or HUD having to view and cross-reference changes among multiple amendments.

NCORR's Chief Policy Officer will be responsible for ensuring the Action Plan and Action Plan Amendment are submitted for posting on the website as well as ensuring that the publicly available Action Plan is up to date.

## Posting of DRGR and other Performance Reports

In accordance with HUD grant expectations, NCORR is required to post all Disaster Recovery Grant Reporting (DRGR) Quarterly Performance Reports (QPR) within three (3) days of submission to HUD to its website. In the event the QPR is rejected by HUD, NCORR is also required to post the revised version, as approved by HUD, within three (3) days of the approval. NCORR DRGR reporting staff will be responsible for submitting QPRs to the website administrator for posting upon submission to HUD. In addition, NCORR DRGR reporting staff will also ensure that a repository of all QPRs approved by HUD are also maintained on the ReBuild NC website. It is important to note that the version of the QPR uploaded to the website will exclude the addresses of all assisted properties by utilizing the "Not Visible on PDF" function.

Additionally, the website must have available the current DRGR Action Plan as well as the quarterly update regarding grant finance and performance projections through the end of the grant as well as actual finance and performance information as of the time of the current calendar quarter. NCORR DRGR reporting staff will be responsible for providing the appropriate files to the website administrator for public posting.

## Procurement Policies and Solicitations

NCORR CDBG-DR Procurement Policies and all CDBG-DR and CDBG-MIT solicitations open to the public will be posted on the website as they are posted in the other required websites. For procurement related to CDBG-DR Tropical Storm Fred funds, only solicitations exceeding the applicable small purchase threshold, as defined by NCORR's Procurement Manual which is similar to the federal micro-purchase threshold described at 2 CFR § 200.320(a)(1), must be posted, per 87 FR 31636. For CDBG-MIT and older CDBG-DR funds such as Hurricanes Matthew and Florence, all solicitations and contracts open to the public must be posted regardless of amount. At a minimum, a summary of all solicitations may include the funding source, type of procurement (RFP, RFQ, etc.), description of the services to be provided, status of procurement, addendums, due date of the offer, and date of award. The NCORR Procurement and Contracts Department will be responsible for providing the website administrator with procurement policies, solicitations, and contracts for all applicable CDBG-DR and CDBG-MIT funds.

## Contracts and Status

All CDBG-DR and CDBG-MIT applicable contracts as defined by 2 CFR Part 200.1 will be posted on NCORR's website. For contracts related to CDBG-DR Tropical Storm Fred funds, all contracts exceeding NCORR's small purchase threshold, which is similar to the micro-purchase threshold set by the federal government, including contracts procured by subrecipients, will be posted per 87 FR 31636. For CDBG-MIT, all contracts procured directly by NCORR or by subrecipients, regardless of amount, will be posted on the website. For contracts related to older CDBG-DR programs, such as those related to Hurricanes Matthew and Florence, contracts procured directly by NCORR will be posted, while contracts procured by subrecipients will be listed on the website. All approved amendments for applicable contracts posted in full to the website, will also be uploaded. For contracts which are only listed, for example those related to Hurricane Matthew or Hurricane Florence funds—the listing for each contract may include a key phrase or statement regarding the purpose or summary of the contract, funding source, name of the contractor, contractual amount, contract amendments, and the contract effective dates. NCORR will be responsible for coordinating applicable website postings with Subrecipients and providing the website administrator with relevant CDBG-DR and -MIT contracts, information related to the contracts, and any subsequent amendments as applicable and in accordance with applicable federal guidance and regulations, such as 87 FR 31636 for CDBG-DR Tropical Storm Fred funds and 84 FR 45838 for CDBG-MIT funds.

## Mitigation

As required by HUD, NCORR maintains a separate comprehensive CDBG-MIT webpage linked to the primary CDBG-DR website. The webpage contains information applicable to CDBG-MIT funding requirements set by HUD. The webpage will be updated periodically with a minimum expectation of once a month if updates are prudent and necessary.

As previously outlined, executed contracts that will be paid with CDBG-MIT funds will be posted on NCORR's website. At a minimum, the website will also include a list providing the status of services or goods currently being procured by NCORR or its subrecipients with CDBG-MIT funds.

## Program Policies and Documents

All program policies and required documents (sample application, grant agreement documents, etc.) will be posted to NCORR's website so that they are accessible to applicants who may have questions or need additional information. As program policies and required documentation change during implementation, updated versions will be uploaded to the website with approved changes listed. NCORR program managers will be responsible for providing updated policies and documents for their respective programs to the website administrator for posting to the website.

## Applicant Statuses

HUD requires grantees to utilize various mediums of communication, such as websites, toll-free numbers, email addresses, or other means in order to provide individual applicants for recovery assistance with timely information on the status of their application. Due to the level of security necessary to protect an applicant's Personally Identifiable Information (PII) and other grant information

from external predatory practices, applicants will receive letters as their status changes in the program. NCORR will upload relevant process flow charts to its CDBG-DR website showing each stage of the application process so that applicants will be able to understand the required steps from the initial application intake to project closeout.

## Citizen Complaints

NCORR will provide a written response to any citizen complaint received on its website within (15) fifteen working days or will document why additional time was needed for the response.

## Section 504 and 508 Compliance

In addition to ensuring that all information related to disaster recovery efforts is available on NCORR's public website, NCORR will also provide this information in formats that are accessible to persons with disabilities and non-English speaking persons. For this reason, it is the intent of NCORR to ensure that program notifications and documents comply with Sections 504 and 508 of the Rehabilitation Act of 1973, as amended. Compliance with these regulations will assist people with disabilities to access information in an electronic format and eliminate language barriers. In addition, the following statement is placed on the ReBuild NC webpage to notify the general public regarding non-discrimination and the availability of reasonable accommodations upon request.

*"ReBuild NC supports Fair Housing/Equal Employment Opportunity/ADA Accessibility."*