



## Grants and Contracts Management Services

BBCetc provides post-award grants management assistance to companies that includes comprehensive one-on-one consulting and a set of tools/samples for managing government funds. Services can include:

- Accounting system set-up
- Review of chart of accounts and procedures for government compliance
- Reporting to management of any potential audit alerts
- Review of time and effort reporting procedures
- Organization of grant/contract binder and materials for audit preparation
- Assistance with the preparation of indirect cost proposals
- Filing of quarterly reports as needed
- Development of policies and procedures
- Monitor awarded funds for budget compliance

Clients will receive BBCetc's tools which include an inventory of documents and templates typically required by federal agencies. Tools are agency specific and may include, as appropriate:

- Company response to financial assurances for JIT requests
- DCAA compliant chart of accounts
- Timesheet by project & time-keeping requirements
- Reimbursement expense report
- Grant/contract budget management spreadsheet
- Misconduct policy
- Travel, leave and conflict of interest policies
- Federal Financial Report
- Agency-specific registrations & processes

### Consideration

Grants and contracts management consulting is provided at a rate of \$200/hr with a minimum pre-paid engagement of five hours.