	New American Strategies, Inc.	Procedure Number	P10-2019
		Procedure Owner	Amy Piatt/Consultant
		Effective Date	Upon President's Signature
		Revisions:	

Website Policy and Procedures

Purpose

It is the policy of the New American Strategies, Inc. (NASI) to maintain a website reflecting NASI's disaster recovery activities.


Scope

NASI's has procured a Webmaster who is the primary administrator of the Texas Back to Business website. The procedures for this process are provided to impacted NASI staff; and carried out in day-to-day operations, performed by NASI staff and/or its Contractors.

Authority

This website is subject to the following authority:

Federal Register / Vol.83, No. 28 / Friday, February 9, 2018 / Notices 5849, Item (5).

President's Signature: 	Date: 08/1, 19	Page 1 of 3
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Servers

The Website URL is www.texasbackinbusiness.com

The Server(s) will be set up and maintained at Google Cloud and meets security compliance as detailed in Systems Operating Procedures.

Frequency of Update

To ensure maintenance of the website, it will be reviewed for monthly updates. The following steps will be observed:

Step 1. The Staff Website Coordinator (SWC) will coordinate with the Webmaster regarding changes or corrections to the Website.

Step 2. Each month, by the 15th of the month, the SWC will send an email to the CEO to determine if any additions, corrections, or changes are needed.

Step 3. The SWC will maintain a file on such monthly requests. The SWC will also maintain a spreadsheet listing all items reflected in the email. If the email denotes no changes, the SWC will report no changes for the month as evidenced by documentation received from the CEO.

Website Operations (front-end)

1. Will allow users to register, login, recover their accounts, and manage their accounts

Will allow users to:

- a. Application through underwriting consists of:
 - i. Step 1 - "Application" online forms
 - ii. Step 2 - "Underwriting" online forms including a file upload function for user to submit required support documents (tax return documents, photos of damage to business)
 - iii. Step 3 - File upload process for required documents (i.e.: tax return documents, photos of damage to business)
- b. Logged by timestamp and unique ID number

Website Updates (front-end)

1. Website will be checked and updated bi-monthly as general upkeep.
2. Website (relative news stories, PR, grant recipient stories) will be updated monthly or as needed.
3. Any additional additions to website will be performed as needed, once notification is sent to webmaster from TXBIB rep.

Application Operations (back-end)

1. Separate login system for admins only
2. Will allow admins to view details of an application as well as their uploaded documents after they have been selected by the "lottery system", and upload additional documents including adding the CAGE # obtained by the Applicant.
3. Will allow admins to view and compile reports of all of each applicant's uploaded docs, timestamps, notes and other data contained in admin dashboard.
4. Will allow admins to approve/reject applications with reasons after the lottery drawing
 - a. If an application is rejected, a new application is automatically and randomly drawn from the lottery
5. Will allow admins to add/view notes.
6. Will allow admins to view audit log of each application as well as the attached documents.
7. Will allow GLO personnel to login and view or download all applicants' data.
8. Will allow admins to start the lottery process for each of the Hurricane Harvey Recovery Areas in a one-time "lottery" drawing for each of the areas (80% / 20% counties map provided by GLO).
9. Will have a checklist for admins to reference and update for each application.
10. Will allow admins to manage the list of counties and hardest hit areas in the event these are redefined by GLO, HUD, Congress or any other responsible party.

Application Update (back-end)

1. See above, server maintenance will be performed to keep servers updated, secure and running.
2. Servers are set to notify server admin(s) if they need more ram, have any issues.
3. Servers will be constantly monitored for up-time, security and all actions performed on server will be audited and logged.

General (All parts of the project)

1. Everything will generate log events as is reasonable.
2. System will automatically generate audit events where appropriate.
3. System will be locked down/hardened as much as possible.
4. Nothing can be deleted, to preserve audit history of the system.
5. System will send automated emails to concerned parties at appropriate times.

Responsible Parties

Staff Coordinator – Amy Piatt

Contractor – Heather Fosling <http://adfactorycs.com>; 713.893.6450 desk 713.855.3487 cell