

City of San Marcos Procedures to Maintain a Comprehensive Disaster Recovery Website

Preliminary Note: *The City of San Marcos currently has separate but linked websites for CDBG-DR and CDBG-MIT grants. CDBG-DR information is on a separate website and CDBG-MIT information is on the City's website.*

CDBG-MIT information can currently be found on the following three webpages on the City's official website:

<http://sanmarcostx.gov/3017/Action-Plan>

<http://sanmarcostx.gov/3022/Community-Outreach>

<http://sanmarcostx.gov/3023/Public-Notices>

CDBG-DR information can currently be found on the following webpage that is linked to the City's official website: <http://www.smtxfloodrecovery.com/27/About-the-Program>

Staff is in process of updating and reformatting the websites as follows:

- 1. Update CDBG-DR website and ensure compliance with requirements. (June 1-15, 2020)*
- 2. Merge CDBG-DR website to be a set of pages within the City's website. (This provides us more control over layout.) (June 16-30, 2020)*
- 3. Make the CDBG-MIT webpages mirror the structure of CDBG-DR webpages. (July 1-15, 2020)*
- 4. Combine information on all housing-related programs – CDBG, CDBG-DR, HOME – into a set of webpages on the City's website, prominently placed, to highlight the programs we offer, as part of a comprehensive marketing strategy for the programs. The CDBG-DR Housing Program will be accessed through links from both the CDBG-DR set of webpages and the broader City website. (July-September, 2020)*

PROCEDURES

The City of San Marcos CDBG-DR and CDBG-MIT Disaster Recovery webpages will contain the information described in 84 CFR 169 Section V.A.3.d and any additional information subsequently required by the U.S. Department of Housing and Urban Development (HUD).

This webpages will be updated monthly by the Community Initiatives Program Administrator, or their delegate (phone 512-393-8147).

The webpages will be used to provide information that accounts for how all CDBG-DR and CDBG-MIT funds are used, managed, and administered, including links to all of the following:

OUTREACH

- The City's Citizen Participation Plan
- Opportunities for public comment, published as required by the Citizen Participation Plan

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CONTRACTING

- Procurement policies and procedures
- All executed contracts that will be paid with CDBG-MIT or CDBG-DR funds
- the status of services or goods currently being procured (such as the phase of procurement, requirements for proposals, etc.)
- A summary of all procured contracts, including those procured by the City, recipients, or subrecipients (such as a summary list of procurements, the phase of the procurement, requirements for proposals, and any liquidation of damages associated with a contractor's failure or inability to implement the contract, etc.) (contracts subject to 24 CFR 85.36 or in accordance with the State's procurement policies)

ACTIVITIES AND PROGRAMS

- Links to all action plans
- Each action plan amendment
- Activity/program information for activities described in the action plan
- Procedures to inform applicants of the status of their applications for recovery assistance, at all phases, if its procedures indicate methods for communication (*i.e.*, Web site, telephone, case managers, letters, etc.)

REPORTS

- Performance Reports, including the Quarterly Performance Reports (QPR's)
 - QPR's must be posted on the grantee's official Web site within 3 days of submission to HUD
 - QPR's will include the following information about the uses of funds in activities identified in the DRGR action plan during the applicable quarter:
 - the project names
 - activity location
 - national objective
 - funds budgeted, obligated, drawn down, and expedited
 - the funding source and total amount of any non-CDBG-DR funds to be expended on each activity;
- Any other information necessary to account for the use of the funds