

ATTACHMENT B

ORGANIZATIONAL CHART

**HOUSING AND COMMUNITY DEVELOPMENT DIVISION/
CITY MANAGER'S DEPARTMENT**
City Manager (Department Head) - Allan L. Roeder

Neighborhood Improvement (Division Manager) - Muriel Ullman (PT)
CDBG Administration
HOME Administration
RDA-Low/Moderate Income Fund Administration
Special Projects Administration
Neighbors for Neighbors Coordination & Supervision

Management Analyst
Alma Penalosa
HOME, CDBG, RDA Budgets
3R Committee Liaison
Service Grants
Police Officer Home Buyer Program
First Time Home Buyer Program
Affordable Housing Projects: Monitoring
& HQS Inspections
Miscellaneous RDA/CDBG Activities

Management Analyst
Eric Berg
Housing Rehabilitation Programs

Work-write ups and Inspections
Miscellaneous Projects
Rental Rehabilitation
Single Family Rehabilitation
Neighbors for Neighbors Coordination

Management Analyst
Dan Baker
Housing Rehabilitation Programs
Work write-ups and Inspections Public
for the following programs:
Rental Rehabilitation
Single Family Rehabilitation
Neighborhood Improvement Grants
Neighbors for Neighbors Coordination

Management Analyst
Jacquelyn Reeves
Housing Rehabilitation
Neighbors for Neighbors Coordinator
the following programs:

CDBG/HOME CONSULTANT: MIKE LINARES (20-24 hours per week approx.)

Public Service Grant Processing (40% of time) includes:

- Preparation/revision of application package
- Review applications to ensure CDBG eligibility
- Assist with scheduling, running and assisting 3R Sub-Committee
- Prepare Council letter and related materials for Council approval
- Insure all City required documents are submitted prior to funding (e.g., Executed contracts, purchase requisitions, City approved insurance, expenditure back-up documentation)
- Review quarterly reports and process payments
- Monitor sub-grantees

HOME/CDBG Administration:

- Preparation/revision of CDBG/HOME application
- IDIS Training/Maintenance
- Section 3 Plan Preparation and Monitoring
- Spanish Translation
- Assist in HOME Unit Monitoring (currently 22 units)
- HOME CDBG Research
- Consolidated Plan Amendments
- Plan Revisions and Preparation
- Environmental Review all CDBG/HOME Funded activities
- Annual and Semi-Annual Reports (Grantee Performance Reports, Consolidated Plan Performance Reports, HOME Annual Performance Reports, Section 3 Reports, etc.)
- IDIS Updates
- County Continuum of Care contracts

Davis/Bacon administration and monitoring for required projects:

- Minority lending institution (1/year)

IDIS Implementation:

- Technical Manager for all IDIS functions