

## Federal Grant Management Assistance is a Click Away

- Preparing & defending A-133 Audits
- Closeout

Thank you for your inquiry. Please find a description of my services and pricing below. We can develop a plan that suits your needs!

### Training

- (1) Training is provided on-site at your offices or training center, and you can use your videoconferencing capabilities to bring in employees from remote locations.
- (2) I supply the training materials, testing, and certificates of course completion.
- (3) Cost: \$1500 per day, which includes all materials (up to 20 attendees) and travel expenses other than air fare (as required outside of Kentucky).

### Support

- (1) Templates – rather than leaving you to develop your own, I can provide you “best practice” templates for planning, researching, & managing federal grants.
- (2) Management support and legal support is provided within 24 hours of request.
- (3) Support is provided by telephone, email, or videoconferencing using Skype technology.
- (4) You may select from three support types, or build your own plan. See next page for details of support plan options.

### Training and Support Areas

- Assessing your grant management system
- Tracking potential grants of interest
- Understanding the Federal Agency’s needs
- Crafting a grant application
- Using software to develop and manage goals and objectives
- Program management after award
  - Changing objectives
  - Financial systems
  - Purchasing systems
  - Travel requirements
  - Reporting
  - Understanding OMB Circulars



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Qualifications: Grants and Contracts management lecturer for Northwest Procurement Institute to Federal agencies and nonprofit/government recipients; lecturer for the National Grant Management Association; thirteen years experience managing grants and cooperative agreements; legal representation of numerous grant recipient clients; and former area grant manager for Polycom (videoconferencing manufacturer).

### Support Plan Options

**Plan One:** Five hours support per month; same day response; \$500 per month (1-year contract)\*

**Plan Two:** Two hours support per month; 24 hour response time; \$300 per month (1-year contract)

**Plan Three:** One hour support per month; 24 hour response time; \$200 per month (1 year contract)

**Time Exceeding Plan:** Support time exceeding the monthly allotment is billed at \$100 per hour for plan one, \$150 per hour for plan two, and \$200 per hour for plan three.

**Other Plans:** We can build other support plans to suit your needs.

\*Plans one and two include a free, complimentary copy of Thompson Publishing Company's *Federal Grant Management* (includes one year's update service)

### Template Pricing

| Template   | Pricing |
|--|---------|
| Organization Operations Analysis   | Free    |
| Organization Operations & Financial Planning                                       | Free    |
| Identification & Tracking of Grant and Cooperative Agreement Funding Opportunities | Free    |
| Successful grant application writing guidelines                                    | Free    |
| Financial system that meets regulatory requirements                                | Free    |
| Procurement system that meets regulatory requirements                              | Free    |