

APPENDIX M

Policy and Procedures for Maintaining a Comprehensive Website

State of Louisiana

Certification Checklist

Prepared by



Maintaining a Comprehensive Website Policy Louisiana Office of Community Development

Summary: The purpose of this policy is to define the guidelines OCD will follow to maintain a comprehensive website for all disaster recovery and mitigation activities funding under federal grants.

Applicable Laws: None

The following policy applies to both CDBG Disaster Recovery (CDBGDR) and CDBG Mitigation (CDBGMIT) grant funds.

The State will develop and maintain a comprehensive website dedicated to the state of Louisiana's CDBG-DR and CDBG-MIT programs and related activities associated with these funds. The Communications Section will serve as website managers responsible for updating the site on at least a monthly basis, or more frequently, if needed.

Procedures

At a minimum, websites will contain the following items for each federal grant:

- Action plans
- Action plan amendments
- Approved Action Plans
- Activities/program information for activities described in the action plans
- Citizen participation requirements
- Performance Reports, including Quarterly Performance Reports (QPR)
- Copy of contracts procured for the grant by the grantee including a list of all subrecipient vendors (starting with P.L. 113-2 Hurricane Sandy)

OCD program staff will send programmatic documents to the website content manager via email, requesting that these items be posted in the appropriate section. Action Plans and Action Plan Amendments are published with corresponding translations in Spanish and Vietnamese. Citizens can comment on these plans via a link associated with the plan. The website content managers will continuously provide needed changes and updates to the site.

Responsible Party: The responsible party for maintaining a comprehensive website for both CDBGDR and CDBGMIT grants will be the Deputy Executive Director and may be contacted at 225-219-9600.