



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. The public website must be accessible to persons with disabilities and individuals with LEP.

| 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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 Iowa Economic Development Authority
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Website Content

IEDA must make the following items available on its website:

- 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.).

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 |
| | | | | |
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