

# Appendix G – Team Biographies

Resumes for the City leadership and partner entities included in our proposal.

## Leadership

Members of the project leadership team from the Office of Resilience & Sustainability:

- Greg Nichols, Deputy Chief Resilience Officer
- Dan Jatres
- Matt Rufo
- Sophia Winston

## Departmental Expertise

Departmental staff leading various elements of the proposals:

### *Department of Parks & Parkways (DPP)*

- Mike Karam, Director
- Hailey Bowen
- Amanda Walker

### *Department of Public Works (DPW)*

- Rick Hathaway, Director
- Jennifer Ruley

### *Project Delivery Unit (PDU)*

- LaNitrah Hasan, Director
- Kelly Cryer
- Kyle Homan
- Trey Nobles

## External Partners

External partner staff supporting various elements of the proposals:

### *Blue Krewe*

- Geoff Coats
- Django Slizagi
- Patrick Urbine

### *Greater New Orleans Foundation (GNOF)*

- Dan Favre

### *Groundwork New Orleans*

- Todd Reynolds

New Orleans Climate Action and Resilience Benefiting Our Neighborhoods (NO CARBON)  
Appendix G – Team Biographies

*Louisiana Green Corps*

- Ryan Mattingley

*Thrive New Orleans*

- Chuck Morse

# Gregory Nichols

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## EDUCATION:

Columbia University – School of International and Public Affairs  
*Master of Public Administration, Economic and Political Development*  
• Quantitative Techniques Program Assistant, 2008-2009

New York, NY  
September 2007-May 2009

University of California-San Diego  
*Bachelor of Arts, History and Political Science*

La Jolla, CA  
September 1999-June 2003

## WORK EXPERIENCE:

City of New Orleans  
*Deputy Chief Resilience Officer, Office of Resilience & Sustainability*  
• Leading an office of 7 employees who set policy and secure funding to implement the City's climate mitigation & adaptation plans

New Orleans, LA  
June 2022-present

City of New Orleans  
*Deputy Director, Property Management*

New Orleans, LA  
June 2018-May 2022

- Led department of 87 employees who manage and maintain over 180 City facilities, cemeteries, and real estate properties
- Implemented 39 energy efficiency projects at 25 facilities which reduced energy use by 29% (kWh), resulted in CO<sub>2</sub> savings of 8,408 metric tons and saved the city approximately \$600,000 in utility costs by the end of 2021
- Managed an \$11.4M annual operating budget and \$13.8M capital budget
- Directly managed departmental operations, including the maintenance and repair of City facility HVAC, elevator, fire, generator, plumbing, & electrical systems, as well as janitorial services and tenant management

City of New Orleans  
*Innovation Manager*

New Orleans, LA  
August 2015-June 2018

- Member of a 5-person internal consultant team for the Chief Administrative Office; conducted analysis and led project implementation across departments
- Led City's internal energy efficiency program; managed consultants to audit 44 city properties, including rooftop solar feasibility
- Conducted analysis of fleet department to help determine staffing & new facility size; led implementation of new fleet management system

Crescent City Schools, Paul Habans Charter School  
*Director of Curriculum & Instruction, grades 3<sup>rd</sup>-7<sup>th</sup>*

New Orleans, LA  
July 2013-January 2015

- Managed and coached 12-16 teachers; designed an instructional program that resulted in 1.13 years of reading growth

Jefferson Parish Public School System  
*Instructional Performance Specialist*

New Orleans, LA  
October 2012-June 2013

ReNEW Schools, Batiste Cultural Arts Academy  
*Middle School Principal*

New Orleans, LA  
February 2011-June 2012

- Led team of 20 teachers and support staff in turn-around of grades 6<sup>th</sup>-8<sup>th</sup> of the lowest performing New Orleans K-8<sup>th</sup> grade school in 2009-2010, 100% of teachers achieved positive value-add data at end of the academic year

UKA Teacher U (now Relay Graduate School of Education)  
*Senior Course Manager*

New York, NY  
September 2009-January 2011

- Part of an innovative team developing a Master's Defense process requiring that educators demonstrate rigorous student achievement outcomes to receive a diploma

New Orleans Charter Science & Mathematics High School  
*Teacher, 10<sup>th</sup> & 11<sup>th</sup> Grade Civics/U.S. History/Free Enterprise*

New Orleans, LA  
January 2006-June 2007

Teach for America/Marion Abramson Senior High School  
*Teacher, 9<sup>th</sup> and 10<sup>th</sup> Grade Social Studies*

New Orleans, LA  
August 2003-August 2005

## ADDITIONAL EXPERIENCES:

Education Pioneers Fellow, New York City Department of Education

Summer 2009

Chikumbuso Women & Orphans Project in Lusaka, Zambia

Summer 2008

Project Baobab Co-founder and Financial Coordinator

Winter 2004/Summer 2005

- Co-created, directed, and led a two-week service-learning trip to Ghana for 11 Greater New Orleans youth

## COMPUTER SKILLS:

- STATA, Microsoft Word, Excel, Power Point, Outlook

# DANIEL R. JATRES

(504) 658-4947

daniel.jatres@nola.gov

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**EDUCATION:** **Tulane University, A.B. Freeman School of Business** New Orleans, LA  
Bachelor of Science in Management May 2005  
Second Major: Political Science

**EXPERIENCE:** **Office of Resilience & Sustainability, City of New Orleans** New Orleans, LA  
*Infrastructure Projects Administrator* March 2022 – Present

- Manages the strategic approach to identifying, prioritizing, and securing federal funding resources from Infrastructure Investment & Jobs Act and Inflation Reduction Act programs.
- Coordinates infrastructure needs with internal City departments, external public sector agencies, and community partners.
- Manages the transportation policy initiatives of the integrated Office of Resilience & Sustainability and Office of Transportation.

**Mayor's Office of Transportation, City of New Orleans** New Orleans, LA  
*Policy & Program Manager* June 2019 – March 2022

- Managed day-to-day management, planning, research, analysis and implementation of projects and initiatives that support the Mayor's mission to provide safe, efficient, equitable and connected transportation networks.
- Implemented the Moving New Orleans Transportation Action Plan.
- Chaired the New Orleans COVID-19 Transportation Coordinating Committee.
- Managed a US Dept. of Transportation grant that developed and launched the Safer Streets Priority Finder tool.

**New Orleans Regional Planning Commission** New Orleans, LA  
*Program Manager, Pedestrian & Bicycle Programs* January 2007 – May 2019  
*Regional Safety Coordinator* November 2016 – May 2019

- Managed a \$4 million transportation safety program focused on pedestrian and bicycle safety through education, enforcement and outreach in the New Orleans metropolitan area.
- Secured funding through state and federal sources for a variety of transportation projects in the New Orleans region.
- Drafted and passed legislation and policies at the state and municipal levels.
- Served as a member of the Louisiana Safe Routes to School Advisory Board, Louisiana Statewide Bicycle and Pedestrian Policy Advisory Committee, Louisiana Complete Streets Work Group, New Orleans Sustainable Transportation Advisory Committee and Jefferson Chamber of Commerce Tour de Jefferson Committee.
- Managed a multi-disciplinary coalition of stakeholders to implement the Louisiana Strategic Highway Safety in the New Orleans region.

**AIG Claim Services** New Orleans, LA  
*Maritime Claims Specialist* May 2006- December 2006

- Managed significant Longshore Worker's Compensation claims often exceeding 150 cases at any one time
- Coordinated the medical care and legal proceedings associated with worker's compensation claims.
- Participated in weekly training sessions covering the United States Longshore & Harbor Workers' Compensation Act.

**Tulane University Office of Environmental Affairs**  
*Transportation Planning Specialist (Part-time)*

New Orleans, LA  
Jan. 2002- May 2005

- Researched and wrote recommendations for the New Orleans Regional Planning Commission's Transportation Master Plan
- Co-presenter at numerous meetings with various state and city officials
- Developed plans for a comprehensive bicycle infrastructure at Tulane University
- Developed toolkit for large institutions to promote bicycle safety and education as part of a \$50,000 grant from the National Highway Traffic Safety Administration

**HONORS:**

- Gambit Weekly. New Orleans Forty Under Forty, 2013
- Association of Pedestrian and Bicycle Professionals. Young Professional of the Year, 2010.
- American Planning Association Louisiana Chapter. Public Education Award, 2008.

**ASSOCIATIONS:**

- AARP Livable Communities Council, 2010-2016
- Bike Easy: President, 2010-11; Vice President, 2009-10; Treasurer: 2015-2016; Board Member, 2008-11, 2015-2017
- Bryan Bell Metropolitan Leadership Forum: Graduate, 2022
- EngageNOLA: Treasurer and Steering Committee, 2009-Present
- Freret Neighbors United: Executive Board, 2009-10
- Institute of Politics: Fellow, 2012
- League of American Bicyclists: League Cycling Instructor # 2745, 2010-Present
- Mississippi River Trail, Inc.: Board Member, 2009-Present; Secretary/Treasurer, 2014-Present
- Where Ya' Rack Bicycle Rack Project: Project Committee, 2008-2019
- Young Leadership Council: Board Member, 2010-2016; VP of Projects, 2012

**SKILLS:**

- **Computer:** Microsoft Office, AutoCAD, beginner level ArcGIS
- **Foreign Language:** Intermediate German

# Matthew Rufo

Transportation Policy and Program Manager, City of New Orleans

(504) 666-4303

[matt.rufo@nola.gov](mailto:matt.rufo@nola.gov)

## EXPERIENCE

### **City of New Orleans - *Transportation Policy and Program Manager***

AUGUST 2023 - CURRENT

- Serve as the lead policy advisor to help the City achieve the transportation goals in the Climate Action Plan.
- Co- chair the Complete Streets Working Group and improve the City's implementation of its Complete Streets policy
- Collaborate with the Department of Public Works to expand bicycle and pedestrian infrastructure
- Manage the City's partnership with Blue Krewe and expand the City's bike share system
- Expand access to clean fuels and electric vehicles

### **AECOM, New Orleans - *Principal Planner***

OCTOBER 2022 - JUNE 2023

- Lead and support marketing for Gulf Coast Transportation line of business for multimodal planning, environmental justice, and public involvement projects.
- Serve Capital Region Planning Commission's (Baton Rouge) Commuter Krewe transportation demand management program. Capital Metro's (Austin) Red Line rail- with- trail feasibility study; and City of Baton Rouge (MoveBR) College Drive complete street and green infrastructure project.

### **Orange House Consulting, New Orleans — *Co- owner***

JUNE 2022 - JANUARY 2023

Deliver community planning, administrative and management services as an independent consultant to public and private clients:

- As Management and Administration Consultant to Friends of Lafitte Greenway, led and advised program and operations staff, led recruitment of permanent executive director, led board member recruitment process, developed RFP for update to the Lafitte Greenway Master Plan.
- As subconsultant to Regional Planning Commission's *Manchac Greenway Stage 0 Study*, analyzed alignment constraints and opportunities and developed conceptual designs and graphics.

## SKILLS

Persuasive communication

Public speaking and meeting facilitation

Computer graphics and mapping (Illustrator, InDesign, Photoshop, ArcGIS, Rem ix)

Quantitative data collection, analysis and interpretation

Knowledge of NACTO, MUTCD, ADA, and AASHTO standards and guidelines.

## MEMBERSHIP & VOLUNTEERING

**American Institute of Certified Planners** #218508, 2013 - current

**Board Member**, Friends of Lafitte Greenway, 2023- 2026 and 2011- 2013

## EDUCATION

**Master of Urban Planning**, Certificate in Urban Design, University of Pennsylvania

**Bachelor of Arts**, Urban Studies, Brown University

## **Asakura Robinson, New Orleans — *Principal***

JUNE 2016 - JUNE 2022

- Co-directed a national consulting practice of 12 urban planners and designers across four offices.
- Pursued, managed, and delivered over \$1.5 million in community planning consulting services to public sector clients in Louisiana and Texas, including Regional Planning Commission and New Orleans Department Public Works, and Regional Transit Authority. .
- Offered specialized transportation, land use, economic development, public health, and urban design services.
- Presented persuasive, data-driven, strategic policy recommendations to a wide variety of appointed and elected officials, including parish and city council members.
- Provided junior staff with regular training, feedback, and mentorship.

## **GCR Inc., New Orleans — *Senior Planner***

AUGUST 2012 - JANUARY 2016

- Obtained, managed and successfully completed urban and regional planning projects for public and private sector clients.
- Developed innovative alternative transportation and community revitalization strategies in collaboration with local, regional, and state agency stakeholders, including the City Planning Commission, Regional Transit Authority, Redevelopment Authority, Regional Planning Commission, and School Board.
- Managed staff and subcontractors on multiple, concurrent multimodal planning projects, including:
  - Car2Go public and elected official engagement.
  - Feasibility study for the Baronne Street bike lane.
  - Jefferson Parish Bicycle Master Plan.
  - New Orleans Main Street Resilience Plan.

## **Tulane University Prevention Research Center, New Orleans — *Program Manager***

MAY 2010 - AUGUST 2012

- Supported creation and implementation of New Orleans complete streets policy by drafting ordinance for City Council and providing technical assistance to Department of Public Works.
- Obtained and implemented over \$1 million grants by engaging schools and neighborhood groups, providing technical expertise, writing applications and liaising with local, regional and state transportation agencies.
- Built and managed a multi-disciplinary network of organizations - the "KidsWalk Coalition" - that connected community groups to organizational resources and advocated policy changes to increase rates of walking and bicycling among children in New Orleans.

## **PRESENTATIONS AND PUBLICATIONS**

*Seducing the Suburbs*, Walk21 conference, Rotterdam, 2019

*Blurring the Curb Lines*, American Planning Association Louisiana Chapter conference, 2016

National Main Streets Conference, New Orleans, 2013

*Stepping to School*, Walk21 conference, Mexico City, 2012

Healthy Kids, Healthy Communities National Meeting (Robert Wood Johnson Foundation), Chapel Hill, 2012

Active Living Research Conference, San Diego, 2012

Center for Planning Excellence Smart Growth Summit, Baton Rouge, 2011

Rails-to-Trails Urban Pathways Initiative Summit, Cleveland, 2011

Rachel Weinberger, Matthew Rufo, John Kaehny. U.S.

Parking Policies: An Overview of Management Strategies.

Prepared for the Institute for Transportation and Development Policy, 2010

610-246-6137  
sophiawinston@alumni.upenn.edu  
New Orleans, LA

# Sophia Winston

Master of City Planning | LEED Green Associate |  
Fulbright Scholar

## EDUCATION

### Master of City Planning

*University of Pennsylvania  
Land Use & Environmental  
Planning, 2021*

### Bachelor of Art

*University of Pittsburgh  
Urban Studies, Spanish,  
Portuguese, & Latin  
American Studies, 2016*

## HONORS

### Fulbright English Teaching Assistant

*Federal University of Vicosa -  
Brazil, 2018*

## AREAS OF EXPERTISE

*Sustainability & Resilience |  
Energy Efficiency in Buildings |  
Land Conservation | Mapping &  
Data Analysis | Environmental &  
Water Policy | Emission  
Calculations*

## SKILLS

*Quantitative Analysis | Microsoft  
Excel | RStudio | ArcGIS |  
Strategic Planning for  
Organizations, Communities, and  
Climate | CRM Databases |  
ENERGY STAR Portfolio  
Manager | Event Planning |  
Program Management &  
Development | Adobe InDesign &  
Illustrator | Social Media  
Planning & Design | Spanish &  
Portuguese Translation | Grant &  
Budget Writing*

## EXPERIENCE

### Energy Policy & Program Manager

*City of New Orleans Office of Resilience & Sustainability · July 2023 - Present*

- Leverage federal funds from the Department of Energy, EPA, and other federal agencies to meet energy related climate action goals
- Liaise with local, state, and federal partners to build coalitions around sustainable and resilient energy initiatives in New Orleans
- Oversee the Solar for All NOLA program and partnership, which includes two local solar developers and one local philanthropic organization
- Oversee two 1-year fellows who will assist in the passage of building performance policies and expansion of community engagement efforts related to clean energy adoption in low-to-moderate income communities

### Program Director

*Green Building United · April 2023 - July 2023*

- Oversee a team of 3 Program Managers, provide guidance for technical and public facing materials related to programs across Philadelphia, Southeastern PA, and the entire state of Delaware
- Lead sustainability consultant for the Climate Ready Capital Project Program, a program in partnership with the William Penn Foundation that supports grantees in pursuing increased sustainability and resilience measures in capital improvement projects funded by William Penn Foundation
- Manage and provide grant writing and technical support for emerging Regional Benchmarking initiative with Delaware Valley Regional Planning Commission
- Consult with Delaware Division of Libraries and Delaware Department of Natural Resources and Environmental Control to provide green building education to libraries across the state of Delaware
- Brought in over \$200,000 in grant and contract funds to support programs in Green Building United within first month as Program Director

### Program Manager

*Green Building United · September 2021 - April 2023*

- Primary manager and data analyst for the city-wide Building Energy Benchmarking Program for Philadelphia's Office of Sustainability
- Perform data analyses relating to building level energy and water use, as well as greenhouse gas emissions for large commercial building through the Energy Benchmarking Program & 2030 District
- Primary manager and corporate liaison of Philadelphia's 2030 District, a voluntary utility reporting program for buildings aiming to lower energy, water, and transportation emissions by 50% by 2030
- Utilize open-source data tools to calculate and quantify building level transportation emissions in order to set goals and understand environmental impact of energy, water, and commuting patterns
- Consultant for the William Penn Foundation, working directly with grantees to improve sustainability and resilience of their physical assets through education on embodied carbon, green building practices, and resource conservation



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New Orleans, LA

# Sophia Winston

Master of City Planning | LEED Green Associate |  
Fulbright Scholar

## Graduate Teaching Assistant

*University of Pennsylvania · August 2020 - May 2021*

- Assisted in the instruction and management of two graduate level courses - Land Use & Environmental Modeling and Introduction to Land Use Planning
- Utilized skills in land use planning, GIS, R Scripting, and Excel to assist in instruction and provide technical assistance that tied data analytics to sustainability-related metrics/topics

## Design Fellow

*PennPraxis & Housing Initiative at Penn. · May 2020 - August 2020*

- Worked with City of Los Angeles to interview Spanish speaking rental assistance recipients about efficacy of program
- Managed a database of federal/state/local resources for rental assistance programs
- Analyzed socioeconomic factors of major cities to understand economic vulnerability during the COVID-19 Pandemic

## Graduate Research Assistant

*The Wharton School · January 2020 - May 2020*

- Analyzed the zoning code of Sao Paulo, Brazil to understand how zoning and building code changes effected growth in the city
- Used online permit databases to track building growth and construction to understand growth patterns and trends in the city
- Created maps and presentations to demonstrate data trends over time

## Fulbright Scholar

*Federal University of Vicosa · March 2018 - December 2018*

- Hosted and created material for advanced English conversation clubs for university students
- Worked alongside English Language students to develop curriculums and cultural resources for student-led English classes

# Michael E. Karam

**Admissions**     **State of Louisiana**

**Education**     **Loyola University New Orleans College of Law; *Juris Doctor***, December 2010  
**Loyola University New Orleans; *Bachelor of Arts in History***, May 2001

## **Experience**

### **City of New Orleans, Department of Parks and Parkways**

*Director*, December 2020 - Present

Review all aspects of the department processes (inspection, notice, hearings, demolition, abatement) with the aim of blight reduction citywide. Focus on abatement through lien foreclosure filings in Civil District Court to return blighted property to commerce. Work with a team of attorneys, inspectors, hearing officers, paralegals, appellate attorneys, and researchers to ensure that the department adheres to the ordinances under which it operates.

### **City of New Orleans, City Attorney's Office, Code Enforcement**

*Assistant City Attorney*, March 2015 – December 2020

Reviewed all aspects of the department processes (inspection, notice, hearings, demolition, abatement) with the aim of blight reduction citywide. Focused on abatement through lien foreclosure filings in Civil District Court to return blighted property to commerce. Worked with a team of attorneys, inspectors, hearing officers, paralegals, appellate attorneys, and researchers to ensure that the department adheres to the ordinances under which it operates.

### **Doyle Land Services, Inc. - New Orleans, Louisiana**

*Project Manager*, July 2014 - February 2015

Managed the right of way portion of natural gas pipeline expansion projects involving easement acquisition and condemnation of properties. Coordinated with mapping technicians, attorneys, land agents, and FERC.

### **BrownGreer, PLC - New Orleans, Louisiana**

*Contract Attorney*, October 2012 - June 2014

Reviewed and analyzed coastal real property claims arising from Deepwater Horizon Settlement Program. Utilized knowledge of multistate property law to assess and resolve disputes of ownership.

### **16th Judicial District Court - Franklin, Louisiana**

*Law Clerk to Judge James R. McClelland*, Division D, August 2011 - July 2012

### **America-Mideast, Inc., American Language Center - Damascus, Syria**

*Teacher*, English as a Foreign Language, October 2004 - August 2006

### **Boston Public Schools, Cleveland Middle School - Boston, Massachusetts**





*Teacher*, Mathematics, September 2001 - May 2004



# Hailey Bowen, PLA, ASLA

Landscape Architect

## Personal Info

-  [haileydbowen@gmail.com](mailto:haileydbowen@gmail.com)
-  (504) 261-8080
-  New Orleans
-  Louisiana License No. B-391

## Education

- **Bachelor of Science in Landscape Architecture**  
Temple University  
1996  
Magna Cum Laude

## Skills

Adobe Acrobat Pro  
Adobe Photoshop  
Autodesk Autocad  
Sustainability  
Planting  
Microsoft Office  
Google Suite

## Summary

Landscape Architect with experience in designing, protecting and implementing urban landscapes.

## Work Experience

### Landscape Architect II, City of New Orleans Department of Parks and Parkways

2009 - Present

- Design, procure and manage construction for landscape architecture projects in parks, streetscapes and historic squares.
- Advocate for and implement urban reforestation initiatives.
- Assist with municipal and park planning initiatives.

### Chief Landscape Architect, City of Kenner Planning Department

2004 - 2009

- Designed, procured and managed construction for landscape architecture projects in parks and streetscapes.
- Drafted and secured adoption of the Kenner Landscape Ordinance.
- Implemented forestry initiatives including a tree inventory, Tree City USA recognition and grant funded planting projects.
- Completed Laketown Master Plan in professional collaboration.

### Landscape Architect, Rene' J.L. Fransen, LLC

2002 - 2003

- Designed and managed high-end residential construction projects.

### Assistant to Landscape Architect, Burk-Kleinpeter, Inc

1998 - 2001

- Assisted landscape architect, urban planners and engineers in the development of site designs and master plans for public parks, waterfronts, and college campuses.

## Recognition

ASLA Award: Excellence in the Study of Landscape Architecture

Sigma Lambda Alpha Honor Society for Landscape Architects

International Society of Arboriculture (ISA): Post-Katrina Gulf Coast Tree Assessment Project

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**AMANDA N. WALKER**

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**PROFESSIONAL EXPERIENCE**

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**City of New Orleans Department of Parks & Parkways****2016– Present****Urban Forester – Management Development Specialist II**

- I oversee procurement and contracting for the Forestry Maintenance budget. For fiscal year 2023, this included the annual Forestry Budget and an additional funding line of \$3.4 million to reduce the tree maintenance backlog. I've also overseen a new nearly \$100k project to mitigate palm disease spread across the city. Parkways also works with several agencies to apply for and manage grant projects. Recent grant awards have included an \$8 million USDA Inflation Reduction Act project. I will work with other departments and outside partners to plant trees in traditionally underserved areas to increase their climate resilience.
- I've been tasked with managing several successful department projects including the Citywide Tree Inventory. We have used this data to apply for several grants as well as to provide environmental data for our educational outreach programs. Future objectives include utilizing this data to drive efficient tree maintenance within an asset management system. Additionally, this data would be used to create a forward-facing dashboard to engage with the public and further achieve educational outreach goals.
- Parkways has recently established a new role within the Department of Safety & Permits permit review process. Parkways reviews all projects impacting the public right of way in order to enforce City Code as it relates to the protection of city owned trees. I review all site plans to determine how the project could potentially affect city trees and advise as to tree protection requirements based on each individual project and site.
- My current objectives include establishing written policy and procedure for all Forestry Operations including protocols for tree removal and the retention of all physical and electronic data. In line with the CNO tree canopy retention goals, I am currently working to redraft all city ordinance language to add layers of protection for our existing trees including a fine structure and a remittance mechanism to ensure that all illegally removed trees can be replaced in kind.
- I am also working with our ESRI partners to enhance my GIS skills to provide more analytical and mapping capabilities to our department. I hope to use these skills to further enhance our ability to effectively and efficiently maintain our current inventory, to plan for future plantings, and to provide environmental and educational materials to our citizens and stakeholders.

**City of New Orleans Department of Parks & Parkways****2015****Procurement Assistant – Management Development Analyst I**

- Assist the Budget Analyst in all aspects of procurement including gathering of quotes, issuance of purchase orders, and the processing of invoices and payments.
- As an analyst, I was responsible for drafting Invitations to Bid and Requests for Proposals for various department initiatives including a city-wide tree planting project. I was also responsible for the fiscal management of the City's municipal golf course including inventory procurement and filing and remittance of sales taxes.

- As the Executive Assistant to the Deputy Mayor for Public Safety and Homeland Security, I performed a wide array of duties to include contract management, fiscal planning, and many other administrative duties as assigned. I used city software to purchase, track, and record general fund and grant expenditures on a daily basis. I also maintained financial reports, prepared budget communications and narratives; consulted with department directors to ensure that budget adjustments are made in accordance with program changes; and matched appropriations with specific programs and grants. Annually, I was responsible for all of NOHSEP's budgeting for outcomes work and provided quarterly updates regarding performance goals to the Office of Performance and Accountability. Additionally, I organized and planned meetings & conferences for the Office of Homeland Security and Urban Area Security Initiative (UASI), and assisted Emergency Management staff in planning section duties in the Emergency Operations Center and Mobile Command Unit. I also prepared outgoing correspondence for City Officials; prepared, analyzed, and routed contracts prior to City Attorney review; and prepared personnel travel and reimbursement documentation.

**Evans & Company**  
**Paralegal**

**2007 - 2013**

- Work as a Legal Assistant/Paralegal for a five attorney office. My duties included court liaison, regularly filing documents and communicating with court personnel, drafting and editing correspondence to clients and various other recipients, completing daily projects upon deadline, and inputting and editing data in a large database. In addition to paralegal work, I was in charge of maintaining a database of all contacts for client development purposes. I was also responsible for answering telephones and directing calls. I met with clients on a regular basis, scheduled appointments and meetings, prepared itineraries and travel arrangements, and provided training to staff regarding filing, phone answering, and other office procedures.

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**EDUCATION**

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Bachelor of Art in Political Science  
University of Mississippi, University MS 38677  
Honors: Dean's List

C. RICK HATHAWAY  
Director  
City of New Orleans  
Department of Public Works

EDUCATION

Received a Bachelor of Science Degree in Civil Engineering from the University of New Orleans, 1982.

EXPERIENCE

Employed by the City of New Orleans Department of Public Works from December 2023 to the present as Director. My responsibilities include managing staff, financial, Capital improvements and operations of the Department consisting of the following divisions: Engineering, Traffic Engineering, Maintenance (roadways, traffic signage and traffic signals), Parking Administration and the Ground Transportation Bureau. The Department activities include managing the planning, design and construction of capital roadway improvements, repair and maintenance of over 1500 miles of roadway, maintain and add/remove traffic signage as required, ensure operability, repair upgrades and replacement of the traffic signal system, provide for enforcement of the parking regulations including ticketing and towing, and the enforcement of the regulations concerning For Hire vehicles and school buses and the issuance of inspection stickers for private and commercial vehicles. The staff consists of over 200 professionals, enforcement officers, technicians, administrative and support personnel.

As Director, I engage with the City Administration, the City Council, and stakeholders requiring use of and access to the public right of way. The Department manages the franchise agreements that allow utility agencies (public and private) access and use of the right of way by eliminating conflicts, ensuring compliance with the City Code, inspecting service cuts affecting pavement and other areas of the right of way to ensure repair of these areas timely and per DPW standards.

Employed by the HNTB Corporation New Orleans Office from October 2010 to December 2023 as the Transportation Section Manager/Construction Program Manager including the supervision of staff (presently 12 professionals, pre-professional and support). My responsibilities include project management, program management and construction management for various programs and projects. As the section manager I provide direction and guidance to the engineers, pre-professionals and support staff of the section while managing assignments and coordination with the office's bridge and civil works sections. This includes supervising roadway design, environmental planning (NEPA), transportation planning and construction management tasks. In addition, I am involved in securing future work and backlog to support the staff including meeting with clients (existing and potential), preparing fee proposals, working with our marketing staff to prepare qualification statements, and finding appropriate projects to pursue.

As project manager I was responsible for the profitable completion of roadway projects while maintaining quality and schedule. I serve as technical task leads, Q/C manager and other design tasks as needed.

As construction program manager, I managed the inspection staff working on construction projects such as I-10/Loyola interchange, I-10 Breaux Bridge widening, Ascension Parish roadway program and roadway projects in New Orleans. Recently I completed the construction management of the clarifier replacement and rehabilitation project at the SWBNO's Algiers Water Plant. This included review of

RFI's, preparation of change orders, approval of contractor pay apps, managing the inspection and general coordination with the contractor per the project plans and specs. Previously, I managed the DOTD's Submerged Roads Program in the metro New Orleans area followed by the Paths To Progress program for a combined value of \$200M. My duties during the pre-construction period included estimating man-hours for pre-construction tasks by the assigned DOTD engineering consultants, negotiating fees for design, managing and reviewing the consultant's tasks and progress, and ensuring compliance to design requirements including AASHTO and DOTD. During construction I assigned, managed and provided technical support for our inspection staff of 21 employees, I coordinated RFI responses with in-house, DOTD and designer input, coordinated utility agency involvement and worked with the agencies to complete their work timely and prior to roadway construction, coordinated with local government concerning roadway, landscaping, tree protection, etc issues. Held weekly construction progress meetings, work with our public involvement staff to answer questions, complaints and comments from residents, businesses, schools, etc., attended and presented at all community meetings and answered questions as needed. As progress continued on the program, other entities such as local government, the staff legislature and the RPC wanted to continue projects by adding available funds. I worked with the agencies to determine what their needs were, the estimated cost and what they could accomplish with the funds available. I supervised the in-house design of these added projects and managed the projects through construction.

Employed by MWH Americas New Orleans Office from May 2008 to October 2010. Responsibilities include project management and construction management for the New Orleans Department of Public Works including acting as Construction Manager for department, supervising construction of all capital, CDBG and DOTD funded roadway reconstruction /rehabilitation projects, representing department at various meetings including the Planning Advisory Committee, Submerged Roads DOTD Projects pre-construction and coordination meetings, managing daily inspection of projects within DPW responsibility, interaction and coordination with departments within City government and outside agencies such as the NO S&WB, Entergy, AT&T, Cox, preparation of project specifications for roadway rehabilitation, drainage and sidewalk projects for bidding, preparation of all contracts for professional services for 2005 DPW Roadway Bond Issue, review and approval of contractor, testing services and engineering services invoices, preparation of DPW standard forms for changes to projects during construction and invoicing.

Employed by the SJB Group LLC from June 2007 to May 2008. Responsibilities include project management, design and coordination of commercial development projects such as hotels and retail including site design and engineering, drainage and utility plans, coordination with utilities and permit process, and use of acad v2005.

Employed by Krebs Lasalle Lemieux Consultants, Inc. from September 2004 to June 2007. Responsibilities include project management, design and coordination of public works projects (local and state) such as drainage improvements, roadway improvements, subdivisions and commercial development including site design and engineering, drainage and utility plans, and coordination with utilities and permit process, use of acad v2000.

Employed by Perrin and Carter, Inc. from October 1994 to September 2004. Responsibilities included project management, design and coordination of public works projects (local and state). Coordination of all facets of engineering (civil, structural, mechanical and electrical) for commercial projects, site design including site layout, hydraulic design and calculations, grading, drainage and utility plans including interaction with government agencies and utility companies, and the layout and design of subdivision roadways and utilities.

Employed by the City of New Orleans Department of Streets from December 1982 to July 1994.

As Assistant Chief Construction Engineer, my responsibilities included the design and construction supervision of roadway projects for the Capital Improvement Program, prepared the annual budget, represented the Department at City Council meetings and Civic Association meetings from December 1982 to August 1989.

As Assistant Chief Maintenance Engineer starting in 1989 my responsibilities included supervision of roadway maintenance crews, survey crew and inspectors, design of roadways involving the Roadway Repair Contract, supervise signal maintenance and roadway striping. As Chief Maintenance Engineer starting in 1990 my responsibilities included supervision, scheduling and assignment of all operations of the division with more than 200 employees, consisting of 5 crews per councilmanic district. Operations included asphalt overlay, concrete panel and curb removal and replacement, asphalt patching and potholing, shoulder and ditch re- grading, traffic and street name sign installation and traffic signal maintenance. During my tenure as chief engineer the division instituted a computerized complaint system to allow for tracking of complaints and response to interested parties including the administration, city council and citizen groups and the updating of the department's roadway pavement cutting permit process including accurate fee invoicing, pre and post repair inspection, and physical marking for easy identification.



## JENNIFER EILEEN RULEY

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### Professional Summary

Strong collaborator and recognized leader with over 30 years of multi-sector experience on technical projects and organizational management. Effective manager of transportation improvement programs at the municipal level. Experienced communicator with internal and external stakeholders. Excellent strategic problem-solver and team-player for urban transportation and environmental challenges.

### Professional Registration

Professional Engineer in Agricultural Engineering, State of Louisiana, Registration No. 28868 (since 2/1/2000)

### Professional Experience

Jan 2021 – Present City of New Orleans Department of Public Works Mobility and Safety Division Manager, New Orleans, LA

The Mobility & Safety Division implements projects that increase mobility options and improve safety across travel modes. The Division was created in 2021 to improve program delivery.

- Manages capital and operating budgets for this new division.
- Supervises a team of two project managers and one community outreach specialist.
- Manages scoping, design, and construction of new crosswalks and bike lanes and strategic data-driven safety improvements.
- Manages implementation of the City's Complete Streets Policy for roadway projects.
- Manages updates to the Americans with Disabilities Act Transition Plan for public rights-of-way.
- Manages grants for safety improvements such as Federal Highways Administration Transportation Alternatives Program and Safe Routes to Public Places.
- Manages community engagement processes for mobility and safety projects.
- Developed the "Safer Streets Priority Finder" GIS-based tool to assist US communities in assessing and prioritizing safety improvements on street networks. This project was funded by USDOT and was a collaboration between the City, the New Orleans Regional Transit Authority, Toole Design Group, and UNO Transportation Institute.

Oct 2019 – Jan 2021 City of New Orleans Department of Public Works Senior Project Manager/Mobility and Safety Manager, New Orleans, LA

Managed network mobility and safety projects, programs, funding, and staff within the Department of Public Works.

- Managed major mobility and safety improvements initiatives including community engagement, engineering, specifications, bid documents, and surveys for 75 miles of connected "Complete Streets" corridors in the Algiers, Downtown, and Downtown-adjacent neighborhoods and Mayor Cantrell's "Reimagining the French Quarter" Pedestrianization Project

- Supervised the development of design guides, standard details, and specifications for the City's Moving New Orleans Bikes initiative
- Managed and reviewed engineering plans, specifications, and bid documents for federally-funded strategic roadway safety projects (H.009308 New Orleans DPW Safe Routes to School Sidewalk Project; H.013094 Broad St - Read Blvd Pedestrian Improvements) and major road diet projects.
- Managed the City's bikeshare program (Jan 2019-June 2019)
- Supervises one staff designer/construction manager
- Served as City's designated technical lead for the Mayor's French Quarter Pedestrianization Project (2020)
- Served as City's designated lead for the National Association for City Transportation Officials (NACTO) (2019-2020)

#### April 2016 – Oct 2019 City of New Orleans Department of Public Works Senior Project Manager/Special Projects Team Lead

Performed professional, technical, administrative, and supervisory work on public works projects that involved engineering, construction, and operations of public works systems (roads and drainage networks). Supervised a four-person team consisting of two project engineers, one construction manager, and one program analyst to plan, design, construct, and operate bikeways, pedestrian safety improvements, drainage networks, and green stormwater management projects.

- Supervised program management for \$110M in federal Hazard Mitigation Grant Program (HMGP)-funded drainage, flood mitigation, and green stormwater infrastructure projects that involved street engineering and construction
- Managed engineering, specifications, and bid documents for the Hagan-Lafitte - \$7.2M and St. Roch - \$7.7M drainage and green infrastructure projects under the Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Grant Program
- Managed a \$3M French Quarter Sidewalk Improvement Project (2016-2018) which included sidewalk rehabilitation and Americans with Disabilities Act (ADA) compliance work in the historic Vieux Carre.
- Managed engineering and construction of new and upgraded bikeways and pedestrian safety improvements
- Instituted new project management protocols for active transportation and stormwater management engineering projects.
- Co-led a New Orleans team to host the 2018 Project for Public Places Walk Bike Places North American conference in New Orleans, LA.

#### April 2004 – April 2016 Louisiana Public Health Institute, Active Transportation Engineer/Urban Planning Specialist, New Orleans, LA

Led LPHI's Active Environments initiative and worked collaboratively with public health, transportation advocacy, planning and engineering staff, governmental officials, businesses, advocacy organizations, and residents. Manages project schedules, deliverables, and communications.

- Established the Active Transportation Engineer/Urban Planning Specialist position within New Orleans City Hall through grant funding
- Oversaw procurement and management of federal, corporate, and local governmental funding sources for 11 years
- Planned, designed and constructed more than 100 miles of the New Orleans bikeway network including the City's first bike lane (2008), cycle tracks (2015), and bicycle boulevard (2015)
- Supervised the planning and implementation of the City of New Orleans' first "ciclovia"/"open streets"/"car free street" event (2013)

- Provided technical support on the first municipal Complete Streets policies in Louisiana
- Secured and monitored a combined total of more than \$40M in new grants and local funding on behalf of the City of New Orleans for walking and bicycling facilities
- Served as the City's liaison to public health programs, transportation advocacy campaigns, national benchmarking projects, and policy initiatives
- Instructed professional civil engineers and urban planners on design best practices and applicable federal, state, and local regulations for two design workshops

#### Notable Projects

- The Lafitte Greenway, New Orleans, LA
- Esplanade Avenue Bike Lanes and Road Diet, New Orleans, LA
- City of New Orleans Pedestrian Safety Action Plan (2014)
- City of New Orleans Public Right of Way Americans with Disabilities Act Transition Plan (2013)
- "Walk + Ride: A Resource Guide to Pedestrian, Bicycle, and Complete Streets Project Funding in Louisiana" (co-author) (2014)
- "Designing Streets for Pedestrians and Bicyclists" (co-instructor for 3-day workshop; 2015) (Clients: Alta Planning + Design; New Orleans Regional Planning Commission)
- "Designing Pedestrian Facilities for Accessibility" (co-instructor for 1.5-day workshop; 2015) (Clients: Alta Planning + Design; New Orleans Regional Planning Commission)

June 2000 – April 2004 ARCADIS, Project Engineer, Baton Rouge, LA

Provided technical and regulatory (federal, state, and local) expertise on major transportation and water resources projects in the southeastern US.

- Managed planning and community involvement programs for major federal transportation projects including the Future I-49 South (LA 306 to Westbank Expressway), the Kansas Lane Connector (Monroe, La.), and the Tarbutton Community Development Plan.
- Supervised the development of spill prevention and storm water pollution prevention plans
- Supervised water quality sampling and performed engineering modeling tasks for Total Maximum Daily Load (TMDL) and water quality modeling studies (QUAL2E).
- Provided Clean Water Act technical regulatory support for commercial and industrial clients.

May 1997 – June 2000 USDA Natural Resources Conservation Service, Area Engineer, Clinton, Louisiana

Managed technical aspects of national USDA conservation and resources management programs at four regional offices in Louisiana

- Planned, designed, and supervised construction of low-cost waste management systems.
- Scoped, designed, and supervised construction of soil and water management, drainage, and conservation projects.
- Provided engineering supervision and training for 7 field technicians and managed all engineering projects for an 8-parish area of Southeast Louisiana.
- Managed construction projects and schedules at various scales.
- Supervised monitoring management controls for non-point source waste treatment systems to ensure compliance with EPA and LDEQ requirements.
- Worked with rural land owners, property managers, and conservation advocates.

June 1993 -May 1997 USDA Natural Resources Conservation Service, Field Engineer, New Roads and Ruston, Louisiana

Performed engineering design work and construction management in support of national USDA conservation and resources management programs at 2 regional offices in Louisiana

- Scoped, designed, and supervised construction of low-cost waste management systems for dairy and chicken farms in four Louisiana parishes.
- Surveyed, designed, and supervised construction on open canal drainage networks in Pointe Coupee and Iberville Parishes.
- Provided daily project supervision for the Corney Lake Spillway Rehabilitation Project in Kisatchie National Forest (Corney Lake Unit).
- Served as Contract Officer's Technical Representative (COTR) on several emergency watershed protection for urban and rural canal networks throughout Southeast Louisiana following the 1995 flooding event.
- Provided engineering supervision, training, and expertise all water management, environmental, and conservation projects.
- Managed construction projects and schedules at various scales.
- Worked with rural land owners, property managers, and conservation advocates.

## EDUCATION

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M.S., Civil Engineering, Louisiana State University, August 2002

B.S., Biological and Agricultural Engineering, Louisiana State University, 1993

## MEMBERSHIPS/HONORS

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Leadership NACTO Fellow (2020-2021)

Bike Easy "Bike Easy Award" (2019)

Louisiana Chapter of American Planning Association "Engineer of the Year" Award (2019)

Louisiana Complete Streets Advisory Committee Member (2014-2019)

Friends of Lafitte Greenway Founding Visionary Award (2015)

Louisiana Public Health Institute "Excellence in Leadership for Multi-sector Collaboration" Award (2013)

Louisiana Cultural Economy Foundation Cultural Economy Hero Award (2012)

The Urban Conservancy "Urban Hero" Award (2011)

Bike Easy Award (2010)

ARCADIS, Inc. Core Value National Award for Agility (2002)

## MEDIA COVERAGE

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Profiled in New Orleans Times-Picayune December 2011

Profiled in 2007 *Rails to Trails* Magazine

## PUBLICATIONS

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"Walk + Ride: A Resource Guide to Pedestrian, Bicycle, and Complete Streets Project Funding in

Louisiana.” Louisiana Public Health Institute, Center for Planning Excellence, One Voice (January 2014;  
<http://cpex.org/downloads/pedbikelifunding>)

“Stormwater BMP Guidance Tool: A Stormwater Best Management Practices Guide for Orleans and Jefferson Parishes.” Bayou Land Resource, Conservation, and Development Council, Louisiana Department of Environmental Quality, Geosyntec Consultants (October 2010)

“Effect of Bike Lane Infrastructure Improvements on Ridership in One New Orleans Neighborhood.” K. Parker, J. Rice, J. Gustat, J. Ruley, A. Spriggs, and C. Johnson. *Annals of Behavioral Medicine* (February 2013) Volume 45, Issue 1 Supplement, pp101-107.

“An assessment of long-term post-restoration water quality trends in a shallow, subtropical, urban hypereutrophic lake.” J. Ruley and K. Rusch. *Ecological Engineering* 19 (2002) pp. 265-280.

“Development of a phosphorus management model to address filamentous algae in a shallow, subtropical, urban, hypereutrophic lake.” J. Ruley and K. Rusch. *Ecological Engineering* (December 2003).

## PRESENTATIONS

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2023 City Thread Accelerated Mobility Playbook Leadership Gathering, Denver, CO, June 12-14, 2023 – Participated on “Building Networks Fast: Lessons from US Cities” and “Better Together: Lessons in Partnership” panel sessions

2023 American Society of Civil Engineers Louisiana Chapter Transportation and Development Institute Seminar, New Orleans, LA, April 18, 2023 – “Inside the New Orleans Bikeway Network: Planning and Design Approaches”

2023 People for Bikes’ 2023 Advocacy Gathering, Austin, TX, February 28-March 1, 2023 – Presented on the City of New Orleans’ Final Mile build out of low stress, connected bikeway networks

2022 Louisiana Smart Growth Summit, Baton Rouge, LA, December 8, 2022 – Participated on “From Vision to Implementation: Making Complete Streets Work” Session

Louisiana Transportation Conference, Baton Rouge, LA, March 2, 2020 – Participated on “Designing for Pedestrians and Bicyclists with Safety in Mind” panel session

2015 Louisiana Smart Growth Summit, Baton Rouge, LA, November 2015 – Moderated “Planning for Healthy Communities” session featuring Peter Calthorpe of Calthorpe Associates and Elizabeth Baca of California Governor’s Office of Planning and Research

2014 Pro Walk Pro Bike Pro Place Conference, Pittsburgh, PA, September 2014 “A Resource Guide to Federal Funding for Pedestrian, Bicycle, and Complete Streets Projects in Louisiana.”

2013 Louisiana Smart Growth Summit, November 2013 “FitNOLA Partnership: Becoming a Top 10 Fittest City in the United States by 2018” and “Preview of Walk + Ride: A Resource Guide to Pedestrian, Bicycle, and Complete Streets Project Funding in Louisiana”

2012 Louisiana Smart Growth Summit, November 2012 “Implementing a Complete Streets Policy for the City of New Orleans”

VIII International Sustainable Transport and XIII Walk 21 Step into the Future Joint Conference in Mexico City, October 2012 “The Power of Partners: Forging Public-Private Collaborations to Reinvent Walking in the City of New Orleans”

Louisiana Public Health Association Annual Conference, March 2012 “New Orleans’ Progress toward a More Walk- and Bike-friendly Community”

Kidswalk Coalition Walk and Roll Louisiana Conference, November 2010 “New Orleans

Pedestrian and Bicycle Program: Successful Partnerships at Work”

## **LaNitrah B. Hasan**

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New Orleans, LA 70118  
Phone: (504) 913-7697  
[LaNitrah.Hasan@gmail.com](mailto:LaNitrah.Hasan@gmail.com)

### **Work Experience:**

#### **Director – Project Delivery Unit, City of New Orleans:**

March 2023 - Present City of New Orleans, New Orleans, LA

- ❖ Creates strategic and operational plans for the City's major grant and bond funded projects. Monitor and report on programmatic and financial goals. Provides updates to internal City leadership and external stakeholders on projects progression, changes from original plans, and existing or emerging risks. Collaborates with the departments of Public Works, Capital Projects Administrations, the Office of Resilience & Sustainability, and the Sewerage & Water Board of New Orleans' leadership and project managers. Ensures all contractual obligations are followed and in compliance with donor or grant funder regulations and internal organizational policies.
- ❖ Oversees, manages, and coordinates the efforts of a diverse department of 50 employees to ensure the completion of financial and grant related tasks.
- ❖ Directs and manages consultant teams performing infrastructure staff augmentation and program management support work for the City of New Orleans' Infrastructure programs.

#### **Director of Federal Grants, City of New Orleans - Project Delivery Unit:**

May 2018 – March 2023 City of New Orleans, New Orleans, LA

- ❖ Oversaw the management of multiple Federal grant programs on behalf of the City of New Orleans from inception through closeout. The following grant programs were managed:
  - FEMA Public Assistance (PA) across 13 Presidentially declared disasters. 1,362 grants valued at \$2.8B
  - Reconciled and submitted PW 11 for closeout. PW 11 is the largest Emergency Protective Measures PW obligated to the City of New Orleans for Hurricane Katrina at \$108.6M.
  - Have successfully closed 1,282 of the City's 1,362 FEMA Public Assistance grants
  - American Rescue Plan Act funding allocations for the City of New Orleans and Orleans Parish totaling \$387.5M

#### **Federal Grants Manager, City of New Orleans - Project Delivery Unit:**

May 2018 – May 2022 City of New Orleans, New Orleans, LA

- ❖ Managed multiple disaster grants closeout processes with the Louisiana Governor's

#### **Management Consultant/ Reconciliation Team Manager, City of New Orleans - Project Delivery Unit:**

September 2012 – May 2018 City of New Orleans, New Orleans, LA

- ❖ Managed multiple disaster grants closeout processes with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness ("GOHSEP") and the Federal Emergency Management Agency ("FEMA"). Developed Standard Operating Procedures and reporting/ analysis tools to forecast and manage closeout readiness of Project Worksheets (PWs). Facilitated the financial reconciliation of expenditures, by funding source, to ensure all eligible expenses

are captured within a PWs scope of work and are submitted for reimbursement. Interfaced with various City agencies to obtain the documentation required to draft version requests, time extensions, and submit for reimbursement of incurred expenses. Worked with agencies to ensure they are not only adhering to City procurement guidelines, but also following federal procurement requirements outlined in the 44 CFR for ongoing purchases. Directed the team responsible for submitting requests for reimbursement to GOHSEP on behalf of the City. Worked with GOHSEP management to troubleshoot reimbursement related issues due to documentation concerns and procurement issues. Acted as an authorized agent for the City of New Orleans with FEMA and GOHSEP by reviewing and signing Version Requests, Time Extension Requests, Draft Scope of Work and Cost Estimated (DSWCE), general correspondence, requests for reimbursements, etc. Liaised with GOHSEP and FEMA management to identify resolutions to overall grants management challenges. Oversaw the City's Closeout Incentive/ Direct Administrative Costs (COI/ DAC) and Project Management Costs (PMC) obligations with FEMA. Used forensic accounting principles to reconcile expenses within the City's Accounting systems (AFIN and Great Plains) to locate FEMA eligible expenses incurred post disaster. Directed staff members to reclassify expenses from the City's General Fund and/ or the Revolver into the FEMA Fund once GOHSEP approves reimbursement of the eligible expenses. Coordinated with the City of New Orleans' Chief Financial Officer, Deputy Director of Finance, and Comptroller to provide updates on the overall status of FEMA related financial matters. Drafted Operating ordinance requests that are presented before the City of New Orleans' City Council to ensure FEMA obligations are appropriated into the City's budget. Guided staff Cost Estimator to develop cost reasonableness analyses to resolve procurement concerns identified by GOHSEP during the reimbursement process. Responded to all audit data requests for FEMA grants and disbursements from the City's FEMA Fund.

- ❖ Coordinated and communicated closely with the Department of Public Works in the administration of the Joint Infrastructure Roads Recovery (JIRR) project. Worked collaboratively with DPW and FEMA to develop procedures for the Environmental and Historic Preservation (EHP) approval process and GOHSEP on procurement approval and reimbursement procedures for this one grant with over 200 sub-projects. Fostered communication with Sewerage & Water Board of New Orleans to ensure one joint request is submitted to FEMA EHP, which ensured all road and sub-surface infrastructure work are cleared and approved for inclusion in the JIRR scope of work. Facilitated monthly meetings with JIRR stakeholders to ensure potential concerns are communicated and resolutions are identified.

Supervised and directed a staff of 10 highly specialized City of New Orleans employees with grants management, and/ or accounting/ financial experience.

### **Managing Consultant, City of New Orleans**

January 2011 –September 2012 Independent Consultant, Hagerty Consulting, Evanston, IL

- ❖ Developed the processes and procedures to track, monitor, and report Katrina Reconciliation findings. Prepared all schedules of expenditures and payments for all categories of Katrina-related Project Worksheets (PWs). Researched, reviewed, and analyzed the City's on-line accounting systems (AFIN and Great Plains) to reconcile payments and expenditures to the Louisiana Public Assistance on-line database to identify opportunities for reimbursement for past expenditures and properly document expenses. Coordinated with various agencies within the City to obtain procurement documents, invoices and proof of vendor payment to substantiate grant funds obligated by FEMA. Liaised with the CAO's office to submit appropriations requests for all Operating grants. Provided quarterly analysis to



Finance Department of all FEMA payables and receivables for all Operating, Capital and Gustav PWs. Year-end analyses were developed and used for the City of New Orleans' annual audits. Supervised a team of two, who applied forensic accounting principles to identify opportunities for reimbursement and provided status updates in response to requests for information.

### **Program and Implementation Specialist, Mississippi Alternative Housing Pilot Program**

June 2009 –January 2011 Independent Consultant, Hagerty Consulting, Evanston, IL

- ❖ Operated as an on-site manager of the Mississippi Alternative Housing Pilot Program's (MAHPP) individual sales process, which enabled residents of Mississippi affected by hurricane Katrina to secure a permanent housing solution through the purchase a Mississippi cottage. Provided real-time feedback and support to the Gulfport and Hancock County Housing Resource Centers' (HRC) MAHPP staff. Coordinated program activities with the individual sales lead according to the areas of responsibility. These activities included but were not limited to: communicating policy and program guidance; reviewing all documentation required for an applicant's Phase I and Phase II Closings; assessing and problem-solving daily program issues, questions and concerns; managing program workflow; and assisting with identification and implementation of program and process improvement opportunities.

### **Reports Analyst, FEMA Individual Assistance Program**

January 2009 –May 2009 Independent Consultant, Hagerty Consulting, Evanston, IL

- ❖ Supported FEMA's Individual Assistance Program and direct housing mission for the Louisiana Transitional Recovery Office (LA TRO) in New Orleans. Responsible for significant reporting duties utilized by Individual Assistance (IA) senior management and external affairs to provide statistics to Louisiana state government officials. Analyzed discrepancies between commercial park pre-placed assignments, work orders issued, and leased applicants for the Gustav and Ike Direct Housing Operations (DHOPS) mission. Provided daily exception reports to various DHOPS personnel to expedite housing for applicants affected by Hurricanes Gustav and Ike.

### **Project Manager**

January 2006 – October 2007 DeWolff, Boberg & Associates, Inc., Charleston, SC

- ❖ Managed day-to-day operations of projects to ensure consistent adherence to project's key events schedule. Developed savings methodology with clients to monitor the realization of specific guaranteed savings of \$5M. Provided training and coaching for new company associates. Performed administrative project-related duties as needed. Evaluated managerial and operational deficiencies at manufacturing and services organizations nationwide, then developed, customized, and implemented management systems to support identified performance improvement goals. Established operational controls and procedures for effective work forecasting. 100% travel was required.
- ❖ Companies include: DSM Pharmaceuticals, Greenville, NC; Sun Life Financial, Toronto, ON; Waterloo, ON; Ottawa, ON, Montreal, QC

### **Management Consultant**

February 2000 – January 2006 DeWolff, Boberg & Associates, Inc., Charleston, SC

- ❖ Evaluated managerial and operational deficiencies at manufacturing and services firms nationwide, then developed, customized, and implemented management systems to support identified performance improvement goals. Established operational controls and procedures for effective work forecasting. Provided one-on-one training to management. Ensured that all client firms realized specific guaranteed savings, ranging from \$1M to \$7M. 100% travel was required.
- ❖ Companies include: Bell Helicopter, Hurst, TX; International Piping Systems (Turner Corporation), Port Allen, LA; MMC Technology, San Jose, CA; Briggs & Stratton, Statesboro, GA; ATK (Alliant Techsystems), Independence, MO; ATK: CCI/ Speer (Alliant Techsystems), Lewiston, ID; AdvancedPCS, Scottsdale, AZ; ATK: Federal (Alliant Techsystems), Anoka, MN; NAVAIR, Patuxent River, MD; Liquid Container: Plant 10, Racine, WI; Liquid Container: Plant 2, West Chicago, IL; MeadWestveco, Evadale, TX; Hatfield Quality Meat, Hatfield, PA; NAVAIR, San Diego, CA; CIGNA, Richardson, TX; PP&L Power, Washingtonville, PA; Herr-Voss, Callery, PA.

### **Professional Accomplishments:**

- ❖ Developed one of the nation's first FEMA grants for mass feeding during the COVID-19 pandemic. The City's \$30M Mass Feeding Initiative provided nearly 4M meals to over 24,000 New Orleanians who, due to age or medical condition, had an elevated health risk if exposed to COVID. The program provided home deliveries to vulnerable residents, which helped limit their exposure to others while ensuring access to food. The program was also open to residents who were COVID positive or under quarantine. In addition to serving residents in need, the program had the added benefit of supporting 88 local restaurants that produced local cuisine that made up the delivery boxes. This initiative helped to re-employ at least 500 New Orleanians, who may have otherwise been out of work during the height of the pandemic, in food production alone. Additional jobs were also created in the delivery and administration components of the program. The program, initially planned for 30 days, was extended to twelve months.
- ❖ Worked collaboratively with FEMA, the City's Public Works Department, and the Sewerage & Water Board of New Orleans to develop streamlined procedures for the Environmental and Historic Preservation (EHP) consultation and approval processes and GOHSEP on procurement approval and reimbursement procedures for this one grant valued at nearly \$1.4B with over 200 sub-projects.
- ❖ Prepared a construction scope analysis to aid with the approximately \$80M arbitration case with FEMA for Municipal Auditorium.
- ❖ Responsible for over \$17M in obligations for Closeout Incentive/ Direct Administrative Costs (COI/ DAC) to cover Force Account Labor and grants management consultants' fees.
- ❖ In charge of the reconciliation and closeout of over \$43M obligated for the demolition of hurricane damaged residential and commercial properties as well as the project management costs associated with those demolished properties.
- ❖ Initiated the development of monthly Collaborative Closeout Meetings with FEMA and GOHSEP to gain closeout assistance for the City's most challenging grants. Meetings became a model used by FEMA and GOHSEP with other applicants.

### **Education:**

May 1998 - Southern University at New Orleans, New Orleans, Louisiana

- ❖ Bachelor of Science Degree in Economics with an emphasis on Finance.

### **Certifications & Fellowships**

- ❖ Harvard University, Leading Cities in Procurement Reform Cohort, May 2022
- ❖ Loyola University New Orleans, Institute of Politics Fellow, April 2022

### **Skills:**

- ❖ Advanced Excel Proficiency
- ❖ Microsoft Project
- ❖ Microsoft Word
- ❖ PowerPoint

### **Courses & Trainings:**

- ❖ FEMA IS-020001.a Emergency Manager: An Orientation to the Position
- ❖ FEMA IS-00235.b Emergency Planning
- ❖ FEMA IS-00276 Benefit-Cost Analysis (BCA) Fundamentals
- ❖ FEMA IS-00634 Intro to FEMA Public Assistance Program
- ❖ FEMA IS-00910.a Emergency Management Preparedness Fundamentals
- ❖ FEMA G-318 Mitigation Planning Workshop for Preparing & Reviewing Local Plans
- ❖ Cost Allowability 101 – OMB’s New Federal Award Cost Principles
- ❖ Stafford Act Section 705, Disaster Grant Closeout Procedures Policy
- ❖ GOHSEP “Getting It Right” Training
- ❖ GOHSEP “Getting It Right: Procurement” Training
- ❖ GOHSEP “Getting It Right: Public Assistance Stakeholders Outreach” Workshop
- ❖ GOHSEP Cost Reasonableness Training

### **References:**

- ❖ Available upon request.

# Kelly T. Cryer

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New Orleans, LA 70127  
504-615-6161

## Objective

I am a goal-oriented, positive-minded individual, with extensive experience in attention to detail, time management, and accuracy.

## Work Experience

City of New Orleans

New Orleans, Louisiana

Grants Management Team Lead

April 2023 - present

- Monitor the status of all Federal Emergency Management Agency (FEMA) funded recovery projects and reimbursements
- Support other City of New Orleans (CNO) departments for grant management related activities on federally funded project awards
- Meet regularly with external agencies to maintain compliance with grant conditions
- Continue to perform Grants Management Specialist duties and execute trainings for and provide guidance to Grants Management Specialists

City of New Orleans

New Orleans, Louisiana

Grants Management Specialist

June 2022 – April 2023

- Provide informed opinions for procurement related activities on federally funded projects
- Prepare and distribute weekly time extension, version request, and Request for Information (RFI)/Correspondence reports
- Update quarterly report information for FEMA Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) projects
- Continue to perform previous job duties, including (but not limited to) acting as Point of Contact for the Project Delivery Unit (PDU) for the CNO, submitting Reimbursement Requests for FEMA PA and HMGP projects, and coordinating and tracking submittals for Environmental Planning and Historic Preservation review to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and FEMA for CNO's Joint Infrastructure Recovery Roads Request (JIRR) Project

City of New Orleans

New Orleans, Louisiana

Document Support Specialist II

February 2019 - present

- Submit Reimbursement Requests to GOHSEP for the CNO's nearly \$1.4 billion JIRR Project managed by the CNO Department of Public Works

## Kelly T. Cryer

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- Aid in the closeout process of multiple Federal Emergency Management Agency (FEMA) Public Assistance (PA) Project Worksheets (PW) managed by the CNO Capital Projects Administration (CPA)
- Submit Reimbursement Requests to GOHSEP for the FEMA Hazard Mitigation Grant Program (HMGP)
- Continue to perform Contract Manager duties

City of New Orleans

New Orleans, Louisiana

Contract Manager

October 2016 – February 2019

- Point of Contact for the Project Delivery Unit (PDU) for the CNO
- Process and Record correspondences between the PDU and other agencies, including FEMA, GOHSEP, and the Sewerage & Water Board of New Orleans
- Coordinate and track submittals for Environmental Planning and Historic Preservation review to GOHSEP and FEMA for CNO's JIRR Project
- Submit Reimbursement Requests to GOHSEP to aid in the closeout process of multiple PWs managed by the CPA
- Assist the Time Card Plus Manager in an ongoing verification process for employee hours billed to Direct Administrative and Project Management Costs
- Continue to perform Disaster Recovery Program Analyst II duties

City of New Orleans

New Orleans, Louisiana

Disaster Recovery Program Analyst II

November 2015 – October 2016

- Reconciled multiple FEMA PWs and submitted journal entries to transfer funds to assigned project codes
- Prepared Reimbursement Documentation for submission to GOHSEP
- Assisted the Time Card Plus Manager on a Direct Administration Costs verification project
- Validated submitted Property Management invoice packages for consistency and accuracy, verified in Accounting Financial (AFIN) if checks issued, and updated tracking report spreadsheet with check data
- Confirmed approved journal entries in AFIN for revolver check payments

## Education

Loyola University New Orleans, Master of Business Administration,  
Operations Concentration, August 2023

Loyola University New Orleans, Bachelor of Arts, Psychology, English Minor

## Skills

- Outstanding multitasker and excellent interpersonal communications
- Experienced in Microsoft Word, Excel, PowerPoint, and Outlook
- Knowledgeable in Master QuickBase, LAPA, LAHM, Time Clock Plus, AFIN, and SharePoint

**PROFILE**

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Proven efforts of process improvement and complex problem solving.  
Constant learner comfortable working independently and contributing to teams.  
A keen attention to detail and an ability to consistently make deadlines.  
Team building and management experience with a commitment to public service.

**EXPERIENCE**

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**City of New Orleans, New Orleans, LA****Project Delivery Unit (PDU)****Capital Budget Director**

March 2023 – current

- Lead a team of 28 professionals in the execution of the capital improvement program, totaling more than \$1B in City, State and Federal funds.
- Provide oversight on project budgets from planning to close-out across multiple infrastructure departments
- Identify and implement process improvements to meet financial goals
- Review and approve all change orders to construction projects
- Coordinate with auditors and collaborate with team members in response to monitoring visits, audits, and public records requests

**Reimbursement Lead**

May 2022 – March 2023

- Manage more than \$200M per year in reimbursements from FEMA Public Assistance, U.S. Department of Transportation, and State of Louisiana capital outlay grants
- Oversee coordination with Sewerage and Water Board on reimbursement of more than \$150M in capital expenses per infrastructure agreements
- Develop reports and procedures to improve efficiency and maximize reimbursement while supervising five reimbursement specialists
- Key contributor to department's response to annual single audit

**Civil Service Professional Development & Growth Instructor**

September 2015 – current

- Instructor for Purchasing in City Government and BRASS (2022-current)
- Instructor for Business Writing and Professional/Administrative Writing (2016-2021)
- Instructor for Microsoft PowerPoint (2015)

**Funding and Systems Manager**

December 2021 – May 2022

- Administered the capital budget for Capital Projects by maintaining project budgets and funding as well as coordinating with other departments on capital improvements
- Troubleshooted and devised solutions to procurement and financial processes in BRASS
- Special project lead for integration of ADP payroll system into BRASS financial system with federal grant timekeeping requirements (Activities)
- Evaluated policies and procedures to highlight strengths, identify weaknesses and make recommendations for improvements

**Document Control Team Lead**

December 2017 – December 2021

- Manage a team of six document specialists towards a goal of 100% electronic and complete documentation of grant and project files, including the close-out of all capital FEMA and HUD disaster grants
- Coordinate document collection for public records requests, audits, and grant monitoring
- Establish processes and procedures for identifying, collecting, distributing, and filing records that follow federal, state, and local regulations

**Enterprise Resource Planning (ERP) Subject Matter Expert**

May 2017 – July 2019

- Representative of the capital budget during implementation of new ERP system to replace legacy budget, accounting, procurement, and grant systems
- Core team member contributing towards development of new business processes and rollout of new integrated financial system
- Provide subject matter expertise on project and grant processes and workflows and give feedback on requirements for new system

**Database Manager**

September 2013 – February 2018

- Administered the financial and contract database containing over \$5 billion in federal, state, and local funds for public works infrastructure and facility capital projects
- Reviewed all capital facility procurement requests to ensure compliance with the applicable federal, state, and local laws and policy
- Produced reports and analyses of capital funds and expenditures for internal and external stakeholders
- Collaborated daily with Project Managers, FEMA Grant Managers, and D-CDBG Grant Managers to maintain accurate project budgets and to identify funding shortfalls

**Capital Projects Administration****Financial Analyst**

August 2012 – September 2013

- Processed invoices and requisitioned capital funds within goal timeframes
- Managed the \$140,000 operating budget by requisitioning funds and processing payments to vendors while ensuring compliance with all City procurement rules and regulations

**EDUCATION**

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**Maxwell School, Syracuse University, Syracuse, NY**  
Master of Public Administration

July 2009- July 2010

**Louisiana State University, Baton Rouge, LA**  
Bachelor of Arts, Political Science  
Bachelor of Science, Animal Sciences

August 2004 -May 2008

**VOLUNTEER**

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**Fund 17**  
Board Member, Treasurer

December 2020-current

# Howard E. Nobles III

2921 Constance Street  
New Orleans, LA 70115

(504) 717-6284  
Henobles@Nola.gov

## EXPERIENCE

### City of New Orleans

*Acting Director of Property Management*

*Federal Grants Manager*

*FEMA Public Assistance Policy Advisor/Closeout Grants Manager*

### New Orleans, LA

*January 2024-Present*

*March 2023-Present*

*April 2015 – March 2023*

- Work with the Federal Emergency Management Agency (FEMA) on obligating, processing, reporting, and closing out grants for 12 declared events across the last 19 years and totaling approximately \$2.5B. Oversee the Audit and Reconciliation, Grants Management, Timekeeping, Closeout, Historic Preservation, Scheduling, and Reporting teams within the Project Delivery Unit (PDU).
- Work with Office of Resilience and Sustainability (ORS) to assist them in acquisition of new federal grants and manage the grants after award.
- Worked in conjunction with the Chief Administrative Officer's (CAO) office on the processing of the City's CARES Act funding as well as APRA funding.
- Identified inconsistencies between FEMA Policies and the Code of Federal Regulations (CFR) regulations/Stafford Act regarding the City's insurance requirements. Worked with Intergovernmental Relations Team, the City's Lobbyists and FEMA to offer potential solutions.
- Submission of Reimbursement Requests, expenses, procurement, cost reasonableness, and proof of payment to Governor's Office of Homeland Security (GOHSEP) for FEMA reimbursement of eligible Disaster Declaration expenses from Hurricanes Katrina, Rita, Gustav, Isaac and other federally declared events.
- Confirm that previous purchases were procured following the Federal guidelines set forth in Title 44 of the Code of Federal Regulation (44 CFR), Title 2 of the Code of Federal Regulation (2 CFR), and in accordance with The Stafford Act.
- Perform cost analysis on items that do not conform to federal guidelines to prevent the funds from being de-obligated.
- Locate expenses that are eligible to the scope of the FEMA Project Worksheets in AFIN/Great Plains and locate the documentation through Accounts Payable and through direct discussions with Departments. Track current purchases by department daily in Mainframe. Confirm proof of payment through Treasury.
- Review current City contracts, bid documents and Purchase Orders to make sure they follow 44 CFR, 2 CFR, and The Stafford Act if they will be using federal recovery dollars or if the contracts could be used in an emergency event. After review, submit Grants Management review and advise the departments on revisions to comply with State & Federal regulations.
- Assigned to the Emergency Operations Center for events that have the possibility of being federally reimbursable, approve all expenses for possible federal eligibility and cost reasonableness prior to the final sign-off by the Director of Homeland Security. Maintain documents control to submit to FEMA if the emergency is declared. If declared, expenses are uploaded into the FEMA Grants Management Portal.
- Designed procedures and policy recommendations for future emergency events to streamline the City's processes, maintain cost reasonableness, improve record keeping, and ensure compliance with federal guidelines.



- Redesigned the Force Account Labor and emergency procurement procedures along with a comprehensive emergency contact review prior to the 2017 Hurricane Season.
- Reviews all emergency pay for employees who work during the event for approval by Deputy CAO for Human Resources and Finance.
- Conducts trainings and meetings with City departments to prevent future violations of Federal regulation, jeopardizing federal reimbursement.
- Trains new hires on the State's LAPA website used for disaster reimbursement.
- Regularly assigned to special projects such as working on the federally required independent cost estimates for the contractors to DPW after the flooding event of 2017.
- Worked on a team to revise the City's cost estimate submittal to the Federal Arbitration Board for the Municipal Auditorium.

**Governor's Office of Homeland Security and Emergency Preparedness    Baton Rouge, LA**

*Disaster Recovery Specialist III*

*May 13, 2013-April 2015*

- Managed the reimbursement of disaster recovery grants for Vermilion, St. Landry, Evangeline, Jefferson Davis, Iberia, and St. Mary Parishes and the local /municipal government agencies inside the parish for at least eight declared events.
- Cleaned up a backlog of submitted reimbursement requests in my initial 6 months on the job; the RRFs had been submitted a mean time of 1500 days. Only seven RRF's remain for the five initial and applicants are aware of the specific documentation they are required to advance these final RRFs. All work for St. Mary Parish, assigned to me in December, should be completed by the end of February; assuming requests for documentation are met in timely manner.
- Completed work for the applicants on event 3322 under a 30-day time constraint. In the process, I wrote four separate cost analyses to validate the expense of all the Projects Worksheets of one applicant. One cost analysis had previously been worked on by the technical services team for nearly a year without proving cost reasonableness.
- Generated multiple additional cost analysis to prove applicants cost reasonableness. Recently sought out by the GOHSEP debris expert to assist him in with a cost analysis.
- Prior to completing my probationary period was selected by my group lead to assist a fellow team member in teaching the new hire training course on Contract work after the original instructor had been promoted to a new department.
- Knowledge of the PA process allowed me to meet the standards for promotion to DRS III in a year and a half, the agency minimum for the promotion. No one had previously reached the DRS III level in less than 4 years of employment and only 6 employees in the entire agency have been promoted to DRS III.
- Selected to mentor new hires on our team. I was selected to mentor the one trainee who did not go through the GOHSEP University program.

**Ashley Hall Interiors**

*Warehouse Manager/Installation Coordinator*

**New Orleans, LA**

*July 2006 - June 2010*

- Supervised subcontractors ensuring project completion occurred in accordance with purchase agreement.
- Provided due diligence to ensure high net worth clients were informed during each phase of service.
- Reorganized warehouse layout to increase load management efficiency and improve time management.
- Coordinated inventory control with responsibility for the sourcing and scheduling of deliveries.

- Handled collection on current/past due accounts, reconciled payment discrepancies and resolved client billing issues.
- Collaborated with local, regional, and national media to showcase the designs and increase customer base.
- Initiated and fostered partnerships with clients leading to the coordination of \$1m+ design installations throughout southern US region.

### **Sleeping Giant Entertainment**

*Event Coordinator*

**New Orleans, LA**

*July 2002 – January 2005*

- Achieved event service operational objective by contributing information and analysis to functional strategic plans and reviews which included preparing and completing organizational action plans, implementing customer-service standards, and identifying and resolving problems.
- Accomplished Human Resource management by mentoring new employees via communication of job expectations, reviewing contributions, enforcing policies and procedures, and supervising staff.
- Contacted media and local businesses for advertisement purposes, to spotlight events, and write media press releases to maximize event success and customer satisfaction.
- Created and maintained Excel tracking system to ensure budget compliance, as well as managed AP/AR for events, using financial acumen to deliver clean balance sheet for 50+ annual events.

### **P.D.Q. Moving & Delivery**

*Office Manager*

**Harahan, LA**

*July 1997 – July 2006*

- Developed Cost-Analysis Model to determine Return on Investment (ROI) of potential projects.
- Originated purchase agreements that complied with LA Department of Transportation and LA Public Service Commission standards.
- Created and maintained audit database for deliveries, invoices, accounts payable (AP), and accounts receivable (AR)
- Responsible for oversight of staff performance including employee evaluations and mediation of staff disputes and grievance procedures in accordance with state law.
- Performed operational support for business including administrative and clerical requirements, scheduled and coordinated bookings, and prepared pricing for services.
- Accountable for customer recovery, personally winning back 20+ former clients resulting in 15% of annual sales.

### **Louisiana Association of Alcoholic Beverage Licensees (LAABL)**

*Executive Assistant to Senior Lobbyist*

**New Orleans, LA**

*April 1994 – June 1997*

- Responsible for gathering, organizing, and preparing interdepartmental information for weekly, monthly, quarterly, and annual press releases.
- Served as liaison between LAABL and State Legislators to ensure counterparty achieved a thorough comprehension of LAABL's position on legislation.
- Assisted in researching, drafting, presenting and passage of legislation for members of LAABL.
- Organized grassroots campaign, in conjunction with student action groups, at universities throughout Louisiana to spread the message of LAABL.
- Contributed to a team that successfully overturned several pieces of unconstitutional legislation in both LA District and LA Appeals court.

## **EDUCATION**

**Tulane University**

*B.A. Political Science*

*Concentration in International Relations*

*Minor: Latin American Studies*

**New Orleans, LA**

*December 2010*

## **CERTIFICATIONS AND TRAININGS**

FEMA NIMS ICS 300: Intermediate ICS for Expanding Incidents  
FEMA NIMS ICS 400: Advanced ICS Command and General Staff; Complex Incidents  
FEMA E202: Debris Management Planning for State, Tribal and Local Officials  
FEMA IS-42: Social Media in Emergency Management  
FEMA IS-775: EOC Management and Operations  
FEMA IS-634: Introduction to FEMA's Public Assistance Program:  
FEMA IS-632.A: Introduction to Debris Operations  
FEMA IS-120.A: An Introduction to Exercises  
FEMA IS-244.B: Developing and Managing Volunteers  
FEMA IS-100.B: Introduction to Incident Command System  
FEMA IS-200.B: ICS for Single Resources and Initial Action Incidents  
FEMA IS-235.A: Emergency Planning  
FEMA IS-393.A: Introduction to Hazard Mitigation  
FEMA IS-700.A: National Incident Management System (NIMS) An Introduction  
FEMA IS-800.B: National Response Framework, An Introduction  
FEMA IS-242.A: Effective Communication  
FEMA IS-240.A: Leadership and Influence  
FEMA IS-230.C: Fundamentals of Emergency Management  
FEMA IS-632.A: Introduction to Debris Operations  
FEMA IS-241.A: Decision Making and Problem Solving  
FEMA NEMIS Training (Federal) & (State)  
FEMA EMMIE Training (Federal) & (State)  
Louisiana IHC290: Use of Public Dollars  
Louisiana IHC190: Louisiana Public Assistance LAPA.com  
Louisiana IHC130: Debris Management  
Additional Comprehensive Public Training Programs

## **REFERENCES**

A listing of my Applicant's Representatives can be provided if requested.

## **COMMUNITY INVOLVEMENT**

### ***Member***

Past -Secretary & Treasurer of the Irish Channel Neighborhood Association, Past Board Member

Past Co-Chair of Grant Writing Committee

### **Volunteer**

Audubon Nature Center

Cure Search

Habitat for Humanity

Hogs for the Cause

# Geoffrey C. Coats

2719 Ursulines Avenue, New Orleans LA 70119  
504-782-0098 (mobile) | [geoff.coats@gmail.com](mailto:geoff.coats@gmail.com)

## Professional

2019 - Present

### CEO, Blue Krewe

New Orleans, LA

Founded nonprofit to manage and operate bikeshare and return Blue Bikes to New Orleans following the unexpected exit of the previous managing entity. Negotiated CEA with City of New Orleans naming Blue Krewe the managing entity for bikeshare in New Orleans, secured title sponsorship deal with Blue Cross and Blue Shield of Louisiana to provide operational funding, and created a partnership with Drop Mobility that delivered a new fleet of 504 e-assist bikes. Launched on schedule and under-budget.

2018 - 2019

### General Manager, Blue Bikes (Uber / Jump)

New Orleans, LA

Ensured program success as measured by ridership, cost control, and revenue growth. Managed the P&L, developed and implemented the business strategy, and optimized for operational efficiency. As the senior client, sponsor, and community facing representative in New Orleans, maintained strong, productive relationships with our sponsors, with the city of New Orleans, and with our operations subcontractor partners.

2017 - 2018

### General Manager, Blue Bikes (Social Bicycles)

New Orleans, LA

Built and scaled first bike share system in the city of New Orleans and the largest operational launch to-date for Social Bicycles. Developed all management and operations systems needed for success. Built successful operations team from 2 to 28 employees.

2011 - 2017

### CEO & Owner, Line 58 Branding & Web Design

New Orleans, LA

Responsible for leading strategic branding firm delivering transformational brand realignments for local, national, and international clients. Responsibilities include:

- Brand Strategy, Positioning, and Messaging for Top-Tier Clients
- Client Leadership Coaching and Organizational Change Management
- Development of new products and service offerings
- New Business Development & Client Negotiations
- Creation of Studio Culture and Change Management

2001 - 2011

### Managing Partner, Zande+Newman Design

New Orleans, LA

Responsible for transformation of mom & pop design studio into strategic branding consultancy. Established structures to allow for growth and attraction of right-fit clients. Established culture of excellence, learning, and client service. Change management.

- Lead Brand Strategy, Positioning, and Messaging for All Clients
- Lead the creation of appropriate corporate structure and culture.
- Established and owned relationships with legal and financial advisors
- Owned tier 1 client relationships
- Owned new business development and contract negotiations

**2001 - 2008 Founder, The Urban Conservancy**  
**Orleans, LA**

**New**

Co-founder and managing partner of successful non-profit focused on sustainable economic development and local control. Grew the organization from start-up until successful hand-off to well-established board of directors and talented Executive Director. Responsibilities include:

- Start-up plan and strategy for initial programs
- Fundraising and development of membership
- Conceptualizing and launching StayLocal! program to support local businesses
- Identification and Development of board of directors

## **Education**

**2019 - 2020**

**Harvard Business School**

**Online**

Executive Education at Uber with focus on leadership and culture.

**2015 - 2015**

**Goldman Sachs 10,000 Small Businesses**

**New Orleans, LA**

**1994 - 1998**

**Indiana University Graduate School**

**Bloomington, IN**

**Master of Arts.** African History and Intellectual History. Conducted research in France, Senegal, and the US. Ford Foundation / Indiana Center for Global Change and World Peace Travel Grant, 1997. Indiana University Graduate Student Research Award, 1997. U.S. Department of Education Foreign Language and Area Studies Fellowship, Academic Year 1996-1997. Indiana University Office of International Programs Summer International Enhancement Grant, 1996. U.S. Department of Education Foreign Language and Area Studies Fellowship, 1996.

**1990 - 1992**

**James Madison University**  
**Master of Arts. History**

**Harrisonburg, VA**

**1984 - 1988**

**James Madison University**  
**Bachelor of Science. Communications**

**Harrisonburg, VA**

# Django Szilagi

(504)-417-9901  
DjangoM7@Gmail.com

## EXPERIENCE

### **Blue Krewe (Blue Bikes), New Orleans, LA — *Director of Operations***

June 2023 - Present

Responsible for operations, short and long term system planning, budget balancing, training new staff, data collection and interpretation, and system management. Hiring manager for a staff of 25 people, this role includes overseeing interpersonal relationships, as well as intra-organizational systems.

### **Desire Line LLC, Southeast Louisiana — *Transportation Planner***

November 2022 - June 2023

Project manager for transportation and regional planning efforts for clients throughout the Gulf South. Projects include HUD Community Development Block Grant applications, zone overlays, and comprehensive plan development. Project aspects include program design, team management, and presentation development and delivery to general public and local government leaders.

### **District Department of Transportation, Washington, DC — *Transportation Planner***

February 2022 - December 2022

Project manager for bus priority projects within the District of Columbia. Projects included working within existing policy frameworks and coordination with overlapping government oversight and control. Projects include extensive public engagement efforts with an emphasis on effective communication to internal and external stakeholders.

### **New Orleans Health Department, New Orleans, LA — *Bicycle and Pedestrian Safety Coordinator & Emergency Preparedness Logistics Coordinator***

August 2019 - February 2022

Transportation policy development in coordinating with other City departments and agencies. Transportation and supplies logistics for New Orleans' large-scale drive-thru Covid testing (FEMA pilot program). Managed logistics for the City of New Orleans' COVID-19 vaccination campaign throughout 2021. Logistics and tactical response for hurricane evacuations, hurricane shelters, and other hurricane response needs.

## SKILLS

ArcGIS Pro

G Suite/Microsoft Suite

Logistics

Adobe Suite

Research & Data Collection

Communication

## LANGUAGES

English

American Sign Language

## EDUCATION

### **University of New Orleans, New Orleans, LA — PhD – Urban Studies**

August 2021 - Present (Expected Graduation: Spring 2025)

### **University of New Orleans, New Orleans, LA — Masters of Science – Transportation Planning**

August 2018 - December 2019

### **University of New Orleans, New Orleans, LA — Bachelors of Science – Urban Studies and Planning**

January 2016 - December 2017

## PREVIOUS PROJECTS

### **Tangipahoa Comprehensive Plan, Tangipahoa Parish, LA**

Transportation planner responsible for analysis of current conditions of Tangipahoa's multimodal transportation system. Django is responsible for asset mapping in GIS and drafting of recommendations which will be addressed in the capital improvements plan. He also drafted his findings for inclusion in the Community Profile, an existing conditions document, and presented his findings to the Steering Committee and stakeholders at public and parish meetings. (9/22-6/23)

### **St. Tammany Parish CDBG-ENT - Community Needs Assessment, Consolidated Plan, and Action Plans**

Planner and grant manager responsible for outreach and engagement regarding community needs in St. Tammany Parish. Drafted survey to identify emerging and ongoing needs of economically disadvantaged residents. Provides analysis regarding economic opportunities and barriers for residents in advance of new Parish CDBG Grant applications to ensure funding is applied where it is most needed. (12/22-6/23)

### **Jefferson Parish Comprehensive Sign Code Amendment**

Project management assistance and existing conditions research, gathering background information on which to build the comprehensive sign code amendment. Provides assistance and copy edits to project management in order to facilitate a full scope of work for client deliverables. (12/22-6/23)

### **Bus Priority Planning, District Department of Transportation, Washington, D.C.**

Django has led two corridor redesign projects in Washington, DC, that aim to provide increased bus travel time reliability and connectivity. Projects used ridership and corridor transportation data, in addition to community outreach and collaboration, to propose sound traffic calming solutions that were appropriate to the existing built environment and the expected transportation needs of the future. (3/2022 - 11/2022)

### **Gondola Feasibility, District Department of Transportation, Washington, D.C.**

Django represented DDOT's transit delivery division as a part of a feasibility study on transportation alternatives to Metrorail access to the Georgetown neighborhood in Washington, DC. Django and his team looked at ridership data, origin and destination data, as well as public surveys to understand the real and perceived need for transportation options accessing areas of the district. Potential options for access feasibility included Bus Rapid Transit (BRT), increasing infrastructure that encourages modal change, and an aerial gondola across the Anacostia River. (3/2022 - 11/2022)

### **Student Transportation Coordination, District Department of Transportation, Washington, D.C.**

Django acted as DDOT's lead for student transportation coordination between the agency, public transportation operators, the public school system, public charter school systems, and adjacent student organizations. The purpose of this coordination was to create systems where students could get to and from school without reliance on automobiles. (3/2022 - 11/2022)

### **Covid-19 Testing and Vaccination Logistics, New Orleans Health Department, LA**

Django was charged with managing logistics for field testing and vaccination clinics performed by the New Orleans Health

Department as a part of the City's response to the Covid-19 pandemic. Django helped site plan for testing and vaccination events and ensured that all supplies (including vaccines) were prepared and present per operation needs. Django helped to write SOPs for future mass testing and vaccination activations. (3/2020 - 3/2022)

#### **French Quarter Pedestrianization, New Orleans Health Department, LA**

Django represented the New Orleans Health Department in the Mayor's Office's technical tiger team charged with creating pedestrianization and active transportation improvements to the history French Quarter. Of the dozen or so projects that were proposed, Django's idea of pedestrianizing the French Market District was the only idea completed. (Summer, 2021).

#### **AWARDS**

**NOLA Ready**, Excellence in Public Health and Emergency Response Award *(2021)*



# Patrick A. Urbine

patrickubrine@gmail.com | +1.267.566.9957 | linkedin.com/in/PatrickUrbine | New Orleans, LA

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## EDUCATION

TULANE UNIVERSITY | A.B. FREEMAN SCHOOL OF BUSINESS | SCHOOL OF LIBERAL ARTS New Orleans, LA  
**Bachelor of Science in Management**, Business Management | **Bachelor of Arts**, International Development May 2021

GPA: 3.84/4.00 | Tulane Dean's Honors Scholarship (Full Tuition), Dean's List (4 Semesters)

- **Altman Program for International Studies and Business** - Selected as one of 18 scholars for a specialized cohort to graduate with a dual degree (150 credits) and study Finance and Globalization in Hanoi, Vietnam (Summer 2018) and International Development and Business Management in São Paulo, Brazil (Summer 2019-Spring 2020)

FOREIGN LANGUAGE AND AREA STUDIES (FLAS) FELLOWSHIP São Paulo, Brazil  
**Portuguese Language and Brazilian Culture Exchange Program** (U.S. Dept. of Education merit-based fellowship) Summer 2019

NATIONAL SECURITY LANGUAGE INITIATIVE FOR YOUTH (NSLI-Y) Changzhou, China  
**Mandarin Exchange Program** (U.S. Dept. of State merit-based scholarship) Aug 2016 - Jun 2017

## EXPERIENCE

BLUE KREWE New Orleans, LA  
**Community Engagement Manager** Jun 2021 - Present

- Engage an array of diverse community stakeholders to support the success and long-term sustainability of New Orleans' bike share program Blue Bikes
- Manage sponsor relations, grant-making, small donor relations, and fundraising campaigns
- Oversee public relations, digital marketing, newsletter, social media, website, and app product development

ALIGN New Orleans, LA  
**Digital Marketing Intern** Spring 2021

- Manage content creation, calendar, and cross-platform social media strategy
- Optimize web content for SEO performance

TULANE INSTITUTE ON WATER RESOURCES LAW AND POLICY New Orleans, LA  
**Research and Communications Intern** Summer 2020

- Conducted an analysis of +300 coastal flood and storm protection levee systems run by the U.S. Army Corps of Engineers
- Redesigned the group's website to improve navigability and user experience

CITY OF PHILADELPHIA DEPARTMENT OF COMMERCE Philadelphia, PA  
**International Affairs Intern** Summer 2018

- Hosted international delegations interested in investing in Philadelphia from 15 different countries
- Assisted the team to attract a Chinese biomedical company that planned to invest \$10 million dollars in Philadelphia

CITIZEN DIPLOMACY INTERNATIONAL Philadelphia, PA  
**Sister Cities Intern** Summer 2017

- Promoted and maintained relationships between Philadelphia and the City's 11 Sister Cities

CITY OF PHILADELPHIA MAYOR'S OFFICE OF EDUCATION Philadelphia, PA  
**Public Policy and Communications Intern** Dec 2015 – Jul 2016

- Conducted policy research and community outreach to plan and implement Mayor Kenney's Community Schools and Universal Pre-K initiatives during the Mayor's transition and the first year of his administration
- Dealt with press relations and established an online presence for the Mayor's Office of Education on Twitter and Facebook

PHILADELPHIA INDUSTRIAL DEVELOPMENT CORPORATION Philadelphia, PA  
**Marketing and Real Estate Intern at The Navy Yard** Summer 2015

- Provided tours to potential Navy Yard tenants and international delegations interested in investing in the area
- Created unique media assets for The Navy Yard blog and social media channels

## LEADERSHIP EXPERIENCE

**Vice-Chair**, NEW ORLEANS COMPLETE STREETS COALITION Spring 2022 - Present

- Advocating for the inclusive development, expansion, and maintenance of complete streets in New Orleans

**Committee Member**, RIDE NEW ORLEANS STATE OF TRANSIT STEERING COMMITTEE Fall 2022

- Provided strategic guidance and contributed to the development of the 2022 State of Transit Report

**Organizer**, RIDE FOR OUR LIVES Fall 2022

- Co-organized the 2022 Ride For Our Lives social ride to build community and advocate for safer streets in New Orleans

**Awards:** Bike Easy Award (2022), Fulbright Semi-Finalist (2021)

**Languages:** Portuguese, Spanish

# DAN FAVRE

danfavre@gmail.com – 401-965-7908  
2011 St Claude Ave, New Orleans, LA 70116



Over 15 years of experience in the local environment and transportation non-profit sector. **Collaborative leader and entrepreneur** with demonstrated success in:

- non-profit fundraising
- staff management
- budgeting and financial oversight
- strategic planning
- operationalizing equity
- program & campaign management
- political positioning
- media messaging & appearances
- coalition building
- government relations
- strategic communications
- grantmaking
- grassroots outreach and
- public speaking.

Strong emotional intelligence, great listener, and passion for Greater New Orleans. Extensive local, regional, and national networks of environment- and transportation-focused philanthropists, advocates, and professionals in the public and private sectors.

## PROFESSIONAL EXPERIENCE SUMMARY

### **GREATER NEW ORLEANS FOUNDATION – New Orleans, LA**

- **Director of Environmental Programs** (June 2022 – present)

*Manages environmental programs and grantmaking with a racial equity lens, and collaborates with grantee partners, funders, public officials, and others to deliver transformational climate adaptation and mitigation for the region's most vulnerable communities.*

### **BIKE EASY – New Orleans, LA**

- **Executive Director** (April 2015 – September 2021)

*Oversaw strategic direction, fundraising, administration, programs, and campaigns resulting in improved transportation options for people in the region, rapid organizational growth, and a firmly established national reputation for the organization.*

### **GULF RESTORATION NETWORK (now Healthy Gulf) – New Orleans, LA**

- **Communications Director** (March 2010 – May 2013)

*Designed and implemented the organization's first comprehensive communications program resulting in an increased public profile of GRN and more citizens engaged in efforts to protect and restore the natural resources of the Gulf of Mexico region.*

- **Campaign Organizer** (September 2006 – March 2010)

*Built unprecedented grassroots power and membership for the organization by launching a door-to-door fundraising canvass and volunteer programs. Coordinated the Save Our Cypress Coalition to successfully protect 10,000's of acres of swamps & wetlands.*

### **GREEN CORPS, Field School for Environmental Organizing -- Ann Arbor, MI; New Orleans, LA; Philadelphia, PA; Washington, DC**

- **Field Organizer** (Aug 2005 – Aug 2006)

## COMMUNITY INVOLVEMENT

- Facilitated \$825,000 in Covid-relief donations from a national funder to local organizations
- Blue Krewe - Board Member, Secretary

## SMALL BUSINESS EXPERIENCE

- The Domino – Founding partner in Bywater neighborhood bar
- Coot, LLC – Partner in acquiring, renovating, and returning a fire-damaged, historic corner store to commerce in the Irish Channel
- 2009 St Claude Ave – Small rental property manager

## EDUCATION

- Brown University, B.A. Sociology (1999 – 2003) with full academic scholarship.

# DAN FAVRE

danfavre@gmail.com – 401-965-7908  
2011 St Claude Ave, New Orleans, LA 70116

## PAST PROFESSIONAL EXPERIENCE HIGHLIGHT DETAILS

### Bike Easy Impact

- Advocated for a New Orleans connected **bikeway plan that prioritizes equity** and the **construction of 50+ miles of bikeways**
- Reached 3,000+ youth & adults with **bike safety programming**
- Supported establishing **bike share for New Orleans** (twice!) as a truly equitable transportation option
- Launched **new community initiatives** like the Bike Easy April Challenge, Bike Easy Certified, and #BikeMatch
- Managed a **multi-million dollar public awareness campaign** to support Complete Streets

### Bike Easy Growth

- **Quickly tripled the annual budget, then maintained it**, by securing **millions of dollars in funding** from foundations, corporate sponsors, government contracts, major donors, and Bike Easy Members
- Significantly **increased diversity of staff and board**
- **Grew staff by 250%** and **built new organizational systems**

### Bike Easy Connection

- Formed **the New Orleans Complete Streets Coalition** and grew it to over 40 organizations and businesses with a **specific focus on equitable representation**
- Served as **Chair of the Local Host Committee for the 2018 Walk / Bike / Places Conference**
- Disbursed **over \$40,000 in grant funds** to local organizations

### Gulf Restoration Network Communications

- Managed a **full-scale rebranding process** to completely overhaul the organization's visual identity
- **Educated and engaged citizens on GRN work** through compelling communications that **resonated with a broad base in New Orleans, the Gulf region, and nationally**
- Supported **passage of the RESTORE Act** after the BP oil disaster

### Gulf Restoration Network Campaigns

- Founded and managed the grassroots, door-to-door **Outreach Office that raised \$1.03 million, recruited 14,707 members, and directly engaged 260,000+ citizens in one-on-one conversations** about protecting the Gulf environment
- Coordinated the **Save Our Cypress Coalition that protected 10,000's of acres of Louisiana cypress swamps** with a variety of legal, political, and corporate strategies
- Designed, implemented, and managed **Students United for a Healthy Gulf**, a Gulf-wide internship and training program, and **Healthy Gulf Krewe**, a nationwide network of volunteers and activists

## **SELECT AWARDS & TRAININGS**

- Game Changer Award from the American Planning Association – LA Chapter (May 2019)
- Sevilla Bikeways & Transit Study Tour with City of New Orleans Delegation (March 2019)
- Citybuilders' Symposium - Netherlands (June 2018)
- Rosa Parks Diversity Leadership Award - Women's Transportation Seminar, GNO Chapter (April 2018)
- Active Transportation Leadership Retreat, Alliance for Walking and Biking (March 2018)
- Local Innovator Award - Society of Behavioral Medicine (Dec 2017)
- Green Corps Continuing Professional Development (2007- 2012)
- Institute for Environmental Communication, Loyola University (Fall 2007)

## **INTERESTS & HOBBIES**

Biking, adventure travel, New Orleans music & cuisine, whitewater rafting, cooking, scuba diving, Mardi Gras, camping, reading, meandering dog walks

## **Todd D. Reynolds, MS. CED**

*40 Castle Pines Drive, New Orleans LA, 70131*

*Mobile: 504-256-1336 Home: 504-301-9170 Email Address: [treynolds1701@gmail.com](mailto:treynolds1701@gmail.com)*

### **EXPERIENCE**

#### **December 2018 - Present**

##### **Executive Director, Groundwork New Orleans**

**Responsibilities:** Oversee all administration, programs, finance and strategic planning of the organization. Other key duties include fundraising, marketing, and community outreach. Planning and operation of annual budget. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit. Serving as the primary spokesperson to the organization's constituents, the media and the general public. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the organizations mission. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization. Supervise, collaborate with organization staff. Strategic planning and implementation. Oversee organization Board and committee meetings. Oversee marketing and other communications efforts. Review and approve contracts for services.

#### **January 2018- December 2018**

##### **President, TDAS Properties LLC**

**Responsibilities:** Oversee all aspects of the company. Company provides School Operations support to Start Up and existing schools in the areas of: Behavior Management, Transportation, Food Service, Security, Alarm and Fire Suppression Systems, Waste Management, Building Level Programing and Logistical Support. Develop RFP's for all operational contract areas.

#### **August 2016 – December 2017**

##### **Principal/Assistant Principal, The Net Charter High School Central City/Gentilly**

**Responsibilities:** Set ambitious, data-driven goals for achievement & invest stakeholders Develop, maintain and share knowledge base of NET's cultural, pedagogical, and operational practices. Train and support staff to understand and work with students in alignment with NET expectations. Monitor systems and support staff to effectively produce the results expected by the Executive Director, Board of Directors, the Charter Authorizer, students and families Maintain high quality internal and external communication, manage structured and informal feedback and data loops to ensure continuous improvement. Provide consultation for long term strategic planning. Stay current on national and international trends and best practices in both alternative and traditional education

#### **August 2012- July 2016**

##### **Dean of Students, NET Charter High School**

**Responsibilities:** Development and implementation of Restorative Culture and Practices at the NET charter HS. As a member of the Leadership Team responsibilities included: Assist in school operation, long term strategic planning, staff development and the development of the school's construction program.

**July 2011 – August 2012**

**VP of Construction Operations, Strategic Support Corporation, Inc. New Orleans, LA**

**Responsibilities:** Development and implementation of the Construction Division for Strategic Support Corporation, Inc. Provide weekly reports to President and plan of actions to address growth needs and other strategic planning efforts for the division. Responsibility also includes the preparation and analysis of Proposals, Bids, budgets and cash flow statements. Additional duties include the Project Management of all construction projects including negotiated contracts and maintained progress reports of all consultants, subcontractors, submittals and requests for information (RFI).

**July 2009-July 2011**

**Chief Operations Officer, LHT Services, Inc. Harvey, LA**

**Responsibilities:** Development, implementation, and monitoring the operational systems and organizational policies for LHT Services, Inc. Provide weekly reports to President and plan of actions to address growth needs and other strategic planning efforts. Responsibility also includes the preparation and analysis of budget and cash flow statements to identify potential shortfalls and areas of concern. Additional duties include the Proposal writing, Bid preparation and direct Project Management for \$11 million in federal contracts including negotiated contracts and maintained progress reports of all consultants, subcontractors, submittals and requests for information (RFI).

**November 2008 - July 2009**

**Vocational Instructor-Construction Site Manager, Isles Youth Build Institute, Trenton NJ**

Responsible for providing housing construction and vocational training to 45-60 high school students; Serve as site advisor and coordinator for construction activities; Responsible for material procurement and inventory controls in all areas of construction; Participates as part of the program staff in program planning and decision-making and keeps senior management informed of the progress, challenges, and needs of the on-site construction work and training.

**February 2006-November 2008**

**President, Reynolds Consulting Group (RCG)**

*RCG is a consulting company that provides project management, technology, office support functions, and organizational assessment services to start-up and growing companies*

**Project:** US Army Corps of Engineers Contract # W912P-08-R-0034

Company hired by LHT Services, Inc. (client) to oversee this \$5 million project; Responsible for multiple task orders and all contractual requirements associated with the hauling of both hazardous and non-hazardous material throughout the New Orleans Area used to fortify the levee system in Orleans Parish; Responsible for all aspects of the project design, logistics, implementation, reporting and completion; Contract amount \$5 million dollars.

**Project: Hurricane Katrina Disaster Relief:** Served as the Project Manager for a \$2.8 million project with LHT Services, Inc. and FLUOR International Disaster Relief in New Orleans, LA. Responsible for the installation of 1,000 temporary housing units for student and faculty housing at the University of New Orleans and Southern University of New Orleans. Responsible for all aspects of contract management, supervision of 40 site personnel, coordination and facilitator for construction team meetings, negotiated contracts with third-party vendors, strategic planning and project design, administrator of all local, state, and federal compliance for this project.

**August 2004 -February 2006**

**Director of School Operations, HOPE Charter High School, Philadelphia, PA**

Development and management of an annual \$5 million operational budget; Supervised 10 non-instructional employees; Provided daily administration and management to the school; Developed new operational systems for more effective monitoring of student enrollment, student attendance, child accounting, human resources, facility management, security; Developed and monitored all state and federal program grants for compliance with NCLB regulations; Developed new programmatic and operational policies for board approval; Actively participated in staff recruitment and disciplinary hearings; Prepared monthly operational and financial reports to the Board of Trustees; Negotiated food service, facility maintenance, security, and other third-party contracts; Established the scope of service and maintained progress reports of all consultants and contract providers; Responsible for all school purchases, receiving and inventory. Responsible for the update of the school's website and child accounting database.

**December 1998 - August 2004**

**Director of School Operations, West Oak Lane Charter School, Philadelphia, PA**

Member of the transitional team to implement the new organizational structure in 1998; Development and management of an annual \$6.5 million operational budget; Supervised 20 non-instructional employees; Provided daily administration and management; Responsible for the coordination of the

school's lunch program, pupil transportation, student enrollment, child accounting, security, human resources, facility management, state and federal program compliances including special education; Developed new programmatic and operational policies for board approval; Actively participated in staff recruitment, disciplinary hearings, and strategic planning meetings; Prepared monthly operational and financial reports to the Board of Trustees; Negotiated contracts and maintained progress reports of all consultants and contracts; Prepared newsletters and conducted outreach efforts with parents in the community; Expanded the school's technological image including website development, coordinated the web-based information system for parents, teachers, and students.

**August 1996 - December 1998**

**Program Director, YouthBuild Philadelphia Charter School, Philadelphia, PA**

Managed North Philadelphia satellite program; Supervised a staff of 12 and responsible for the overall personal growth, educational development, life skills, job readiness and leadership development of 75 high-school aged students; Active participation in staff selection, trainee recruitment, and developed programmatic recommendations to the Executive Director.

**August 1992 - August 1996**

**Construction Foreman and Counselor, YouthBuild Philadelphia, Philadelphia, PA**

Provided one-on-one case management to 40 youths enrolled in the program; Reviewed records, files, and evaluations of students to implement action plans. Provided direct instruction in the areas of life skills, job readiness and leadership development. Provided construction training to 15-20 youths in the areas of demolition and full gut rehabilitation.

**September 1988 - August 1992**

**Contracts Coordinator, The Philadelphia Youth Service Corps, Philadelphia, PA**

Responsible for the securing and completion of construction contracts; Involved in all aspects of housing development projects.

**EDUCATION**

**University of Southern New Hampshire, Manchester, NH**

Master of Science in Community Economic Development

(MSCED) G.P.A. - 3.67/4.00

Graduation Date - March

1999

USACOE –

Construction Quality Management for Contractors 11/2010

**ASSOCIATIONS**

Member English Turn Golf Club

Jack and Jill of America, New Orleans

Chapter

Member Freeway Golf Association Bill

Bishop Junior Golf Foundation (Instructor)

**TECHNOLOGY SKILLS**

Fully versed in Project Management software including SureTrack, Construction Manager, Star Builder and all Microsoft office applications including Project, Microsoft Word, Access, Excel, MS Money, PowerPoint, Internet Information Server (IIS), Network Administration, Website Development and Implementation

**RYAN MATTINGLY**  
1661 N. Broad New Orleans, LA 70119  
ryan@lagreencorp.org  
(504) 220-2461

**EDUCATION:**

- 2006, MA, UNIVERSITY OF NEW ORLEANS** New Orleans, LA  
• Major: Urban Studies, George Windell Prize for Best MA thesis at UNO.
- 2002, BA, COLORADO STATE UNIVERSITY** Fort Collins, CO  
• Major: History (Dean's List for Academic Honors)

**PROFESSIONAL EXPERIENCE:**

- 2020 LOUISIANA GREEN CORPS** NEW ORLEANS, LA  
*Executive Director*  
• Responsible for overseeing all functions of the organization from fundraising, strategic planning, staff, volunteer, and contractor management, delivery of services, reporting, and public outreach and awareness.  
• Recruits, hires, trains, and manages staff members towards effectively providing employability skills services and comprehensive career counseling, while simultaneously expanding local employer partnerships.  
• Formalizes all relationships with employers, fee for services contracts, service providers, and community partners.  
• Facilitates all program staff to formalize programming and enforce policies and procedures to successfully implement all grants and contracts.
- 2019 – 2020 CITY OF NEW ORLEANS, YOUTHWORKS** New Orleans, LA  
**OPERATED BY RESCARE WORKFORCE SERVICES**  
*Operations Manager*  
• Served as the leader and project manager for the New Orleans YouthWorks team and was responsible for ensuring the successful negotiation implementation of WIOA's fourteen-element activities for youth.  
• Led the team towards tripling the number of enrollments at YouthWorks and doubling the number of employer partner contracts.
- 2016-2018 TULANE UNIVERSITY, COWEN INSTITUTE** New Orleans, LA  
*Senior Manager of the Earn and Learn Career Pathway Program*, a paid pre-apprenticeship program for New Orleans opportunity youth that provides on-the-job training in high-demand local industries.  
• Successfully guided all operational aspects of the Earn and Learn Career Pathways Program, including managing students' attainment and success within paid full- or part-time jobs connected to career pathways; soft and technical skills training; industry-based certification training and acquisition; career coaching; and wraparound support, such as ensuring students had bus passes, childcare stipends, and connection to mental health services, as well as ongoing engagement with student support post-graduation.  
• Facilitated the team towards significantly improving the overall outcomes of the program, including but not limited to, a 17% increase in program retention, a 48% increase in participants earning 1 or more credentials.
- 2009-2016 JOHNS HOPKINS UNIVERSITY, CENTER FOR SOCIAL ORGANIZATION OF SCHOOLS**  
2012-2016 *Field Manager of the Diplomas Now Program* New Orleans and Baton Rouge, LA  
• Oversaw all regional operations, budget, and strategic planning efforts toward expanding overall program funding and exceeding outcome goals.  
• Selected as one of three members of the team to participate in an intensive year-long leadership training cadre to grow into the role of executive director.  
• Led the successful implementation of the Diplomas Now Model within regional schools, including working with school leaders and teachers to establish high-quality dual enrollment options and career academies within local schools.
- 2006-2009 NEW ORLEANS CHARTER SCIENCE AND MATH SCHOOL** New Orleans, LA  
*Lead Social Studies Teacher and High School Basketball Coach*  
• Developed and implemented course curriculum and lesson plans to engage higher-level thinking.



**SYNERGISTIC ACTIVITIES:**

Member, Board of the US Green Building Council, Louisiana Chapter.

Licensed Trainer, International Institute of Restorative Practice

Member, New Orleans Workforce Board Youth Committee:

- Served as an active participant of the NOWBD Youth Committee toward increasing partnerships and pathways between the Youth Committee and K-12 and higher education institutions as well as community partners.
- Developed the Youth Committee as a working group to identify needs and build capacity to better serve local youth.

Backbone Organization Team Member, New Orleans Opportunity Works (NOOW)

- Serve as an active participant of this postsecondary/career-bridging collaborative by facilitating and contributing to regular professional development training and learning community meetings.
- Implemented the Jobs for the Future “Back on Track” model across the collaborative.

Member, Opportunity Youth Data Sharing Council (OYDSC), New Orleans, LA

- Serve as a leading member within a collaborative of organizations focused on performance management.
- Collaborate with partner organizations towards improving and integrating referral and assessment services.

2016-2018, Team Leader, Youth Program Quality Initiative (YPQI), New Orleans, LA

- Led the Earn and Learn Career Pathways Program within the Youth Program Quality Initiative—a framework to help with student engagement and retention in workforce development programs
- Facilitated the team in implementing multiple YPQI improvement plans, resulting in more effective professional development opportunities for participants and significantly higher YPQI internal and external assessment scores

# Chuck Morse

3717 S. Pin Oak Avenue  
New Orleans, LA 70131

Phone: 225.572.4888  
cmorsecompany@gmail.com

**Executive Director**  
Thrive New Orleans

**2017-Current**

As Executive Director of LaunchNOLA, a small business development organization, Morse is responsible for managing and overseeing daily operations, including fundraising, business development, mentorship, and marketing. Morse applies his diverse leadership experiences in hospitality, government, green infrastructure, small business and ecumenical eco-systems to intentionally empower small businesses to create sustainable and successful businesses.

**Professor**  
Union Baptist College and Theological Seminary

**2015-Current**

Morse teaches at Union Baptist College and Theological Seminary, where he matriculated and served as the president of the Student Government Association. He teaches Philosophy of Religion, Biblical Ethics, and Ministerial Ethics.

**Director**  
Good Work Network

**2014-2017**  
New Orleans, Louisiana

Morse serves as the ConnectWorks Director for the Good Work Network, a small business development organization. He is tasked with connecting small businesses to procurement opportunities with large established businesses like, Ochsner Health System, Tulane University, LSU Health, and others.

**President**  
cMorsecompany

**2009-2015**  
New Orleans, Louisiana

Morse served as President of cMorsecompany, a hospitality and tourism consulting firm that provided marketing, strategic planning, and governmental relation services for clients. Clients included the State Farm Bayou Classic, and Delaware North Companies, an international multi-billion dollar food services company.

**Assistant Secretary of Tourism**  
Louisiana Department of Culture, Recreation and Tourism

**2006-2009**  
Baton Rouge, Louisiana

Senior executive management team member responsible for management and oversight of the Louisiana Office of Tourism (LOT). LOT has an overall 25 plus million dollar budget with 82 full-time staff and scores of wage employees. Oversees commissions, including Mississippi River Road Commission, Atchafalaya Trace Commission, Red River Development Council and the Louisiana Scenic Byways Program, a network of 13 Welcome Centers, National & International Marketing, and a ten million dollar advertising & public relations program. Oversees LOT's consolidated marketing and product development departments. Also serve as a member of the Louisiana Rebirth and CRT Leadership Transformation Action Teams.

**Senior Advisor to the Secretary of Culture, Recreation and Tourism**  
Louisiana Department of Culture, Recreation and Tourism

**2004-2006**  
Baton Rouge, Louisiana

Senior executive management team member responsible for management and oversight of CRT commissions, including Mississippi River Road Commission, Atchafalaya Trace Commission, Red River

Development Council and the Louisiana Scenic Byways Program. Also served as member of CRT Leadership Transformation Action Team. Liaison to the Office of the Lieutenant Governor for Multicultural Affairs programs, including the development and implementation of “How to do Business with the State Seminars”.

**Special Assistant to the President**

Washington, DC Convention and Tourism Corporation (WCTC)

**2000-2004**

Washington, DC

Morse was an integral member senior management team, He was responsible for developing and implementing initiatives that established and maintained strong governmental relations at city and federal levels. He developed and implemented policies that enhanced WCTC’s image as an inclusive and diverse organization. Morse also created and delivered tourism initiatives that strengthened the economic conditions of neighborhood stakeholders, and served of the liaison to the Board of Directors, community and political stakeholders. And, advised the CEO on issues impacting WCTC and the hospitality industry.

**EDUCATION**

Master of Divinity

Union Baptist College and Theological Seminary, New Orleans, LA

**2015**

Master of Science, Urban Studies

University of New Orleans, New Orleans, LA

**1997**

Bachelor of Science, Public Administration

Virginia State University, Petersburg, VA

**1989**