



Procedures to Maintain a Comprehensive Website for CDBG-DR

City of Detroit

Housing & Revitalization Department (HRD)

Division(s)	CDBG-DR
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Other COD Depts Affected (include contact name)	N/A
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Signature	<i>Nicole Wyse</i> 3AAE0B2BD312488...
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Last Reviewed Date	5-9-2025
Next Review Date	5-9-2026

PURPOSE:

The Housing and Revitalization Department (HRD) is administering the Department of Housing and Urban Development (HUD) funded Community Development Block Grant – Disaster Recovery (CDBG-DR) grant for the City of Detroit. This P&P outlines the process for maintaining the City’s website for the CDBG-DR program in accordance with HUD requirements as cited in the Federal Register Notice FR-6326-N-01 and FR-6368, in Appendix B III.A.1.a.5 titled “Comprehensive Disaster Recovery Website”.

SCOPE:

HRD has created a comprehensive webpage as required by HUD for the CDBG-DR program located on the City of Detroit’s public website. The webpage and all applicable links will be accessible from the home page of the HRD department webpage. HRD will maintain the webpage to ensure timely, adequate, and transparent information is always accessible to the public about the program.

The webpage is located at: <https://detroitmi.gov/departments/housing-and-revitalization-department/disaster-recovery>

PROCEDURE:

HRD keeps a public webpage on the City of Detroit’s website with centralized access to services and programs administered by the department. As part of HRD’s webpage, a webpage was created specifically for Disaster Recovery, and the link to that webpage can be found in the department menu.

Maintenance of the webpage for Disaster Recovery will be overseen by the CDBG-DR Program Manager and Chief Operations Officer. Content for the website will be generated by HRD CDBG-DR program staff for management approval and final review by the Chief Operations Officer. At a minimum, all content required by HUD in the federal register notice will be located on the webpage. The webpage URL will be printed on all program advertisements and outreach materials. The webpage will be updated for the first six months of the CDBG-DR award monthly or as necessary until completely functional and, subsequently, it will be updated quarterly. All HUD approved documents and program changes will be added to the webpage no more than 30 calendar days from the approval or change date to ensure timely notification to the public.

The following at a minimum will be found on the designated disaster recovery webpage:

- CDBG-DR Unmet Needs Assessment
- Final CDBG-DR Action Plan and all Substantial Amendments
- Draft CDBG-DR Action Plan and Substantial Amendments as applicable during public comment periods
- Announcements of Public Hearings and other DR Outreach Events
- CDBG-DR Quarterly Progress Reports (QPRs)
- Citizen Participation Plan
- A list as description of each program funded with CDBG-DR
- How residents can apply for assistance
- CDBG-DR Complaint and Appeals procedure
- Location of all program partners & subrecipients with project offices and hours of operation
- CDBG-DR HRD Program Contact Information
- Federal Register Information pertaining to the appropriation
- Procurement policies and procedures
- All executed contracts that will be paid with CDBG-DR funds as defined in 2 CFR 200.22 (including subrecipient agreements)
- A summary including the description and status of services or goods currently being procured by the grantee or the subrecipient (e.g., phase of the procurement, requirements for proposals, etc.)

HRD's disaster recovery website will be designed with ADA best practices for accessibility and readability in mind. Content and webpage layout will be designed for adaptive aids use. The use of color, spacing, limited use of "click here" labeling, and the incorporation of ALT tags to identify the presence of alternate text, such as graphics, will be incorporated for adaptive aid technology.

HRD will also support accommodation for citizens with limited English proficiency and will publish program documents to the public website in languages other than English, based on the needs of non-English speaking communities as identified in the Language Access Plan.

Attachments:

APPENDIX A: Update Summary

APPENDIX B: Distribution & Training Plan

APPENDIX A

Update Summary

The following lists the changes to this policy/procedure since the last approval:

Policy/Procedure Section	Change

☒ No changes – this is a new policy/procedure

APPENDIX B

Distribution & Training Plan

The following lists the Distribution & Training Plan for this policy/procedure:

Item	Description	
Implementation Leader	<i>Individual responsible for distribution and training of the P&P (likely the P&P Author).</i>	Gordon Pearson DoIT
Audience	<i>List of teams/roles/entities for which P&P applies; this includes HRD, OCFO, and other COD staff (e.g. Law), as well as external partners (e.g. subrecipients and contractors).</i>	CDBG-DR Admin
Training Plan	<i>Distribution Method (likely Email):</i>	Email
	<i>Anticipated Distribution Date:</i>	The policy will be sent annually by email to existing employees who work CDBG-DR funding within 7 business days of the new approval date. New employees will receive the policy, and any related training, within 90 days of their start date.
	<i>Distribution Recipients:</i>	New and Existing Program Staff
	<i>Training Required (Yes/No):</i>	Yes
	<i>Training Method (Virtual, In-Person, All-Staff Meeting):</i>	Virtual
	<i>Anticipated Training Date:</i>	DoIT Training Schedule
	<i>Training Recipients:</i>	New and Existing Program Staff