

City of Fort Lauderdale
Policies and Procedures for Maintaining a Comprehensive
CDBG-DR Website

DOCUMENT REVISION HISTORY

Effective date: 09/30/2025

Document reversion history is tracked in the table below, with notes regarding version changes. Substantive changes in this document that reflect a policy change will result in the issuance of a new version of the document. Non-substantive changes such as minor wording and editing or clarification of existing policy that do not affect interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number (i.e., Version 2.1, Version 2.2, etc.).

VERSION #	REVISION DATE	DESCRIPTION	REVISION TRACKING NOTES
1.0	09/30/2025	Original Version (DRAFT)	N/A

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I. OVERVIEW

Maintaining an up-to-date public website with all required documents is both a HUD compliance requirement and the City commitment to transparency.

II. APPLICABILITY

This policy applies to all Community Development Block Grant – Disaster Recovery (CDBG-DR) activities administered by the City. It covers both programs managed directly by City departments and those carried out through subrecipients. Every department, division, and subrecipient involved in the administration of CDBG-DR funds is required to comply with these provisions to ensure HUD’s transparency and accessibility requirements are met.

III. APPLICABLE REGULATIONS

This policy is established in accordance with:

- HUD CDBG-DR Universal Notice, Section III.B.8 (Public Website Requirements),
- 2 CFR Part 200, including:
 - 2 CFR 200.22 (definition of “contract”),
 - 2 CFR 200.67 (micro-purchase threshold),
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) (accessibility requirements), and
- Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (access for Limited English Proficiency (LEP) persons).

IV. PURPOSE

The City is committed to transparency in the use of disaster recovery funds. To that end, the City will maintain a dedicated, public-facing webpage containing all HUD-required documents. This ensures the public has timely, accurate, and accessible information regarding the administration and performance of CDBG-DR funded programs.

V. SCOPE

This policy governs:

- The creation and maintenance of a dedicated CDBG-DR webpage separate from the City’s general webpages.
- Posting and updating of all required HUD documents, plans, policies, reports, and procurement information.
- Accessibility of posted materials for persons with disabilities and for those with limited English proficiency.
- Frequency of updates and designation of staff responsible for oversight and record keeping.

VI. POLICY

It is the City's policy to:

- Maintain a dedicated public webpage for CDBG-DR activities, separate from general City webpages.
- Post all documents required by HUD under Section III.B.8 of the Universal Notice, including:
 - Administrative Action Plan (if applicable),
 - Approved Action Plan (and all amendments),
 - Each DRGR-generated Quarterly Performance Report,
 - Current Citizen Participation Plan,
 - Projections of expenditures and program outcomes,
 - Procurement policies and procedures,
 - Program-specific policies and procedures,
 - All contracts paid with CDBG-DR funds, as defined in 2 CFR 200.1 (including subrecipient agreements),
 - A summary describing the services or goods currently being procured, including procurement phase (e.g., solicitation, evaluation, award), and
 - Exception: Contracts and procurement actions that do not exceed the micro-purchase threshold (2 CFR 200.67) are not required to be posted.
- Ensure that all documents are available on the website in formats that are accessible to persons with disabilities and consistent with the City's Limited English Proficiency (LEP) plan.
- Update the website at least quarterly and within three (3) business days of any key HUD approval (e.g., Action Plan or amendment approval, Quarterly Performance Report (QPR) posting).
- Provide the public with clear instructions on how to submit inquiries, comments, or complaints related to CDBG-DR.

Maintain an auditable record of all website postings and updates for HUD monitoring purposes.

VII. PROCEDURES

Website Creation & Maintenance

- The IT/Communications Division will maintain the technical platform and functionality of the website for all CDBG-DR activities.
- The CDBG-DR website will remain distinct from the City's general website.
- The Housing and Community Development (HCD) and other City departments as needed will supply all required documents and content for posting.

Required Documents

The following documents must be posted to the CDBG-DR website:

- Administrative Action Plan (if applicable),
- Action Plan and all amendments,
- Each DRGR QPR,
- Citizen Participation Plan,
- Expenditure and outcome projections,
- Procurement policies and procedures,
- Program-specific policies and procedures,
- All CDBG-DR funded contracts (2 CFR 200.1), and
- Procurement status summaries

Exception: procurements below the micro-purchase threshold (2 CFR 200.67)

Accessibility

- All documents will be ADA-compliant and screen-reader compatible.
- Translations or summaries will be provided in accordance with the City's LEP plan.
- The webpage will include accessibility features and instructions, including contact information, for requesting alternative formats.

Frequency of Updates

- Updates will occur at least quarterly.
- Within three business days of HUD approval of Action Plans, amendments, or QPRs, the approved documents will be posted.
- Procurement updates will be posted promptly as new solicitations, evaluations, and awards occur.

Oversight and Responsibilities

- HCD will designate a staff member as the Website Coordinator.
- The Website Coordinator will be responsible for ensuring timely posting, quality control, and accessibility of documents.
- The Website Coordinator will maintain a log of all postings and updates for HUD monitoring.

Public Engagement

- The CDBG-DR website will provide clear instructions for submitting public inquiries, comments, or complaints related to the program.
- HCD will track and respond to submissions within the established timeframes in the Citizen Participation Plan.

VIII. RESPONSIBLE AGENCY

- Housing and Community Development (HCD): Provides content, ensures compliance with HUD requirements, and certifies accuracy of posted materials.
- Website Coordinator (designated HCD staff): Oversees timely posting of content, maintains the update logs, and ensures compliance related to the accessibility of the website.
- IT/Communications Division: Maintains webpage functionality and technical support.
- Subrecipients: Provide contract and procurement documents to the City for posting.