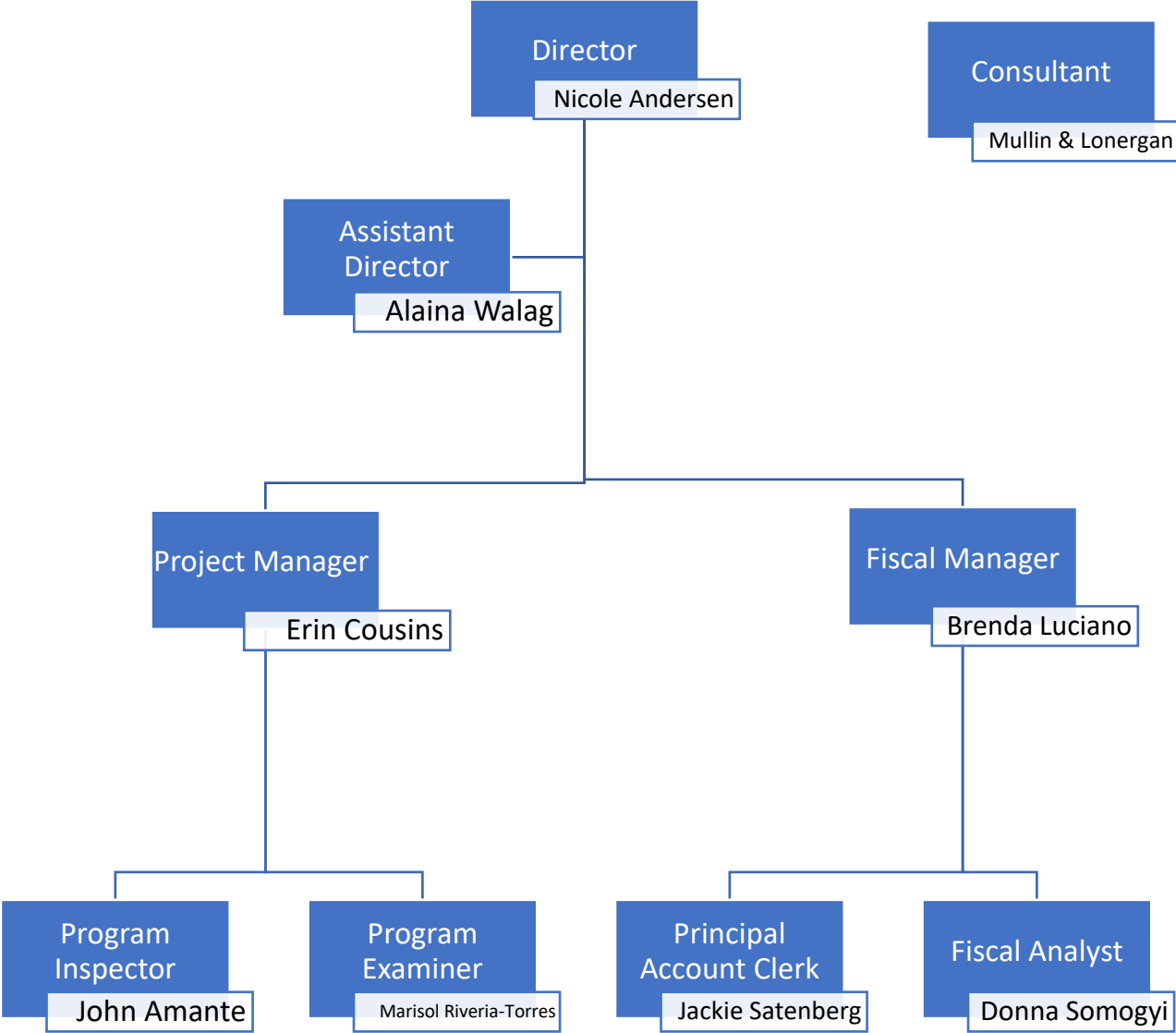


**Orange County Office of Community Development  
Organizational Chart 2021**



<b>Task (generalized)</b>	<b>Responsible Team Member</b>
County Requirements (Legislature Budget Etc.)	Director, Assistant Director, Fiscal Manager
Action Plan Development	Director, Assistant Director, Consultant
Con Plan Development	Director, Assistant Director, Consultant
Budget Development	Fiscal Manager
Internal Financial Management (Contract funding sources/Purchase Orders/Reqs)	Assistant Director, Fiscal Manager, Principal Account Clerk, Project Manager
Public Notices Preparation – Action Plan, Con Plan, Environmental Review	Consultant or Assistant Director
Notices Arrange for Publication and Post on Website – Action Plan, Con Plan, Environmental Review	Principal Account Clerk, Assistant Director
Public Notice Distribution	Assistant Director
Advisory Committee Meeting - - Run Meeting	Director or in absence, Assistant Director
Advisory Committee Meeting– Agenda and Minutes	Assistant Director
Application Development and Scoring	Director, Assistant Director, Project Manager
Eligibility Determinations and Completion of Eligibility Forms	Assistant Director, Director, Project Manager
Environmental Review Completion - HEROS	Consultant, Assistant Director
Written Agreement and Amendments Development and Processing	Program Examiner – Prepare Assistant Director – Review and send to munis Program Examiner – insure partially executed is correct and complete (COIs forms, etc.) Program Examiner – process through CMS and send executed copy to finance
Point of Contact for all Projects/Activities by subrecipients/consortium members	Assistant Director, Project Manager
IDIS Project Set up, Funding and Draws	Assistant Director, Principal Account Clerk, Project Manager, Fiscal Manager
Project Tracking	Assistant Director & Project Manager
HUD Reporting: Labor Compliance/ Contract Compliance MWBE/Section 3 Compliance	Assistant Director and Program Examiner
Project Monitoring	Assistant Director with Program Examiner, Inspector & Fiscal Analyst
Procurement/Bid Document Review	Inspector Reviews, Assistant Director Approves
Labor Compliance	Inspector Conducts Labor Interviews, Ensures Posters are posted on site and ensures labor compliance within procurement/bid docs.
Site Inspections (initial, progress, final)	Inspector
Quarterly Progress Report Distribution, Collection and Tracking	Program Examiner
Single Audit Review	Fiscal Analyst/Fiscal Manager/ Principal Account Clerk
Voucher Review and Processing	Program Examiner reviews, Assistant Director approves, Principal Account Clerk Processes
IDIS Activity Updates and Completion	Program Examiner – QPR Updates to Activity Assistant Director – Completion & Accomplishments
Project Closeout File review	Program Examiner & Assistant Director
Housing Rehab Satisfactions	Program Examiner, principal Account Clerk