

**COMMUNITY PLANNER**

Federal Highway Administration - Michigan Division  
January 2006 – May 2012

**POSITION DESCRIPTION**

Actively administered, promoted, evaluated, and coordinated the transportation/air quality planning activities, in both statewide and metropolitan areas. Participation also extended to the policy, procedural and technical coordination and interpretation with the Michigan Department of Transportation (MDOT), Metropolitan Planning Organizations (MPOs), Local Public Agencies, and other Federal Agencies on the laws and regulations pertaining to statewide and metropolitan transportation planning, air quality conformity, and other related Federal-aid Highway Programs in the State.

**DUTIES**

Represented FHWA on various State and MPO process improvement committees to ensure outcomes were consistent with program requirements.

Provided assistance to MDOT on STIP issues relating to revenue estimation, STIP maintenance and fiscal constraint.

Coordinated the review and approval of the STIP.

Provided support, guidance, and technical assistance MDOT and MPOs (Grand Rapids, Holland, Muskegon, Port Huron, and SEMCOG) in the development, review and implementation of MTPs, TIPs, and UPWPs to ensure compliance with federal regulations.

Managed the Congestion Mitigation Air Quality and National Scenic Byway programs.

Provided technical review and analysis of air quality conformity modeling assumptions, inputs, and results that are the basis for transportation/air quality decisions.

Consulted with EPA and FTA on the review of new MTPs and TIPs, and any amendments to those documents, to make air quality conformity determinations.

Coordinated monthly planning unit meetings to monitor progress on key activities, identify issues, develop solutions, agree on common approaches, set priorities, and adjust assignments to complete tasks in a timely manner and increase overall unit productivity of the unit.

Experience leading and being an active participant in TMA certification reviews.

Ensured ongoing project authorizations and obligation requests were in line with TIP and STIP project listing requirements.

**ACCOMPLISHMENTS**

Division point of contact for the TIGER II Planning Grant in the City of Pontiac, MI. Provided guidance, support, and technical assistance when needed. Worked with the grantee to ensure proposed match funding was eligible, educated the grantee on the various options for receiving the funding, and facilitated meeting between grantee and MDOT to complete the grant agreement. Responsible for monthly and quarterly reporting of activities to FHWA-HQ. When completed, this grant will produce a plan to provide non-motorized and transit

options to connect downtown Pontiac with the surrounding neighborhoods.

Developed systems to track monthly project authorizations to determine what percentage of the original Statewide Transportation Improvement Program (STIP) was delivered, as well as the STIP amendments processed. Both are used by planning staff to assist the Division in reporting the Director of Field Services (DFS) National Performance Measures.

Participated on statewide team tasked with creating and updating the guidance to improve the uniform STIP process. This guidance has been used by all MPOs, MDOT, and FHWA since FY 2008.

Co-led a process review on the use of third party in-kind contributions to match the Planning (PL) program. This effort to continually refine and enhance the quality, effectiveness, and efficiency of the process in Michigan will result in a more compliant and open process. Recommendations from this report will be incorporated into an action plan that will be developed in the near future.

Developed and delivered training to state and local governments, stakeholders, and the public on the 8-Hour Ozone Standards, the Metropolitan Transportation Planning Process, Planning for SAFETEA-LU, and the National Scenic Byways Program and the Benefits to Michigan Heritage Routes.

***PLANNING AND ENVIRONMENTAL SPECIALIST***

Federal Highway Administration - Minnesota Division

October 2004 – December 2005

**POSITION DESCRIPTION**

Responsible for providing transportation planning and environmental assistance and advice to the Division, the Minnesota Department of Transportation (MnDOT), and local transportation planning and environmental organizations related to Statewide Transportation Planning, Metropolitan Transportation Planning, Travel-Demand and Air Quality Planning, and environmental programs.

**DUTIES**

Provided support, guidance, and technical assistance the MnDOT and MPOs in the development, review and implementation of MTPs, TIPs, UPWPs, and corridor studies to ensure compliance with federal regulations.

Provided technical review and analysis of air quality conformity modeling assumptions, inputs, and results that are the basis for transportation/air quality decisions.

Responsible for reviewing environmental documents for compliance with applicable air quality and planning regulations and policies.

Managed the National Scenic Byways, Recreational Trails, Safe Routes to School, TCSP, and Transportation Enhancement programs.

**ACCOMPLISHMENTS**

Recipient of the "Above and Beyond" Employee Recognition Award for Excellence in Performance from the MnDOT for planning efforts for the transportation planning themed 2005 Tribes and Transportation Conference. Organized, scheduled, and managed a successful conference that furthered Minnesota's government-to-government relationship with the eleven (11) federally recognized tribes.

Worked with FHWA-HQ and three other Division Offices identified in the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Non-Motorized Transportation Pilot Program (NTPP) to create an implementation plan for the program. Worked with FHWA-HQ and Minnesota's Congressional delegation to better define the intent of the geographical location sited in the bill for Minnesota. Facilitated meetings locally between Transit for Livable Communities (TLC) and MnDOT to create a work plan that would describe the flow of funds, project selection, and the project prioritization process. This work plan was approved by FHWA in 2006.

Delivered presentations to state and local governments, stakeholders, and the public on the newly passed SAFETEA-LU legislation.

***PROFESSIONAL DEVELOPMENT PROGRAM - COMMUNITY PLANNER***

Federal Highway Administration - Michigan Division

June 2002 – October 2004

**POSITION DESCRIPTION**

The FHWA Professional Development Program (PDP) provides approximately two years of entry-level career development for several career tracks including planning. The PDP consists of on-the-job training at a sponsoring office (Michigan Division), diverse developmental assignments, and participation at a Professional Development Academy.

**EDUCATION**

Masters of Urban Planning – University of Kansas, Lawrence, KS – 2002

Bachelor of Science – International Studies, Jacksonville University, Jacksonville, FL – 1999

**AWARDS**

- FHWA Secretary's Team Award for TIGER II implementation in 2011
- Performance Awards in 2009, 2010, and 2011
- Special Act Awards in 2005, 2007, and 2008
- "Above and Beyond" Employee Recognition Award from the Minnesota Department of Transportation in 2005

**PROFESSIONAL ORGANIZATIONS**

American Planning Association

Women's Transportation Seminar

- Director at Large for the Michigan Chapter, 2010-2012
- Vice President/Secretary for the Michigan Chapter, 2012