

Tara W. DeAndrea, RHIA

Primary Role: Quality Assurance Partner / Documentation Compliance Specialist

Experience: Management Experience 19 Years

Education: University of Texas Medical Branch, Galveston, Texas
B.S. in Health Information Management, 1996

Certifications / Awards: Earned Registered Health Information Management accreditation, 1997,
Registration number: 0566934

Awards: City of Houston – Letter of Commendation – Hurricane Katrina Audit Preparation and Reimbursement Recovery Project

Summary of Experience & Qualifications

Ms. DeAndrea, RHIA is an Associate Director for Project and Vendor Management Advisors, LLC (PVMA) located in Houston, Texas. Ms. DeAndrea has over 19 years of large-scale program and project management, regulatory compliance, internal audit, and reimbursement accounting and forecasting experience in the healthcare and disaster recovery industries. Ms. DeAndrea is a record and documentation expert and has designed and implemented record management projects for HUD, FEMA, HHS, City of Houston, and UTMB involving over 20 million documents both in hard copy and electronically. She has managed records for audit preparation and project close-out procedures in the disaster recovery industry since 2005 and in the healthcare industry since 1998.

- FEMA Public Assistance
- FEMA Individual Assistance
- HUD CDBG – DR Monitoring
- Project Planning and Management
- Quality Assurance Management
- Disaster Case Management
- Procurement Management
- Multi-State Portfolio Management
- Contract Management
- Budget and Resource Management
- HUD’s Uniform Relocation Act Guidelines
- Records Design Expert

Since 2005, Ms. DeAndrea has managed over \$3.2 billion dollars in federal grant funds as the project manager and senior manager for several housing, social service, disaster recovery projects awarded by federal, state and local government agencies, and through interagency agreements. Ms. DeAndrea has managed several disaster recovery projects across the country and U.S. Territories, which includes state, federal and private insurance reimbursement, grant management, accounting, financial forecasting, audit preparation, and project closeouts under FEMA’s Public Assistance (PA) and Individual Assistance (IA) Programs, and HUD programs including CDBG-DR, URA, HOME, HCV and DHAP.

**Travis County – COVID-19 Management & Grant Compliance Consulting Services
Subcontractor to Guidehouse LLP**

June 2020 – July 2021 Provided advisory services to the Travis County government COVID 19 response to concerning the compliant use of The Coronavirus Aid, Relief, and Economic Security (CARES) Act funds from the federal Treasury, and the Coronavirus Relief Fund (CRF), the Provider Relief Act (PRF), design a grant application for the use of the Economic Development Administration’s COVID 19 funding. Project tasks included, (1) the development of a portfolio strategy that maximizes revenue, (2) allowable reimbursement / expenditures for the response and subsequent economic impacts (3) assist with finding appropriate outside funds to replenish the County’s budget and ensure that programs are sustained into the future. In addition, other activities included (1) tracking state and federal COVID-19 response actions, and (2) communicate with the county’s federal and state partners and policymakers about the County’s unique and specific needs and how best to address them through stimulus funding.

**Harris County – COVID-19 Grant Compliance Consulting Services
Subcontractor to Guidehouse LLP**

May 2020 – July 2021 Provided advisory services to 2 project workstreams including the County Administration Work Group and the County Public Health Work Group to provide assistant with the development of programs for the compliant use of CARES Act funds. Including the monitoring of COVID 19 Small Business grants program and the County’s Rental Assistance Program. Worked directly with department directors to track expenditures for COVID 19 response and performed legal research for the development of program policies and standard operating procedures. Tracked and monitored new laws, regulations and policies concerning COVID 19 federal and state program to communicate changes, additions, guidelines, and new laws.

Harris County – Budget Department / Community Development Services / Nan McKay & Associates

January 2019 to August 2020 – Provided oversight and compliance monitoring services as a team member to Nan McKay & Associates for Harris County. Provided outreach and survey services on behalf of the Harris County Community Services Department to obtain, track and report Income Verification Survey outcomes as a step for implementing a disaster infrastructure project for 3 Harris County residential areas.

Disaster Services Corporation – SVDP USA

April 2018 to present FEMA / NVOAD / Disaster Services Corporation, Program Management. Currently providing accounting and financial reimbursement services on behalf of the NVOAD consortium for FEMA’s Harvey Long-term Case Management Program. The PVMA team provides monthly financial operations for NVOAD and 5 of its Disaster Case Management Program (DCMP) consortium members. PVMA also provides DCMP Community Outreach and Marketing services to provide program information to residents of Harris, Jefferson, Ft. Bend and Brazoria counties. Managing processes that include Grant Management, Accounting and Reimbursement, Grant Closure, Community Outreach, Program Marketing, and Communication, Case Management, Procurement Management and Compliance services.

State of Texas – General Land Office / Witt – O’Briens

November 2017 – August 2018 GLO Call Center and Outreach. Assisted in the staff management for the GLO’s Harvey short-term management team under contract with Witt – O’Brien’s and provided staff for the GLO’s Harvey call center, residential and MHU inspections for assigned impacted counties in Texas. Provided Community Outreach, Program Marketing, and Communication and File / Case Management services.

MFR Solutions

Senior Manager, Public Sector Consulting Dec 2006 – June 2012

University of Texas Medical Branch Galveston – Financial Management and Grant Administration

October 2008 – December 2011 State of Texas - University of Texas Medical Branch-Galveston (UTMB - Galveston), FEMA Accounting and Reimbursement – Senior Manager for the State of Texas and UTMB-Galveston award of a 5 year contract to provide ongoing accounting, audit preparation, documentation management, database management, compliance, cost allocation, financial forecasting, and other project worksheet activities for over \$1.5 billion in disaster recovery reimbursements, which at that time, was the single largest FEMA reimbursement recipient in history following Hurricane Ike. Ms. DeAndrea managed a project staff of 25 disaster recovery specialist and accounting professionals that worked directly with UTMB management to assist them in obtaining, validating, procurement management, and auditing documentation to provide the State of Texas, FEMA and other stakeholders with information requested and required for UTMB to receive a full reimbursement for the cost to rebuild the University buildings, clinics and hospitals following the disaster. In addition, the team worked directly with representative from State of Texas Office of Emergency Management, State of Texas Auditors Office, and FEMA on a day-to-day basis as part of the UTMB team.

State of Louisiana – Office of Community Development

October 2009 – September 2010 Statewide Temporary Rental Assistance Program - The State of Louisiana – Provided services based on HUD’s Uniform Relocation Act guidelines for housing assistance and documentation management services for the Disaster Recovery Unit of the Office of Community Development (OCD) awarded contract to administer the Housing Assistance for Rental Services for eligible households in Louisiana who were displaced as a result of Hurricanes Katrina, Rita, Gustav or Ike, or Road Home Options 1 grantees whose homes have been rebuilt with contaminated drywall. Ms. DeAndrea served as the senior managed for the project team that provided input to program design and documentation management and close-out activities for families transitioning to permanent housing.

Harris County Housing Authority – Disaster Housing Assistance Program

September 2007 – December 2011 U.S. Department of Housing and Urban Development - Disaster Housing Assistance Program (DHAP) -Multiple U.S. Locations and Territories – Ms. DeAndrea was the senior manager for a portfolio of eight (8) disaster recovery projects through a first every interagency agreement between HUD and FEMA Grant to provide temporary rental assistance through DHAP. This \$1.2 billion program provided families directly impacted by hurricanes and large natural disasters with housing assistance and case management services as they transitioned into permanent housing. Using the HUD’s Uniform Relocation Act guidelines published by HUD Ms. DeAndrea created and operated the records management for each of the eight projects’ records management for over 40,000 displaced program participating families who needed rental assistance and oversaw the day-to-day management of records operation. She also developed and managed the projects’ close-out activities, audit preparations and external audits.

Jefferson Wells, International
Manager, Healthcare & Government Advisory Services

May 2005 – Dec 2006

City of Houston – Department of Finance

October 2005 – December 2006 Joint Hurricane Housing Task Force – City of Houston – Disaster Reimbursement, Grant Management, and Financial Reporting – Hurricane Katrina 2005 – Ms. DeAndrea was a manager for the City of Houston’s portfolio of disaster recovery projects following Hurricane

Katrina beginning in 2005. Hurricane Katrina was the largest natural disaster in recent U.S. history where over 300,000 people were evacuated from several Gulf Coast cities, including New Orleans, LA, and relocated to Houston emergency shelters. Key projects included (1) Housing Program Management, (2) Accounting - Financial Reimbursement (FEMA and Private Insurance), (3) Documentation Management, (4) Audit Preparation, and (5) Grant Management Project Close-out. Ms. DeAndrea and her team received a Letter of Commendation for their Disaster Audit Preparation Management work from the City of Houston.

Work History and Experience

PVMA, LLC – Houston, Texas Partner and Shareholder	May 2016 to present
Personal Hiatus (Home Maker)	June 2012 – May 2016
MFR Solutions Senior Manager, Healthcare & Government Advisory Services	Dec 2006 – June 2012
Jefferson Wells, International Manager, Healthcare & Government Advisory Services	May 2005 – Dec 2006
Moody Review, Inc. Director of Client Services	March 2005 – Nov 2005
CHRISTUS St. John Hospital Director of Health Information Management	Dec 2000 – May 2004