



**TO:** Mayor Ross  
Members of the City Council

**FROM:** Chris Plank, NDR Program Administrator

**DATE:** May 20, 2024

**SUBJECT: CDBG WEB SITE POLICY AND PROCEDURES**

**I. RECOMMENDED ACTION**

*Approve and authorize the Mayor to sign the updated CDBG website policy and procedures.*

**II. DEPARTMENT CONTACT PERSONS**

Chris Plank, NDR Program Administrator, 701-857-1553

**III. DESCRIPTION**

**A. Background**

The City of Minot's policy is to maintain a website dedicated to communicating information to its citizens about the Community Disaster Block Grant (CDBG) programs. Procedures shall meet the applicable Federal grant requirements and be designated for ease of use by visitors.

**B. Proposed Project**

The City's CDBG website is an information portal about flood recovery services and related to HUD grants. It is intended to empower citizens and business partners by providing timely access to relevant information and enable residents to participate in the award/grant process. Content updates will be performed as information is approved and the material will be organized in logical groups.

**C. Recommendation Detail**

With the addition of the CDBG Entitlement program, current website policies are in need of being updated to include the CDBG Entitlement information.

**IV. IMPACT**

**A. Aspirations**

This would meet the Council's aspiration of being Excellent and Connected.

**B. Service/Delivery Impact:**

Providing updated information allows the public to keep informed on any updates or changes approved regarding the CDBG programs.

**C. Fiscal Impact**

The CDBG program is being funded through CDBG-DR, NDR and Entitlement Grants

Project Costs

There is no cost for updating the procedures.

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**VI. ALTERNATIVES**

Certain information is required to be made public for residents. If the Council chooses not to authorize the website policies and procedures, may result in a "Finding" if audited by HUD or the internal auditor.