Checklist and Assistance for Developing or Enhancing CDBG-MIT Website

# **Website Requirements from HUD MIT Notice and Guidance**

## Content that must be posted and clearly accessible:

* Citizen participation requirements
* Final HUD-approved Action Plan
	+ Substantial amendments (posted before the start of the 30-day comment period)
	+ Non-substantial amendments (all Substantial and Non-substantial amendments must be numbered sequentially)
	+ Can include HUD approval letter to show that Action Plan has been approved by HUD
* Quarterly performance reports
* Quarterly projections of expenditures and outcomes starting with the first quarter the funds are available to the grantee and continuing until all funds are expended
* Policies for programs and activities implemented by the grantee with MIT funds
* Procurement policies and procedures
* If awarding funds competitively: Eligibility information, selection criteria, and timeframe for accepting and awarding funds
* Information about the status of all procurement actions
	+ Open/closed bids
	+ Executed contracts (vendors or contractors assisting grantee or subgrantee programs with Personally Identifiable Information (PII) redacted)
* AFFH and EO items and agency representative contacts
* If grantee is directly implementing activities, include information for citizens about how to apply and how to check the status of their application
* Other relevant reports as requested by HUD

## Features or functionality that should be included:

* Updated at least monthly
* Archived recordings of public hearings (not required but recommended)
* Information about all programs and activities undertaken with MIT funds
* Mitigation program information must be available in the appropriate languages for the geographic areas to be served (see HUD’s LEP Guidance, 72 FR 2732 (2007))
* Information about upcoming public hearings and citizen advisory committee meetings
* Appropriate steps to ensure effective communications with persons with disabilities under Section 504 (see 24 CFR 8.6) and the Americans with Disabilities Act (see 28 CFR 35.106)
	+ Don’t forget to include a TDD number or relay service number

***\*Additional items may be required by HUD—check the applicable FR Notice!***

# **Other Considerations**

## Searchability

* Key search terms should be referenced at least three (3) times on webpage to increase ranking on search engine results page. The following are common search terms:
* State name and “storm” or “disaster” by name or general term
* State name and term “HUD” or “HUD funding,” “HUD programs,” “HUD disaster assistance”
* State name and term “CDBG Mitigation” or “Mitigation” or “MIT”
* State name and term “Action Plan”
* Program content should be consolidated on one webpage and emergency management, FEMA or other programs that may be working with your program should reference your site through a link rather than including your content on their sites

## User Experience

* Avoid overly long or complicated URLs
* Keep branding (color scheme, logos, references to organization name) consistent
* Spell out acronyms
* Minimize large blocks of text by using shorter paragraphs and bullet points
* Keep navigation simple and eliminate unnecessary menu options
* Ensure the website design is compatible with mobile devices
* Be mindful that adding too many complex media files such as images and videos can slow down your page loading speed
* Ensure hyperlinks work correctly

## Other helpful items to include:

* Link(s) to applicable Federal Register Notice(s)
* Names, phone numbers and email addresses for key personnel

# **CDBG-DR and/or MIT Website Examples**

| **Grantee** | **Notable Features** |
| --- | --- |
| NC ([www.rebuild.nc.gov](http://www.rebuild.nc.gov))  | Easily searchable on Google, intuitive site navigation  |
| CA ([Disaster Recovery (ca.gov](https://www.hcd.ca.gov/community-development/disaster-recovery-programs.shtml))  | Content consolidated on main page for ease of access, contact information prominently displayed |
| TX ([www.recovery.texas.gov](http://www.recovery.texas.gov))  | Content organized by user (individuals vs. local governments), menu at top allows for intuitive navigation |
| NYC ([Community Development Block Grant Disaster Recovery Program (nyc.gov](https://www1.nyc.gov/site/cdbgdr/index.page))  | Clean design, auto-translation and text size adjustment enable greater citizen participation, menus are organized for logical flow of info |
| NJ ([NJ Department of Community Affairs](https://www.nj.gov/dca/divisions/sandyrecovery/action/))  | Reporting and citizen participation information linked on main page |