ARRA Site Documentation

General Updating

There are two main occasions when you'll have to update the ARRA site: adding a press release or adding/editing project info.

To add a press release:
1. Upload the pdf or article URL in the category "Portland Recovery News"
2. Fill in the Title and Summary fields as necessary
3. The content will show up on the home page in the Portland Recovery News positioning portal

To add/edit a project:
1. Use Steffeni's Excel spreadsheet to update the summary tables on the "Projects" home page
2. Use Steffeni's Word document to make changes to the project descriptions on the Formula Funds/Competitive Projects project pages.
3. The basic process is to look over each document, compare it to the information on the site, and make any necessary changes. Steffeni started putting changes in red text, so that should make the process easier.

Below are descriptions of each category

Home

Content
Static – About Portland Recovery - Middle Center
Static – Portland Recovery - Sidebar Left
Static – Federal Recovery - Sidebar Right
Static – Portland Recovery News - Sidebar Floating
Dynamic – Opportunities & Assistance for Individuals
Dynamic – Opportunities & ARRA Guidance for Businesses
Dynamic – Local Partner contacts

Portland Recovery News is a Blog Positioning Portal that pulls in content from the category Recovery News.

Updates
The About Portland Recovery section hasn't changed since the site first came online. If it does need to be updated, just edit the static content "About Portland Recovery."

The sections for Individuals, Businesses, and Local Partners are also rarely updated. If one of them needs to be updated, just edit the relevant piece of dynamic content.

Portland Recovery News

Updates
When you need to post an ARRA-related article or press release, post it as dynamic content in the Portland Recovery News category. Use the title of the article as the title of the dynamic content, and paste in the first sentence or so as the dynamic content summary. All dynamic content posted in this category will appear on the bottom half of the Home page in the Portland Recovery News positioning portal.

Projects

Content
Static – Projects body – Top Center
Static – Portland Recovery – Sidebar Left
Static – Federal Recovery – Sidebar Right
Static – Portland Recovery News – Sidebar Floating
Static – Better Together logo – Footer

Updates
The majority of updating takes place on the Projects page in the Static – Projects body content. The changes are based on the one-page Excel summary sheet that Steffeni sends with her reports.

The only update to the Formula Funds part will be the "Total expended" amount.

The Competitive Grants section consists of 4 tables (Awarded, Submitted, Partnership Funding, Submitted by Partners). Usually when there's an update, you need to make changes to 1 or more of these tables. It's mostly just changing a dollar amount, but in the following cases you'll have to change the tables themselves:
- If a submitted application gets awarded, move the project from the Submitted Projects table to the Awarded Projects table.
- If a submitted application gets denied, delete the project from the table. Update the total dollar amount accordingly.
- If a new application gets submitted, add it to Submitted Applications table.
- If a Submitted by Partners application gets awarded, move the project from the Submitted by Partners table to the Awarded Applications table

- If a Submitted by Partners application gets denied, delete the project from the Submitted by Partners table

Projects – Formula Funds

Content
Static – Formula Funds heading – Top Center
Static – Updated notice – Footer
Static – Portland Recovery – Sidebar Left
Static – Federal Recovery – Sidebar Right
Static – Portland Recovery News – Sidebar Floating

Updates
Whenever you make a change to any Formula Funds page, remember to change the date in the Static – Updated Notice content. It will update category-wide.

There's not much else in the main Formula Funds category. The only significant thing is the pie chart. It's a low quality image, so if you feel like trying to improve it go for it.

Projects – Formula Funds – Housing, Transportation, Energy & Sustainability, Police

Content
These are 4 separate categories, but they're identical in structure.
Static – [Housing & Community, Transportation, Energy & Sustainability, Police] content – Middle Center
Static – Formula Funds heading
Static – Updated notice – Footer

Updates
Since the Formula Fund projects are more or less set, these sections don't get updated too frequently. You may have to change some dollar amounts in the tables in the Static – [Housing & Community, Transportation, Energy & Sustainability, Police] content pieces. Refer to the Word document that Steffeni sends with her updates. When a new quarterly report is released, remember to link to the project report on recovery.gov.

Projects – Competitive Grants

Content

The Competitive Grants category is semi-hidden from the public. It's accessible, but there is no direct link to it other than the breadcrumb. Its subcategories contain the important content.
Static – Competitive Grants nav – Top Center

Projects – Competitive Grants – Awarded, Submitted, Partnership Funding, Submitted by Partners

Content

These are 4 separate categories, but they're identical in structure.
Static – [Awarded, Submitted, Partnership, Submitted by Partners] body – Middle Center
Static – Competitive Grants nav – Top Center
Static – Updated notice – Footer
Static – Portland Recovery – Sidebar Left
Static – Federal Recovery – Sidebar Right
Static – Portland Recovery News – Sidebar Floating

Updates

These are the most frequently updated areas of the site. Just use the Word doc that Steffeni sends in her reports to update the narratives/dollar amounts in the "Static – [Awarded, Submitted, Partnership, Submitted by Partners] body" pieces of content. If a submitted project gets awarded, copy and paste the text from Submitted to Awarded. If a Submitted application gets denied, delete it from the site. I recommend copying and pasting the text into a text document (ARRA backup.txt) so you won't have to rewrite everything if the project gets resubmitted.

Reports

Content

Static – Reports body – Middle Center
Static – Portland Recovery – Sidebar Left
Static – Federal Recovery – Sidebar Right
Static – Portland Recovery News – Sidebar Floating

Updates

Update the links on this section when the quarterly reports are released.

ARRA Compliance

Content

Static – Compliance body – Top Center
Static – Table of Contents – Sidebar Right
Static – Footer space – Footer
Static – Portland Recovery – Sidebar Left
Static – Portland Recovery News – Sidebar Floating

The majority of the site is the Static – Compliance body piece of content. It consists of links to inactivate dynamic content grouped into different categories.

Updates

This section will rarely need updating. You may need to post training documents or other protocols in the category ARRA Compliance – City Reporting (Internal), but other than that this section doesn't get much attention.