

**STATE OF WEST VIRGINIA  
COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION  
(CDBG-MIT)  
WEBSITE POLICIES AND PROCEDURES**



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## Revision Log

The revision log identifies revision dates and changes to each version.

VERSION	DATE	DESCRIPTION OF CHANGES
August 2020	8-17-2020	Final CDBG-DR & CDBG-MIT Policy & Procedure
October 2022	10-26-2022	CDBG-DR & CDBG-MIT Policy & Procedures – Staff update, monitoring checklists, monitoring period
December 2022	12-13-2022	CDBG-DR & CDBG-MIT Website Review Checklists updated
January 2024	1-23-2024	CDBG-MIT Policy & Checklist Revision (CDBG-DR is now separate policy)
February 2024	2-22-2024	Monitoring requirement update
March 2024	5-23-2024	CDBG-MIT Policy & Checklist Revision to update procurement requirements on website

## Website Purpose

West Virginia Community Advancement and Development (WV-CAD), a division of the West Virginia Department of Economic Development will maintain a comprehensive website for information related to Community Development Block Grant-Mitigation (CDBG-MIT) funding received from the U. S. Department of Housing and Urban Development (HUD). The website will detail information about the CDBG-MIT grant in accordance with HUD requirements, as cited in Federal Register Notice, 84 FR 45838, dated August 30, 2019.

The creation and maintenance of the public website is one component of the Department's certification of a grantee's proficient financial controls and procurement processes as provided in paragraph (V.A.1.a. *Certification of financial controls and procurement processes, and adequate procedures for proper grant management*). The Appropriations Act requires that the Secretary certify, in advance of signing a grant agreement, that the grantee has in place proficient financial controls and procurement processes and has established adequate procedures to prevent any duplication of benefits as defined by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5155, to ensure timely expenditure of funds, maintain a comprehensive website regarding all mitigation activities assisted with these funds, and detect and prevent waste, fraud, and abuse of funds.

## Website Content

Per the Federal Register Notice, 84 FR 45838, dated August 30, 2019 HUD is requiring grantees to maintain a public website which provides information accounting for how all CDBG–MIT funds are used, managed and administered, including links to:

- The action plan, including all amendments
- Action plan amendments
- Performance reports
- CDBG–MIT citizen participation requirements
- Activity/ program information for activities described in the action plan, including details of all contracts and ongoing procurement policies.
- Each QPR (Quarterly Performance Report) as created using the DRGR system:
- Procurement policies & procedures
  - All executed contracts that will be paid with CDBG-MIT funds
  - Status of services or goods currently being procured (e.g., phase of the procurement, requirements for proposals, etc.)

**At a minimum, a grantee must update its website monthly and must link its CDBG–DR website with the website required for its CDBG–MIT grant.**

The WV-CAD website address for CDBG-MIT is:

<https://wvcad.org/infrastructure/mit>

## Website Process

The CDBG-MIT Program Manager and CDBG-MIT Project Manager (see **Responsible Staff** table below) will ensure that the CDBG-MIT website is reviewed monthly and/or as changes occur.

WV CAD must submit a Quarterly Performance Report (QPR) through the DRGR system no later than 30 days following the end of each calendar quarter. Within 3 days of submission to HUD, each QPR must be posted on the grantee's official website. [84 FR 45854]

**Every quarter, within 30 days after HUD issues QPR approval, the CDBG-MIT Grants Management Specialist and/or Internal Auditor will complete the CDBG-MIT Website Review using the checklist below.**

## Responsible Staff

<b>WV Team</b>	<b>Website Role</b>
<b>Financial Management Strategy and Performance Communication Marketing</b>	CDBG-MIT Project Manager
	CDBG-MIT Program Manager
<b>Compliance</b>	Grants Management Specialists
	Internal Auditor, CDBG-DR & MIT

# CDBG-MIT WEBSITE REVIEW MONITORING CHECKLIST

Quarter:		Date Monitored:	
Monitoring Staff:			
Website Management	Response	Comments	
<b>1. Content that must be posted and clearly accessible:</b>			
a. Citizen participation requirements [84 FR 45853]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. Final HUD-approved Action plan [84 FR 45843]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
c. Substantial amendments (posted before the start of the 30-day comment period) [84 FR 45843]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
d. Non-substantial amendments (all Substantial & non-substantial amendments must be numbered sequentially) [84 FR 45850]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
e. Quarterly performance reports [84 FR 45853]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
f. Quarterly projections of expenditures & outcomes starting with the first quarter the funds are available to the grantee and continuing until all funds are expended [84 FR 45852]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
g. Policies for programs and activities implemented by the grantee with MIT funds [84 FR 45843]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
h. Procurement policies & procedures [84 FR 45843]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
i. If awarding funds competitively: eligibility information, selection criteria, and timeframe for accepting and awarding funds [84 FR 45843]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
j. AFFH & EO items and agency representative contacts [84 FR 45844]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
k. If grantee is directly implementing activities, include information for citizens about how to apply and to check the status of their application. [84 FR 45853]	Yes <input type="checkbox"/> No <input type="checkbox"/>		
l. Other relevant reports as requested by HUD [84 FR 45853]	Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>2. Information about the status of all procurement actions:</b>		
a. Phase of procurement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
b. Services rendered	Yes <input type="checkbox"/> No <input type="checkbox"/>	
c. Requirements for Proposals	Yes <input type="checkbox"/> No <input type="checkbox"/>	
d. Open/closed bids	Yes <input type="checkbox"/> No <input type="checkbox"/>	
e. Details of contract	Yes <input type="checkbox"/> No <input type="checkbox"/>	
f. Executed contracts (vendors or contractors assisting grantees or subgrantee programs with Personally Identifiable Information (PII redacted) [84 FR 45853])	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>3. Features or functionality that must be included:</b>		
a. Updated at least monthly [84 FR 45845]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
b. Archived recordings of public hearings (not required but recommended) [84 FR 45852]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
c. Information about all programs and activities undertaken with MIT funds [84 FR 45843]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
d. Mitigation program information must be available in the appropriate languages for the geographic areas [84 FR 45852]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
e. Information about upcoming public hearings and citizen advisory committee meetings [84 FR 45852]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
f. Appropriate steps to ensure effective communications with persons with disabilities under Section 504 [84 FR 45852]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>4. Searchability</b>		
a. The topic of Mitigation is prominently posted and linked on the official homepage of the State or relevant agency [84 FR 45852]	Yes <input type="checkbox"/> No <input type="checkbox"/>	