



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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MEMORANDUM

DATE: February 6, 2019  
TO: Board Members  
SUBJECT: Appointment to the CDBG Subcommittee

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This memo is to request the Board's approval of my appointment of Christopher Potter, Arlington, MA, to the CDBG Subcommittee, with a term expiration of 1/31/2022.

  
Town Manager

Christopher Potter MUA

December 6, 2018

Julie Wayman  
730 Massachusetts Ave.  
Town Hall Annex  
Arlington, MA 02476

Dear CDBG Administrator,

Please accept this cover letter and attached resume as indication of my interest in becoming a member of the Arlington Community Development Block Grant (CDBG) Subcommittee. I feel my education, work background, and vested interest in the community make me an ideal candidate. I look forward to meeting with you to discuss my qualifications and desire to be part of this subcommittee.

I have been a home owner in Arlington since 2009 with two children in the Arlington Public School System (Gibbs and Hardy Schools). I am active in many community-based volunteer activities through Zhen Ren Chaun School of Martial Arts, including food drives for the Arlington Food Pantry and serving at Arlington Eats. I can honestly say that Arlington is the best community in which I have ever lived and I take pride in its diversity, inclusiveness, and progressive planning.

In addition to my vested interest in Arlington, I have a planning background. I received a Master's Degree in Urban Affairs from Boston University in 2004, with a concentration in Transportation Policy Analysis. While working towards my degree, I was able to delve into many real-time Boston area planning issues such as the revitalization of Downtown Crossing and Porter Square redevelopment. My master's thesis was an analysis on how the built environment plays a role in community health, with an emphasis on obesity rates.

Lastly, I have been working as a Sponsored Research Grants Manager for Harvard University since 2006. In my 12 years at Harvard, I have managed the full life-cycle of well over \$100 million in a wide array of federal grants, including Center for Diseases Control and Prevention, National Institutes of Health, Department of Defense, Institute of Education Sciences, National Science Foundation, and the National Institute of Justice. I am well versed in the federal OMB 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Thank you for your time and considerations of my qualifications.

Very truly yours,

A handwritten signature in black ink, appearing to read 'C. Potter', with a stylized flourish at the end.

Christopher Potter

**Christopher Potter, MUA**

**Experience:**

**Senior Grants and Contracts Manager**

Harvard Graduate School of Education (GSE), Cambridge, MA July 2015 to Present

**Duties Include:**

- Manage all aspects of a complex and diverse sponsored research portfolio of 26 grants (pre and post-award) for the Center for Education Policy Research at Harvard University (CEPR) totaling \$30+ million
- Review all CEPR contracts and agreements specializing in FERPA compliant data use agreements, subcontracts, and vendor agreements.
- Review and approve all CEPR personnel hires on sponsored funds
- Part of the Harvard Office of Business Intelligence (OBI) reporting tool rollout team where I provide Harvard-wide training sessions as well as local GSE/CEPR sessions.
- Point of reference and for CEPR PI's project managers and staff on all Harvard sponsored research policies with an emphasis on cost-sharing and cost-transfers
- Analyze budget plans to ensure funds were spent-down efficiently and in-line with terms and agreements
- Ensure compliance of the many outside subcontractors and consultants in my portfolio with OMB and Harvard financial policies
- Review grant reports for content and substance to ensure goals were written in measurable terms and provided a complete overview of grant activities
- Ensure Federal compliance of grant spending per Uniform Guidance on NSF and IES grants

**Senior Grants Manager, Department of Social and Behavioral Sciences (SBS)**

Harvard T.H. Chan School of Public Health, Boston, MA July 2013 to July 2015

**Duties Included:**

- Oversaw all aspects of a complex and very diverse grant portfolio (pre and post-award) as well as unrestricted funding for five Principal Investigators (PI's) with an average total of \$10+ million per year.
- Pre-award responsibilities included identifying and disseminating funding opportunities, proposal and budget development, application submission, and interaction with the T.H. Chan School of Public Health, Sponsored Programs Administration
- Post-award duties included budget/fund reconciliation, updates, and projections for sponsored awards; coordination of timely effort reporting; submission of timely payroll changes for faculty, staff, and students; created relevant and applicable sub-agreements; followed up with negotiation and execution, and ensuring compliance with federal and University cost principles
- Managed, tracked, and reported the progress of all grant and unrestricted funding for my PI's on a monthly basis
- Used the quarterly reports/budget projections I created to strategically aid PI's in all grant related financial decisions
- Provided guidance for faculty on complex administrative and fiscal policies and procedures.
- Trained SBS administrative staff in GMAS, Cost Sharing procedures, as well as general grant submission policies and practices
- Thorough familiarity with OMB Uniform Guidance as well as Harvard financial policies by attending training sessions and research management courses
- Ensured compliance of the many outside subcontractors and consultants in my portfolio with OMB and Harvard financial policies
- Supervised SBS administrative staff members



**Grants Manager, Department of Society, Human Development and Health (SHDH)**

Harvard School of Public Health, Boston, MA August 2009 to June 2013

**Duties Included:**

- Supervised SHDH pre-award staff
- Directed pre-award grant submission support for 20+ faculty members
- Developed all departmental pre-award budgets as well as post-award budgets as needed
- Created training programs pertaining to pre-award submissions and presented these programs to faculty, staff and HSPH students
- Interpreted and administered appropriate university and federal sponsored research policies with regard to research administration
- Utilized knowledge of the grant application process for wide array of federal agencies including: National Institutes of Health, Health Resources and Services Administration, US Army Medical Research & Materiel Command, Centers for Disease Control and Prevention, and the National Institute of Justice
- Developed good working relations with SHDH staff, faculty, our HSPH Sponsored Research team, as well as the many outside administrators in other institutions to create a cohesive and efficient pre-award submission process
- Retained a high level of proficiency in Word, Excel, Adobe, Grants.gov, eRA Commons and the following Harvard systems: Wasabi, CREW, GMAS, People Soft, HUBS and HSPH Publisher

**Grants Manager, Harvard Injury Control Research Center (HICRC)**

Harvard School of Public Health, Boston, MA June 2006 to August 2009

**Duties Included:**

- Provided direct administrative and financial support for HICRC research-related activities
- Prepared electronic and paper grant applications for federal and foundation grants
- Prepared grant budgets for sponsored research funds
- Reviewed and produced financial data providing research and data analysis to present for use in planning and decision making
- Served as the principal source of information on complex fiscal policies and procedures including federal funding rules, and advise faculty and staff on existing options or alternatives
- Prepared multiple financial reports that require selection, preparation, and interpretation of data using complex data query tools
- Provided support and oversight on all HICRC subcontracts
- Organized the biannual HICRC board seminar
- Developed and maintained the Harvard Youth Violence Center and Harvard Injury Control Research Center websites

**Sr. Accounts Coordinator, Department of Psychology**

Boston University, Boston, MA March 2001 to May 2006

**Duties included:**

- Created and maintained audit-ready archival system for all departmental and grant post-award expenditures
- Primary liaison between principle investigators and Grant Accounting, Sponsored Projects and Accounts
- Payable departments as well as all non-university vendors
- Supported faculty in the grant application process
- Monitored all grant and departmental expenditures ensuring proper adherence to National Institutes of Health and University guidelines

**Collection Support Analyst**

Hale and Dorr LLP, Boston, MA September 2000 to February 2001

**Duties Included:**

- Developed monthly client fee payment forecasts and analysis

- Required to meet projected monthly client fee payment forecasts
- Liaison between senior partners and client accounting departments
- Aided senior partners in meeting yearly fee collection goals

#### **Credit Counselor**

Consumer Credit Counseling of Southern New England, Boston, MA November 1999 to September 2000

##### **Duties Included:**

- Drafted, developed and monitored client Debt Repayment Plans to client creditors
- Liaison between clients and their creditors
- Counseled clients in most beneficial debt repayment options

#### **Education:**

**Zhen Ren Chuan Martial Arts, Arlington, MA**

2015- Present

Currently working towards 1st Degree and Assistant Instructor

**Research Excellence in Administration Certificate at Harvard (REACH), Intermediate**

Sponsored Research Administration, Harvard University

Spring 2014

**Manager/Supervisor Program Certificate**

**Harvard Longwood Campus**

Spring 2014

**Masters of Urban Affairs**

Boston University, Boston, MA 2004

GPA: 3.5

Concentration: Transportation Policy

**Bachelor of Arts**

University of Southern New Hampshire, Manchester, NH 1999

GPA 3.3

Cum laude

Major: Psychology

Minor: Political Science

**British Studies Program**

Fall 1997

London Metropolitan University, London UK,

**References Available Upon Request**

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOSEPH A. CURRO, JR.  
JOHN V. HURD  
CLARISSA ROWE



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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

January 30, 2019

Christopher Potter

Re: Appointment: CDBG Subcommittee

Dear Mr. Potter:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 11th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with Fran, Ashley, or Lauren at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:ls