



Grants and Contracts Management Services

BBCetc's Grants and Contracts Management consulting service is uniquely tailored to meet the needs of the client. Designed to meet the client "where you are" and reach for compliance with federal funding requirements. Our service includes comprehensive one-on-one consulting and customization that may include the following.

- Review chart of accounts, and procedures for government compliance
- Review time reporting procedures and payroll entry
- Organize grant binder and materials for audit preparation
- Assist in preparation of indirect cost proposal
- Filing of quarterly reports as needed
- Development of policies and procedures
- Monitor awarded funds for budget compliance

Based on client needs BBCetc will provide tools, which include an inventory of documents and templates typically required by federal agencies. As you work with your consultant, they will provide clear direction and access to the tools needed for you to monitor and manage your federal grant or contract.

With the discretion of our consultant the following tools and templates assigned might include:

- DCAA compliant chart of accounts
- Timesheet by project & time-keeping requirements
- Grant/contract budget management spreadsheet
- Travel, leave and conflict of interest policies

Grants and contracts management consulting is provided at a rate of \$200/hr. with an upfront fee of \$1000 covering the first 5 hours of one-one-one guidance and advice on federal agency requirements. Contact us for more information.