Checklist of ICGI Web Content Policy and Guideline Recommendations

Recommendation	Do You Do This?	
	Yes	**No**
1a. Use public domains (.gov, .mil, .fed.us)		
1b. Show U.S. sponsorship		
1c. Follow linking requirements:		
o **Linking policy posted on website**		
o **Notification that visitors are leaving,**		
o **Disclaimers for non-federal sites**		
o **Established link review schedule stated in linking policy**		
1d. Must show that it is current		
2a. Organized for citizens and intended audiences (topics, audience groups, location)		
2b. Written/organized from audience point of view		
2c. No employee info		
2d. Common content/terminology		
o **Contact Us**		
o **About HUD**		
o **Site map or index**		
o **Common questions**		
o **Online services**		
o **Forms/publications**		
o **Jobs**		
o **Regulations (link to regs.gov)**		
o **Grants/contracts**		
o **Required policies and links**		
2e. Evaluate customer satisfaction and usability		
3a. Provide common access		
3b. Plain language		
3c. Provide access in appropriate file formats		
3d. Provide appropriate access to data		
3e. Consistent navigation		
3f. Search engine on every page		
3g. Use standard metadata		
3h. Inform audiences of website changes		
3i. Ensure continuity during emergencies		
4a. Avoid duplication of other websites		
4b. Collaborate on cross-agency portals		
4c. Link to appropriate portals		
4d. Provide link back to homepage		
4e. Link to FirstGov		
5a. Develop and post priorities/schedule for posting new content		
6a. Comply with privacy requirements		
6b. Have security protocols		
6c. Ensure access for people with disabilities		
6d. Comply with FOIA requirements		
6e. Comply with Information Quality Guidelines		
6f. Provide access for people with limited English proficiency		
6g. Comply with Paperwork Reduction Act (OMB approval on forms/surveys)		
6h. Comply with Government Paperwork Elimination Act (electronic forms, etc.)		
6i. Comply with records management requirements		
6j. Comply with digital rights, copyright, trademark, and patent laws		
6k. Comply with Government Performance and Results Act (post annual performance plans)		
6l. Comply with No Fear Act (post employee discrimination complaint info)		
6m. Comply with Small Business Paperwork Relief Act (post small bus contact)		
6n. Comply with restrictions on lobbying		
6o. Comply with upcoming requirements for categorization of info		