

CDBG-DR Website Policy



**DEPARTMENT OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT**

This policy is effective as of 3/20/2026 and may be updated periodically to reflect program implementation and evolving guidance from the U.S. Department of Housing and Urban Development (HUD).

Version	Date	Summary Description
1.0	03/20/2026	Initial Publication



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I. PURPOSE AND SCOPE

Purpose: The purpose of this policy is to clearly outline the New Mexico Department of Homeland Security and Emergency Management's (DHSEM's) responsibility as grantee in maintaining a dedicated Community Development Block Grant for Disaster Recovery (CDBG-DR) website.

Scope: This policy applies to all DHSEM staff, DHSEM CDBG-DR Team staff, and contractors working on any CDBG-DR program content that must be published to DHSEM's dedicated CDBG-DR website.

II. BACKGROUND

Following the federally declared 2024 disasters—DR-4795 (South Fork Fire, Salt Fire, and subsequent flooding) and DR-4843 (severe storms and flooding in Chaves County)—the U.S. Department of Housing and Urban Development (HUD) allocated \$137,178,000 in CDBG-DR funding to the State of New Mexico. The New Mexico Department of Homeland Security and Emergency Management (DHSEM) was designated as the lead agency responsible for the administration of this funding. As such, DHSEM is required to adhere to website maintenance measures in compliance with HUD and State of New Mexico laws and regulations.

III. POLICY STATEMENT

The Department of Homeland Security and Emergency Management (DHSEM) manages the CDBD-DR website at www.dhsem.nm.gov/cdbg-dr2025 that is dedicated to disaster recovery programs and activities funded by New Mexico's Community Development Block Grant for Disaster Recovery (CDBG-DR) allocation. This website will serve as a point of access for applicants, in addition to support provided by phone, email, and in person. The website will also serve as the primary repository for all information related to the State of New Mexico's CDBG-DR grant. The website will include links to the following:

- The State of New Mexico Fire and Flood Recovery (2024 Events) CDBG-DR Action Plan and its amendments;
- The Citizen Participation Plan and its requirements;
- The Policy Manual;
- Program Guides for all three of New Mexico's CDBG-DR funded disaster recovery programs;
- Information and access for disaster survivor assistance;
- Applications for assistance through New Mexico's CDBG-DR funded disaster recovery programs;
- Post Disaster Infrastructure Investment Program and Disaster Resilience Planning Program subrecipient award announcements; and



- U.S. Department of Housing and Urban Development (HUD) Quarterly Performance Report (QPR).

The website will be updated quarterly at minimum.

IV. DEFINITIONS

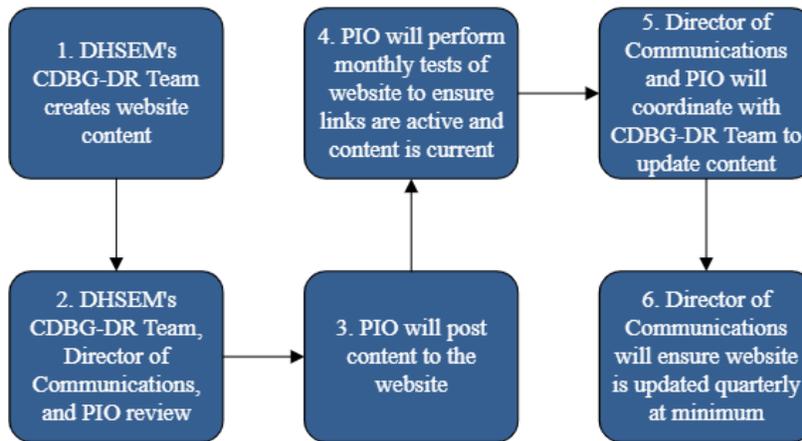
Term	Definition
Applicant	Any person, household, or entity that applies for a CDBG-DR Program for the purpose of receiving benefits from a CDBG-DR Program. An applicant who is a developer and whose application is approved for an award is considered a beneficiary.
Disaster Recovery Grant Reporting System (DRGR)	A web-based platform developed by the HUD to support Grantees in managing and reporting on CDBG-DR funds. It plays a central role in data management and record keeping for CDBG-DR programs.
Disaster Resilience Planning Program (DRPP)	Funds comprehensive planning activities to guide long-term recovery and reduce future disaster risks. One (1) of three (3) programs funded by New Mexico’s 2024 CDBG-DR allocation.
Limited English Proficiency (LEP) Individuals	People who have limited ability to speak, write, and/or understand English.
New Mexico Home Recovery Program (HRP)	Provides housing rehabilitation, reconstruction, and resilience improvements for disaster-impacted homeowners and residential rental properties. One (1) of three (3) programs funded by New Mexico’s 2024 CDBG-DR allocation.
Post-Disaster Infrastructure Investment Program (IIP)	Supports restoration and enhancement of public infrastructure serving disaster-affected communities. One (1) of three (3) programs funded by New Mexico’s 2024 CDBG-DR allocation.
Quarterly Performance Report (QPR)	A report submitted to HUD by the grantee (e.g. DHSEM) through the Disaster Recovery Grant Reporting (DRGR) system. It documents the status, expenditures, and outcomes of CDBG-DR-funded activities on a quarterly basis.
Subrecipient	Non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such program. A



	subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
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V. PROCEDURES

Below is a general flowchart describing the website maintenance process:



VI. SCOPE OF WORK AND EVALUATION CRITERIA

A. Action Plan and Amendments

In compliance with U.S. Department of Housing and Urban Development (HUD) Federal Register Notice FRN Vol. 90, No. 10 dated January 16, 2025, and the Citizen Participation Plan (Section 3.0), the State of New Mexico will convene public hearings on the Action Plan to provide opportunity for public comment before submitting to HUD for approval.

Any substantial amendments will be posted for 30 calendar days to solicit public comment before amending the Action Plan before submitting to HUD for approval.

Non-substantial amendments will not be posted for public comment in accordance with the Citizen Participation Plan.

All HUD approved amendments will be created in HUD's Disaster Recovery Grant Reporting System (DRGR) will be posted on DHSEM's designated CDBG-DR website at www.dhsem.nm.gov/cdbg-dr2025.

B. Program Activities Information

DHSEM will post all program eligibility information, policies, and procedures for CDBG-DR assistance on the DHSEM CDBG-DR website at www.dhsem.nm.gov/cdbg-dr2025. DHSEM values transparency and wishes to ensure all residents have accurate and timely information



regarding the New Mexico CDBG-DR program and activities. DHSEM is committed to ensuring all residents have the opportunity to gain an understanding of how DHSEM will management CDBG-DR funded programs. Documents will be updated on an as-needed bases and updated will be uploaded to DHSEM's CDBG-DR website as soon as possible.

C. Accessibility of Information

DHSEM is committed to serving disaster-impacted residents in New Mexico. DHSEM will ensure that all residents have equal access to information about the CDBG-DR programs – including persons with disabilities and residents with limited English proficiency (LEP). All essential CDBG-DR program documents will be translated as determined by a Limited English proficiency (LEP) analysis. The DHSEM CDBG-DR Team has bilingual English/Spanish speaking staff available to support translation.

D. Internal Controls

DHSEM will make publicly available on the DHSEM CDBG-DR website additional documents that address the internal controls put in place to ensure the appropriate use and management of the CDBG-DR funds. The additional documents include but are not limited to the following policies and procedures:

- Procurement
- Program income
- Duplication of benefits
- Timely expenditure of funds
- Prevention of fraud, waste, and abuse

E. Performance Reports

HUD requires all CDBG-DR recipients to submit quarterly performance reports (QPR) that detail progress toward program goals, challenges or delays, expenditures, and performance measures. All quarterly reports are due to HUD on the 30th of each month after a quarter ends. Once a QPR is submitted to HUD through the Disaster Recovery Grant Reporting (DRGR) system, DHSEM will post the QPR to its website.

F. Contracts and Subrecipient Agreements

DHSEM will make publicly available on the DHSEM CDBG-DR website a list of all executed contracts and subrecipient agreements that will be paid with CDBG-DR funds, as defined in 2 CFR 200.22. Contracts and procurement actions that do not exceed the micro-purchase threshold, as defined in 2 CFR 200.67, are not required to be posted to a grantee's website.



VII. ROLES AND RESPONSIBILITIES

Stakeholder	Roles & Responsibilities
Department of Homeland Security and Emergency Management (DHSEM)	<ul style="list-style-type: none"> • Direct and supervise the content of the website, working in collaboration with DHSEM’s CDBG-DR team.
DHSEM’s CDBG-DR Team	<ul style="list-style-type: none"> • Collaborate with DHSEM on website content. • Review website content.
Director of Communications	<ul style="list-style-type: none"> • Review website content. • Ensure the website is updated on a quarterly basis at minimum. • Coordinate with appropriate DHSEM CDBG-DR Team members if updates to website content are needed • Post updated content to the website.
Public Information Officer (PIO)	<ul style="list-style-type: none"> • Review website content. • Perform monthly tests of the CDBG-DR dedicated website to ensure all links are active and all documents are current. • Coordinate with appropriate DHSEM CDBG-DR Team members if updates to website content are needed • Post updated content to the website.

VIII. COMPLIANCE & ENFORCEMENT

To ensure that the Website Policy is implemented with integrity and accountability, the New Mexico Department of Homeland Security and Emergency Management shall conduct rigorous monitoring, enforce compliance, and apply corrective actions where violations are identified. This oversight process is critical to ensure that all projects funded under the CDBG-DR programs for DR-4795 and DR-4843 are executed lawfully and in compliance with federal and state requirements.

IX. CONFLICTS OF INTEREST AND MODIFICATIONS

To maintain the highest standards of integrity, all stakeholders, including DHSEM staff, subrecipients, contractors, and partners, must adhere to strict conflict of interest guidelines and the Conflict of Interest Policy.



X. DOCUMENTATION & RECORDKEEPING

All records related to the CDBG-DR Program must be retained for a minimum of three years from the date of submission of the final expenditure report, or longer if required due to audits, litigation, or other federal mandates. Records include financial documents, programmatic files, beneficiary data, and correspondence. Subrecipients must maintain organized and accessible files to support compliance with 2 CFR 200.334. Records related to real property and equipment must be retained for three years after final disposition. Electronic and physical records must be protected against unauthorized access and maintained in accordance with applicable privacy and security standards. Extensions to retention periods will be honored when formally requested by federal oversight entities.

XI. REFERENCES

Executive Order, Federal and State Laws and Regulations	Description
State of New Mexico Fire and Flood Recovery (2024 Events) Community Development Block Grant - Disaster Recovery Action Plan	Developed in accordance with HUD guidance and approved by the Department, outlines the program’s activities, beneficiaries, and anticipated outcomes. The Action Plan and its amendments serve as the operational blueprint for the use of funds and include state-level commitments to transparency, accountability, and citizen engagement.
Allocations for Community Development Block Grant Disaster Recovery and Implementation of the CDBG-DR Consolidated Waivers and Alternative Requirements Notice (90 FRN 4759) (FR-6512-N-01)	Allocates CDBG-DR funds for 2023 and 2024 disasters, outlining waivers and requirements for using these federal recovery funds for housing, infrastructure, and economic aid in impacted areas.
2 CFR 200.22	Defines a contract under the Uniform Guidance as a legal instrument used by a non-Federal entity to purchase property or services needed to carry out a project or program under a Federal award. It establishes a procurement relationship rather than a subaward/assistance relationship.
2 CFR 200.67	Defines a "micro-purchase" as an acquisition of supplies or services using simplified procedures, where the aggregate dollar amount does not exceed the



	threshold set by the Federal Acquisition Regulation (FAR).
2 CFR 200.334	Sets the record retention requirements for entities receiving federal funds, mandating they keep all federal award records for three years from the final financial report submission, with exceptions for ongoing audits/litigation, specific property records, or when an agency extends the period.