APPENDIX I
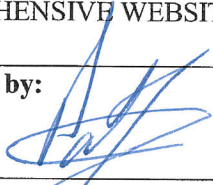
Policy and Procedure for Maintaining a Comprehensive Website

State of Louisiana

Certification Checklist

Prepared by
Louisiana Office of Community Development/Disaster Recovery Unit

POLICY AND PROCEDURE FOR MAINTAINING A COMPREHENSIVE WEBSITE	Version: 01
	Date: 12·13 16
Approved by:	Title:
	Executive Director

State of Louisiana

Office of Community Development/ Disaster Recovery Unit

Policy and Procedure for Maintaining a Comprehensive Website

I. Overview

The Office of Community Development, Disaster Recovery Unit will develop and maintain a comprehensive website dedicated to the state of Louisiana's CDBG-DR programs and related activities associated with these funds. The Public Information Officer (Janice Lovett) and Administrative Analyst (Paul Catrou) will serve as website co-managers responsible for updating the site on at least a monthly basis, or more frequently, if needed.

II. Policy

The OCD-DRU website will contain the following top menu tabs and content:

- **Home**: Description of funding sources and uses; news releases; and partnership links
- **Disasters**: Descriptions of each disaster and its associated links
- **Recovery Programs**: Links to all programs, organized by named disaster

- **Resilience:** Timeline & Links to the state's National Disaster Resilience award
- **Reports:** Links to Monthly & Quarterly Performance Reports for each disaster; and miscellaneous reports.
- **Actions Plans:** Links to Action Plans for each disaster
- **Administrative Manual:** Links to each section of the Admin Manual
- **Contact Us:** Names and email addresses for OCD-DRU Executive Staff

NOTE: Additional menu tabs will be added if the need arises.

III. Procedures

OCD-DRU program staff will send programmatic documents to the website content managers via email, requesting that these items be posted in the appropriate section. Action Plans and Action Plan Amendments are published with corresponding translations in Spanish and Vietnamese. Citizens can comment on these plans via a link associated with the plan. The website content managers will continuously provide needed changes and updates to the site.