



Community Development Block Grant (CDBG) Web site Policy & Procedures

Section 1: Purpose

The City of Minot's policy is to maintain a website dedicated to communicating information to its citizens about the Community Development Block Grant (CDBG) programs, including Entitlement, Disaster Recovery (DR) and the National Disaster Resilience competition (NDR). Procedures shall meet applicable Federal grant requirements and be designed for ease of use by visitors.

Section 2: Introduction

1. The comprehensive website shall be featured prominently and linked from the City's homepage at <http://www.minotnd.gov> to the dedicated CDBG section.
2. The City's CDBG website is an information portal about flood recovery services and related Department of Housing and Urban Development's (HUD) grants. It is intended to empower citizens and business partners by providing timely access to relevant information and enabling the involvement in the disaster/grant award process.
3. The content and design are guided by CDBG rules, statutes, waivers, and alternative requirements as referenced in the Federal Registers.

Section 3: Responsibility

1. The Information Technology (IT) department will organize and maintain the site (Sec 4).
2. The Finance Department/Federal Compliance Officer and IT Department will upload required content to site (Sec 4).
3. The Internal Auditor will review the site on a quarterly basis.

Sec 4: Content and Links:

The City of Minot's CDBG website will contain mandatory items coupled with additional information that may enhance understanding or provide additional resources for citizens. Content updates will be performed as information is approved and the material will be organized in logical groupings that include the following:

1. Disaster Recovery Grant Reporting (DRGR) system Quarterly Performance Reports (QPR) for activities described in the Action Plan/Program Administrator reports.
2. Action Plans (including DRGR) and Information Disbursement & Information System (IDIS) and sequentially numbered Amendments.
3. City Council approved CDBG policies, including (Grant) procurement.
4. Status of goods & services being procured and funded by CDBG.

5. Copies of required contracts procured directly by the City of Minot.
6. Summary of procured contracts procured directly by the City of Minot (Contract Reporting Template).
7. Citizen Participation Plan.
8. City of Minot Disaster Recovery Office contact information.
9. How to request information in accessible formats.
10. Link to HUD website.

CITY OF MINOT

Mayor

Date

Attest:

City Clerk

Date