



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

RICK SNYDER
GOVERNOR

GARY HEIDEL
EXECUTIVE DIRECTOR

MEMORANDUM

March 21, 2011

TO: Office of Community Development (OCD) Grantees

FROM: William Parker, Acting Director *WP*
Office of Community Development

RE: Restructuring to Better Serve MSHDA Customers

This serves as follow-up to my January 25, 2011 Memo by the same name. To better serve our customers, MSHDA's Community Development staff, former Urban Revitalization staff, and the Southeast Michigan Development staff will be organized into four regions. Each region has at least two OCD staff members – a Community Outreach Specialist and a Grant Implementation Specialist. Attached is a county list reflecting regions and staff assignments.

Community Outreach Specialists will:

- Market MSHDA programs and other statewide resources
- Foster local relationships
- Plan and implement CD programs
- Review grant applications
- Hand over grants after they are approved and pre-disbursement conditions met

Grant Implementation Specialists will:

- Review CD grant applications
- Manage grants from setup to close out
- Foster local relationships
- Provide component training and monitoring
- Provide project implementation training

Throughout March and April, your Community Development Specialist (CDS) will be working with you to complete and/or close-out open activities, reports and grants. As schedules allow, your CDS will facilitate introductions with you and your new Community Outreach Specialist (COS) and Grant Implementation Specialist (GIS). The official transfer of assignments will be April 1, 2011, but staff will work together as long as needed to insure a smooth transition.

We hope to have a Meet and Greet session at the Michigan Conference on Affordable Housing April 11 – 13, 2011 to provide more details on how this restructuring will allow us to better serve you along with an opportunity to meet your new COS and GIS team members.

Please direct any questions to your current Community Development Specialist.

Region	County	Community Outreach Specialist (COS)	Grant Implementation Specialist (GIS)
1	Alcona	Julie Gardner	Tracey McDowell
1	Alger	Julie Gardner	Tracey McDowell
2	Allegan	Jodie Willobee	Kelly Gram
1	Alpena	Julie Gardner	Tracey McDowell
1	Antrim	Julie Gardner	Tracey McDowell
1	Arenac	Julie Gardner	Tracey McDowell
1	Baraga	Julie Gardner	Tracey McDowell
2	Barry	Jodie Willobee	Kelly Gram
3	Bay	Debbie Neumann	James Espinoza
1	Benzie	Julie Gardner	Tracey McDowell
2	Berrien	Jodie Willobee	Emily Petz
2	Branch	Jodie Willobee	Kelly Gram
2	Calhoun	Jodie Willobee	Kelly Gram
2	Cass	Jodie Willobee	Emily Petz
1	Charlevoix	Julie Gardner	Tracey McDowell
1	Cheboygan	Julie Gardner	Tracey McDowell
1	Chippewa	Julie Gardner	Tracey McDowell
1	Clare	Julie Gardner	Tracey McDowell
3	Clinton	Amy Smith	James Espinoza
1	Crawford	Julie Gardner	Tracey McDowell
1	Delta	Julie Gardner	Tracey McDowell
1	Dickinson	Julie Gardner	Tracey McDowell
3	Eaton	Amy Smith	Diane Karkau
1	Emmet	Julie Gardner	Tracey McDowell
3	Genesee	Debbie Neumann	Jermaine Ruffin
1	Gladwin	Julie Gardner	Tracey McDowell
1	Gogebic	Julie Gardner	Tracey McDowell
1	Grand Traverse	Julie Gardner	Tracey McDowell
3	Gratiot	Amy Smith	James Espinoza
3	Hillsdale	Amy Smith	Diane Karkau
1	Houghton	Julie Gardner	Tracey McDowell
3	Huron	Debbie Neumann	Diane Karkau
3	Ingham	Amy Smith	Jermaine Ruffin
3	Ionia	Amy Smith	James Espinoza
1	Iosco	Julie Gardner	Tracey McDowell
1	Iron	Julie Gardner	Tracey McDowell
3	Isabella	Amy Smith	James Espinoza
3	Jackson	Amy Smith	Diane Karkau
2	Kalamazoo	Jodie Willobee	Kelly Gram
1	Kalkaska	Julie Gardner	Tracey McDowell
2	Kent	Jodie Willobee	Sue DeVries
1	Keweenaw	Julie Gardner	Tracey McDowell
1	Lake	Julie Gardner	Tracey McDowell
3	Lapeer	Debbie Neumann	Diane Karkau
1	Leelanau	Julie Gardner	Tracey McDowell
3	Lenawee	Amy Smith	Diane Karkau
4	Livingston	Louis Vinson	Emanuel Odom
1	Luce	Julie Gardner	Tracey McDowell
1	Mackinac	Julie Gardner	Tracey McDowell
4	Macomb	Pauline Millichamp	Nicol Brown
1	Manistee	Julie Gardner	Tracey McDowell
1	Marquette	Julie Gardner	Tracey McDowell
1	Mason	Julie Gardner	Tracey McDowell
3	Mecosta	Amy Smith	James Espinoza
1	Menominee	Julie Gardner	Tracey McDowell
3	Midland	Debbie Neumann	James Espinoza
1	Missaukee	Julie Gardner	Tracey McDowell
4	Monroe	Louis Vinson	Emanuel Odom
3	Montcalm	Amy Smith	James Espinoza
1	Montmorency	Julie Gardner	Tracey McDowell
2	Muskegon	Jodie Willobee	Emily Petz
2	Newaygo	Jodie Willobee	Kelly Gram

Region	County	Community Outreach Specialist (COS)	Grant Implementation Specialist (GIS)
4	Oakland	Jauron Leefers	Nicol
4	Oakland.Pontiac.NSP2	Jauron Leefers	Nicol / Van
2	Oceana	Jodie Willobee	Emily Petz
1	Ogemaw	Julie Gardner	Tracey McDowell
1	Ontonagon	Julie Gardner	Tracey McDowell
1	Osceola	Julie Gardner	Tracey McDowell
1	Oscoda	Julie Gardner	Tracey McDowell
1	Otsego	Julie Gardner	Tracey McDowell
2	Ottawa	Jodie Willobee	Emily Petz
1	Presque Isle	Julie Gardner	Tracey McDowell
1	Roscommon	Julie Gardner	Tracey McDowell
3	Saginaw	Debbie Neumann	Jermaine Ruffin
3	Sanilac	Debbie Neumann	Diane Karkau
1	Schoolcraft	Julie Gardner	Tracey McDowell
3	Shiawassee	Debbie Neumann	James Espinoza
4	St. Clair	Pauline Millichamp	Nicol Brown
2	St. Joseph	Jodie Willobee	Kelly Gram
3	Tuscola	Debbie Neumann	Diane Karkau
2	Van Buren	Jodie Willobee	Kelly Gram
4	Washtenaw	Louis Vinson	Van Adams
4	Wayne	Jauron Leefers	Esther / Van
4	Wayne.Detroit.NSP2	Jauron Leefers	Van Adams
4	Wayne.Hamtramck.NSP2	Pauline Millichamp	Emanuel Odom
4	Wayne.Highland Pk.NSP2	Louis Vinson	Esther Haugabook
4	Wayne.Wyandotte.NSP2	Jauron Leefers	Emanuel Odom
1	Wexford	Julie Gardner	Tracey McDowell

COS and GIS	EMAIL	PHONE	
4	Van Adams*	adamsv@michigan.gov	313.456.3560
4	Nicol Brown*	brownn8@michigan.gov	313.456.3597
2	Sue DeVries	devriess@michigan.gov	517.241.4350
3	James Espinoza	espinozaj@michigan.gov	517.335.3078
1	Julie Gardner	gardnerj@michigan.gov	517.241.4656
2	Kelly Gram	gramk@michigan.gov	517.335.4358
4	Esther Haugabook*	haugabooke@michigan.gov	313.456.3592
3	Diane Karkau	karkaud@michigan.gov	517.241.2852
4	Jauron Leefers	leefersj@michigan.gov	517.241.0895
1	Tracey McDowell	mcdowellt@michigan.gov	517.241.2588
4	Pauline Millichamp*	millichampp@michigan.gov	313.456.3302
3	Debbie Neumann	neumannnd1@michigan.gov	517.335.1096
4	Emanuel Odom*	odome@michigan.gov	313.456.3581
2	Emily Petz	petze@michigan.gov	517.373.3181
3	Jermaine Ruffin	ruffinj@michigan.gov	517.373.1155
3	Amy Smith	smitha35@michigan.gov	517.335.2307
4	Louis Vinson	vinsonl2@michigan.gov	517.335.6681
2	Jodie Willobee	willobeej@michigan.gov	517.335.0615

* Southeast Michigan Development Team staff

COS	Market and outreach of MSHDA programs and statewide resources Foster local relationships Planning and program implementation of OCD programs Grant application review Grant award approval After predisbursement conditions are met, hand off to GIS
GIS	Grant application review Grant management from setup to closeout (incl FSR) Foster local relationships Component training and monitoring Project implementation training