



# **TRANSFORM**386

**STRENGTHENING VOLUSIA'S FUTURE**

## **Policies and Procedures**

### **Maintaining a Comprehensive Website**

**Community Development Block Grant - Disaster Recovery**





## Contents

Version History _____	1
Section A: Background _____	2
Section B: Website Maintenance Procedures _____	2
Section C: Action Plan and Amendments _____	2
Section D: Citizen Participation Plan _____	2
Section E: Program Activities Information _____	2
Section F: Accessibility of Information _____	3
Section G: Internal Controls _____	3
Section H: Performance Reports _____	3
Section I: Contracts and Subrecipient Agreements _____	4

## Version History

Version	Date	Notes
1.0	June 30, 2023	Original version posted on Transform386 webpage for comments

## Section A: Background

Volusia County manages the Transform 386 website at <https://www.transform386.org> that is dedicated to disaster recovery activities assisted with Community Development Block Grant – Disaster Recovery (CDBG-DR) funds. This website will serve as the point of access for applicants and will serve as the primary repository of information for Volusia County’s CDBG-DR grant. The webpage will include links to the Action Plan and its amendments, the Citizen Participation Plan and its requirements, as well as program information for the recovery activities described in the Action Plans. Pages related to program information will include eligibility and application information as well as Request for Applications for CDBG-DR subrecipient programs, subrecipient award notifications, procurement policies, and a list of all executed contracts and subrecipient agreements. The website will include every HUD Quarterly Performance Report (QPR). Information posted on the website will be updated quarterly, at a minimum.

## Section B: Website Maintenance Procedures

Volusia County directs and supervises the content of the website. Content will be reviewed by the Transform386 team. The director will be responsible for ensuring the website is updated on a quarterly basis. This will include performing monthly tests of the Transform386 webpage to ensure all links are active and documents are current. If updates to content are needed, they will coordinate with appropriate staff and update or post to the website.

## Section C: Action Plan and Amendments

Drafts of the Action Plan and any substantial amendments will be posted for no less than 30 calendar days to solicit public comment before being submitted to HUD for approval. The final approved Action Plan, as submitted through HUD’s Disaster Recovery Grant Reporting (“DRGR”) system in, will then be posted to the webpage in the area designated for the Action plans and its amendments. All substantial amendments to the Action Plan will be posted for no less than 30 calendar days to solicit public comment before being submitted to HUD. Non-substantial amendments will not be posted for public comment. All final approved amendments, as created in DRGR, will be posted to the area on the website designated for the Action plans and its amendments.

## Section D: Citizen Participation Plan

The Citizen Participation Plan for the CDBG-DR program is posted on the transform386.org website. The County of Volusia will hold meetings to gather public input on the Action Plan program design. Contact information for the County of Volusia will be posted to the webpage for citizens and program participants with questions or complaints. Additionally, interested citizens may submit questions, comments, or complaints to the [transform386@volusia.org](mailto:transform386@volusia.org) email address on the webpage, which is monitored by staff for review and action.

## Section E: Program Activities Information

Program guidebooks and manuals are posted to the website. Additionally, the webpage provides an email address, [transform386@volusia.org](mailto:transform386@volusia.org) to request to be added to the Transform386 mailing lists.

Volusia County will post all program eligibility policies and program application procedures for CDBG-DR assistance on the Transform386 website in order to ensure that all individuals are afforded an opportunity to gain an understanding of how Volusia County will manage the disaster recovery and mitigation funds. These documents will be updated on an as needed basis and updates will be uploaded to the Transform386 webpage as soon as possible.

## Section F: Accessibility of Information

The County of Volusia will strive to implement inclusive CDBG-DR programs that recognize and embrace the diversity of its citizens. The County of Volusia will ensure that all citizens have equal access to information about the programs, including persons with disabilities (vision and hearing impaired) and limited English proficiency (LEP). Translation of all vital program documents will be completed as determined by the completion of a Limited English Proficiency analysis. The County of Volusia has bilingual staff members that are available to communicate effectively with non-English speakers. The county's website features embedded technology to provide accessibility to the visually impaired via adjustment of font size and includes an Interpretive Translation Notice informing citizens in six different languages that translation services are available upon request.

## Section G: Internal Controls

Volusia County will post to its website additional documents that address the various internal controls put in place to ensure the appropriate use and management of the CDBG-DR funds. Those policies will include, but will not be limited to, the following internal control manuals:

- Procurement policies and procedures
- Policies and procedures governing the use of program income
- Policies and procedures that prevent duplication of benefits
- Policy and procedures to ensure timely expenditure of grant funds
- Policies and procedures to maintain a comprehensive website
- Policy and procedures to detect and prevent fraud, waste and abuse

## Section H: Performance Reports

As required by HUD, County of Volusia will complete a Quarterly Performance Report (QPR) detailing the expenditures, accomplishments, and beneficiaries associated with the appropriation of funding over each quarter. All quarterly reports are due to HUD on the 30th of each month after a quarter ends. The County of Volusia will post each QPR, as created using the DRGR system, when it is submitted to HUD.

## Section I: Contracts and Subrecipient Agreements

Volusia County will post to its website a list of all executed contracts and subrecipient agreements that will be paid with CDBG-DR funds, as defined in 2 CFR 200.22. Contracts and procurement actions that do not exceed the micro-purchase threshold, as defined in 2 CFR 200.67, are not required to be posted to a grantee's website. Information on the phase of the procurement, requirements for proposals, winning bidder, etc. will be included on the website, in addition to procurement policies and procedures.