



Website Policy and Procedures for CDBG-DR Programs

Version 1.0

June 2025

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Version History

Version	Date	Summary Description
1.0	6/2025	Move website policy to a stand alone document apart from the CPP/LAP



Website Policies and Procedures for CDBG-DR

Website Policies and Procedures for CDBG-DR

Website Purpose

The State of Iowa must maintain a public website that permits individuals and entities awaiting assistance and the general public to see how all CDBG-DR grant funds are used and administered. The website must include copies of all relevant procurement documents and all grantee administrative contracts, details of ongoing procurement processes, and Action Plans and amendments.

IEDA is committed to ensuring its recovery website is accessible to all users, including persons with disabilities and individuals with limited English proficiency (LEP). The website will be designed and maintained in accordance with the technical standards of Section 508 of the Rehabilitation Act, which serve as a practical benchmark for meeting the nondiscrimination and effective communication requirements under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). This includes ensuring compatibility with screen readers, providing alternative text for images, maintaining proper heading structures, enabling keyboard navigation, and using high-contrast visual design.

In addition, IEDA will provide vital website content in multiple languages and make translated materials available in accordance with its Language Access Plan to ensure individuals with LEP can access critical information and services. Language assistance services, such as interpretation and translated documents, will be offered upon request.

Website Component	Responsible IEDA Personnel
The action plan (including all amendments)	Disaster Recovery Team Lead
Each performance report (as created using the DRGR system)	Reimbursement Coordinator
Citizen Participation Plan	Disaster Recovery Team Lead
Procurement policies and procedures	Disaster Recovery Team Lead
All executed contracts that will be paid with CDBG-DR funds as defined in 2 CFR 200.22 (including subrecipients' contracts)	Reimbursement Coordinator
A summary including the description and status of services or goods currently being procured by the grantee or the subrecipient (e.g., phase of procurement, requirements for proposals, etc.).	Reimbursement Coordinator

Website Process

IEDA will ensure that the CDBG-DR comprehensive website is updated and is in compliance with all relevant federal register notices. Public Action Plan amendments will be posted within 15 days of HUD approval. IEDA website coordinator will use the CDBG-DR website checklist below to review the checklist for any updates 30 days prior to the end of each quarter. After completing

the checklist review, any items determined to require an update will be updated before the end of the quarter. The website will be updated at minimum quarterly to post any new information.

Website Coordinator:

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Website Content

IEDA must make the following items available by posting on its recovery website and updating as new versions are available:

- The Action Plan (including any amendments);
- Each performance report (as created using the DRGR system);
- Citizen participation plan;
- Procurement policies and procedures;
- All contracts, as defined in 2 CFR 200.22, that will be paid with CDBG-DR funds (including, but not limited to, subrecipients' contracts); and
- A summary including the description and status of services or goods currently being procured by the grantee or the subrecipient (e.g., phase of the procurement, requirements for proposals, etc.).

To the extent possible, documents will be uploaded in a timely manner following finalization or approval; made to be 508 compliant; posted in an accessible PDF or Microsoft Word/PowerPoint/Excel; and posted with clearly labeled links with descriptive text.

NOTE: Contracts and procurement actions that do not exceed the micro-purchase threshold, as defined in 2 CFR 200.1 and 200.67, are not required to be posted to a grantee's website.

An optional CDBG-DR Website Update Checklist which can be used for the quarterly website checks can be found in Appendix A.



APPENDIX A: CDBG-DR Website Update Checklist

Website Reviewer	
Date of Review	
Date Updates Complete	

Required Content	Date Posted	Update Needed	Date Updated	Comments
CDBG-DR Action Plan (DRGR Version)				
CDBG-DR Substantial Action Plan Amendment				
CDBG-DR Non-Substantial Action Plan Amendment				
DRGR Performance Report				
Citizen Participation Plan				
Procurement Policies and Procedures				
Current Contracts with Vendors and Subrecipients				
Type of Contract	Contract Posted?	Contracts Current?	Closed Contracts Archived	Comments
CDBG-DR Contracts (Vendors)				
CDBG-DR Subrecipient Agreements				
Active Procurements by Status				
List Open Solicitations	Date Solicitation Opened	Date Solicitation Closed	Date Solicitation Awarded	Date Contract Posted to Website