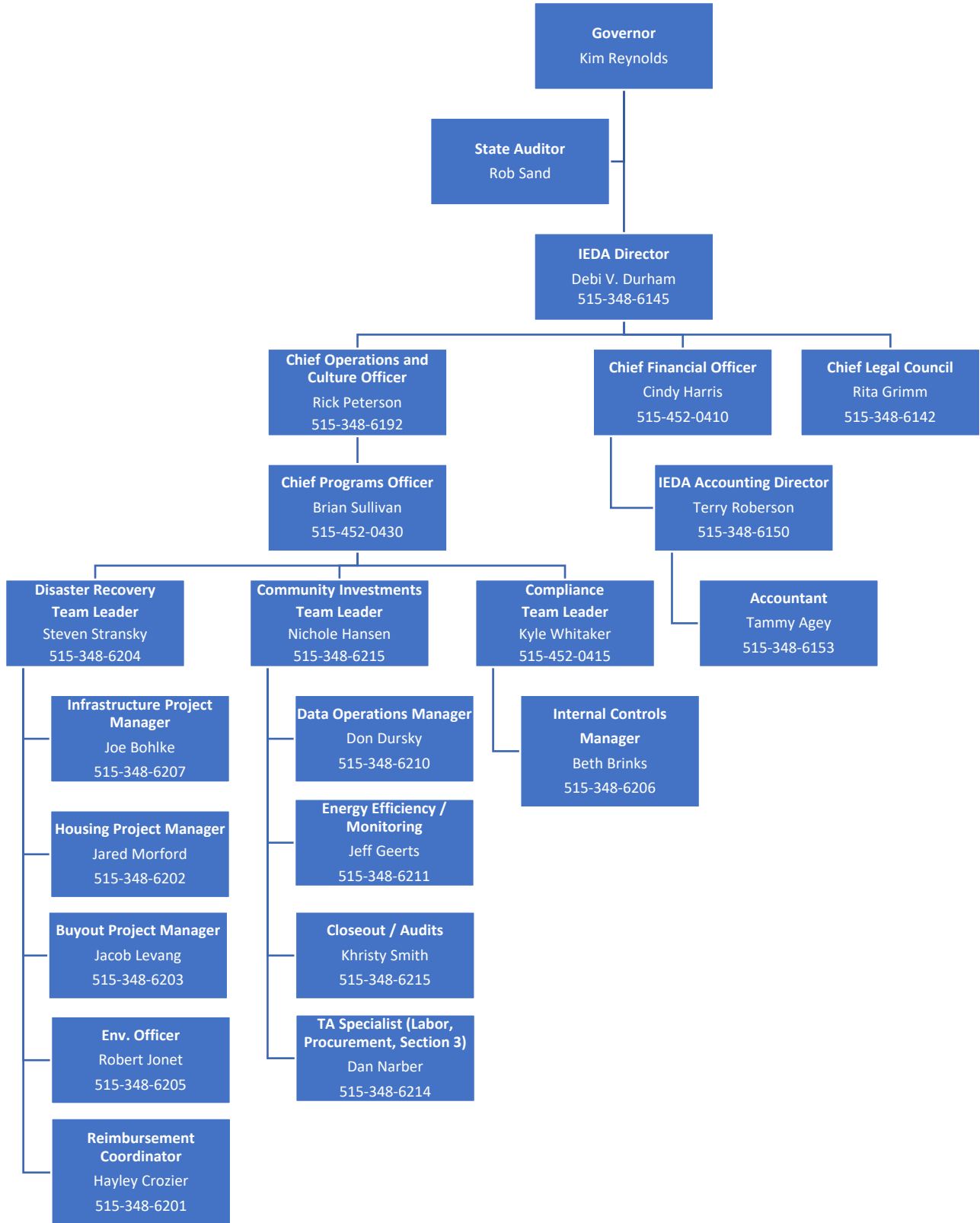


IEDA ADMINISTRATIVE STRUCTURE

Management Organizational Chart



IEDA Community Development Division Staff Assignments:

Disaster Recovery (DR) & Community Investments (CI): Team members split their time between the CDBG program and the CDBG-DR program. Some also work state funded tax credit programs.

Name	Title	Area	funding
Brian Sullivan	Chief Program Officer	IEDA and IFA Community Development Divisions	
Nichole Hansen	CI Team Leader - Internal Controls and Compliance Team Leader	Community Investments Team Leader	CDBG, CDBG-DR, NSP, State Tax Credit Programs
Steven Stransky	Disaster Recovery Team Leader	Disaster Recovery Team Leader, Section 3 Coordinator, NDR Housing Project Manager	CDBG, CDBG-DR
Don Dursky	Data Operations Manager	CDBG, CDBG-DR, State Tax Credits, lowagrants.gov	CDBG, CDBG-DR
Ed Basch	Project manager	CDBG housing, CDBG economic development projects	CDBG
Joyce Brown	Project Manager	CDBG housing	CDBG
Hayley Crozier	Reimbursement Coordinator DOB Coordinator	CDBG and CDBG-DR draw processing, DRGR data entry, Audits	CDBG, CDBG-DR, State Tax Credit Programs
Khristy Smith	Audit/Close-out Coordinator	DRGR data entry, Audits, Close-outs, IDIS data entry	CDBG, CDBG-DR, NSP
Joe Bohlke	Project Manager	CDBG and CDBG-DR Infrastructure	CDBG, CDBG-DR
Jeff Geerts	Project Manager	Special Projects – watershed, energy efficiency	CDBG, CDBG-DR
Richard Bell	Project Manager	State Historic Preservation Tax Credit, Workforce Housing Tax Credit	State Tax Credit Programs
Dan Narber	Project Manager	CDBG infrastructure, DR Technical Assistance for Labor Standards, Procurement and Section 3	CDBG, CDBG-DR
Jared Morford	Project Manager	Disaster Housing	CDBG, CDBG-DR
Jacob Levang	Project Manger	Disaster Buyouts, Disaster Housing	CDBG, CDBG-DR
Robert Jonet	Environmental & Historic Preservation Officer	Environmental Review, Historic Preservation Specialist	CDBG, CDBG-DR

Claims Process Organizational Chart

Claim Process Overview: Contractors create invoices for work incurred. Invoices are sent to CDBG grant administrator (hired by sub recipient to administer all federal requirements). Grant administrator reviews invoices for eligibility, creates GAX (Iowa claim voucher), submits GAX package to sub recipient. Sub recipient holds a City/County Council meeting to approve GAX package. Once approved, grant administrator submits GAX in IowaGrants (IEDA grant management system). GAX is reviewed for financial accuracy and eligibility by Haley Crozier. Hayley Crozier then creates voucher in DRGR. GAX documentation is forwarded to Tammy Agey in fiscal. Tammy reviews GAX and voucher and then approves voucher in DRGR. Once LOCS payment is received at the Department of Revenue, the 1/3 system (state accounting database) is updated and electronic payments are sent to sub recipients. Payment documentation is forwarded to Hayley Crozier who then updates IowaGrants with date the payment was sent to the recipient.

