

Disaster Recovery Web Site Policy & Procedures

Section 1: Purpose

The City of Minot policy is to maintain a website dedicated to communicating information to its citizens about the Community Development Block Grant Disaster Recovery (CDBG-DR) program, to include 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.org> directly to the dedicated disaster recovery website.
2. The City's Disaster Recovery 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 involvement in the recovery / grant award process.
3. Content and design are guided by CDBG-DR rules, statutes, waivers, and alternative requirements as referenced in Hurricane Sandy and NDR Federal Registers.

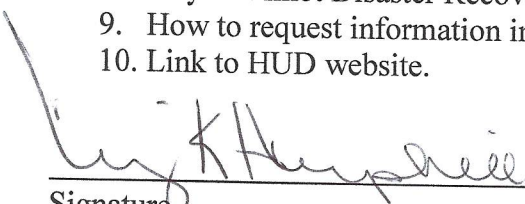
Section 3: Responsibility:

1. Information Technology (IT) department will organize and maintain the site (Sec 4).
2. Finance department/Federal Compliance Officer will provide content to IT (Sec 4).
3. Internal auditors will review the site quarterly.

Section 4: Content and Links:

The City of Minot Disaster Recovery website will contain mandatory items coupled with additional information that may enhance understanding or provide additional resources for citizens. Content updates will be performed quarterly, and material 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 Plans / Program Administrator reports.
2. Action Plans (including DRGR) and sequentially numbered Amendments.
3. City Council approved CDBG-DR and NDR policies, including (Grant) Procurement.
4. Status of goods & services being procured and funded by CDBR-DR or NDR. (Ex: phase of procurement, requirements for proposals, etc.)
5. Copies of required contracts procured directly by the City of Minot
6. Summary of procured contracts by the City or sub/recipients. (Included within QPRs)
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.



Signature

November 8, 2016
Date

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