

Procedures to Maintain a Comprehensive Website

April 2022



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In accordance with Federal Register Notice Docket FR-5989-N-01 and Federal Register 6384 published on February 3, 2022, published November 21, 2016 (Prior Notice), 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 Hurricane Matthew recovery located at <https://www.rebuild.nc.gov/cdbg-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.

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.

Procedures for the Upload of Action Plan and Action Plan Amendments

Prior to NCORR adopting an Action Plan for a CDBG-DR 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, Spanish and 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 the ReBuild NC website so that citizens, affected local governments, and other interested parties have at least 14 days 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 non-substantial) 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 at any given point in time, rather than the public or HUD having to view and cross-reference changes among multiple amendments.

NCORR's Policy Director 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

NCORR is required to post all Disaster Recovery Grant Reporting (DRGR) Quarterly Performance Reports (QPR) within three (3) days of submission to HUD. 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/performance projections through the end of the grant as well as actual finance/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 solicitations will be posted on the website at the same time they are posted in the newspaper or other required websites. At a minimum, a summary of all solicitations shall include the type of procurement (RFP, RFQ, etc.), description of the services to be provided, phase of procurement, addendums, due date of the proposal, and date of award. The NCORR Procurement and Contracts Department will be responsible for providing the website administrator with procurement policies and solicitations for all CDBG-DR contracts.

CDBG-DR Contracts and Status

All CDBG-DR contracts subject to 2 CFR Part 200.22 will be posted on NCORR's CDBG-DR website. This includes contracts that NCORR procured directly and also those entered into by NCORR's subrecipients. In addition to original contracts, all approved amendments will also be uploaded to the website. At a minimum, the listing for each contract will include a key phrase or statement regarding the purpose or summary of the contract, name of the contractor, original and current contractual value, number of contract amendments, amount expended, start and

end dates. The Procurement and Contracts Office will be responsible for coordinating website postings with Subrecipients and providing the website administrator with CDBG-DR contracts, information related to the contracts, and any subsequent amendments.

Program Policies and Documents

All program policies and required documents (sample application, grant agreement documents, etc.) will also be posted to the CDBG-DR 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 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, NCORR will upload a flow chart to the CDBG-DR website showing each stage of the grant process so that applicants, who will receive letters as their status changes in the program, will be able to understand the required steps from the initial application intake to project close out.

Citizen Complaints

NCORR will provide a written response to any citizen complaint received on its website within (10) fifteen working days or will document why additional time for the response was needed.

Section 504 and 508 Compliance

In addition to the requirement to ensure that all information related to Hurricane Matthew recovery is available on NCORR's public website, this information will also be provided in a format that is 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.”