

DEITRIC B. SELVAGE

225.287.2319 | dbernardselvage@hotmail.com | Washington, DC

EXPERTISE

GRANT ADMINISTRATION
CONTRACT ANALYSIS
POST-AWARD ANALYSIS
REGULATORY POLICIES
COMPLIANCE
PROCUREMENT
PROGRAM EVALUATION
PROPOSAL REVIEW
RESOURCE ALLOCATION
SUPPLIER RELATIONS
FINANCIAL GOVERNANCE
ACCOUNTING SYSTEMS
PERFORMANCE MONITORING
ANALYSIS & REPORTING
PROJECT MANAGEMENT
AUDIT ACTIVITIES
CONSULTING
PROFESSIONAL DEVELOPMENT
STAFF TRAINING
INTERNAL COMMUNICATIONS
COLLABORATION

TECHNICAL SKILLS

MICROSOFT WORD
MICROSOFT EXCEL
CONCUR
ORACLE
SERVICEPOINT
PEOPLESFT
GRANTS.GOV
NIH COMMONS

SUMMARY

Established contract specialist, analyst, and seasoned grant administrator with 10+ years of experience supporting institutional, organizational, and programmatic engagements through developmental, operational, and compliance-related oversight of contracts, grants, and procurement frameworks in the public, private, and academic sectors

EDUCATION & CERTIFICATIONS

MASTER OF PUBLIC ADMINISTRATION (MPA)

University of New Orleans | Aug 2011

Relevant Coursework: Program Evaluation, Public Budgeting, and Research Methods; Law and Ethics; Research Methods; Organizational Management; Employment Law

CERTIFICATE IN HUMAN RESOURCE DEVELOPMENT

Tulane University School of Continuing Studies | Aug 2008

Relevant Coursework: Compensation & Benefits; Employment & Labor Law

BACHELOR OF ARTS (BA), GOVERNMENT

University of Louisiana-Monroe | May 2005

PROFESSIONAL EXPERIENCE

ICF Incorporated | Mar 2021 - present
SUBCONTRACT ADMINISTRATOR

- Reviews, negotiates, and executes teaming, non-disclosure, and subcontract agreements as both a prime contractor and subcontractor, ensuring contractual terms and conditions aligned with capabilities, client requirements, and applicable policies and regulations
- Contributes to the development and implementation of revised contracting policies and procedures
- Manages responses to requests for information (RFIs) and other contract-related questions
- Provides ongoing contract management support for the establishment and maintenance of contracts, ensuring all negotiated terms served organizational objectives in order to mitigate risks
- Received "4 You Matter" recognition for contributions to workplace excellence and exceptional customer service in the first three months

Howard University Research Services | Mar 2017 - Feb 2021
POST AWARD ANALYST, SCHOOL OF HEALTH SCIENCES

- Maintained good financial governance practices while managing financial transactions, performance, compliance, and reporting efforts on behalf of the School of Health Sciences

PROFESSIONAL EXPERIENCE (CONT'D)

POST AWARD ANALYST, SCHOOL OF HEALTH SCIENCES (CONT'D)

- Assessed transactions, resource allocation, and budget management activities to ensure appropriateness against funding source guidelines and availability for all equipment, personnel, and major procurements while maintaining compliance with federal purchase and contract requirements
- Worked closely with the Research Finance team to manage complex accounting issues and oversee financial reporting, contract billing, and receivables -- reviewing and processing incoming requests for reimbursements, purchase requisitions, and check requests for assigned grants and contracts
- Worked collaboratively with Principal Investigators (PIs) to identify and mitigate the need for cost transfers, limiting project cash flow and restructuring the budget as needed
- Provided a monthly variance-to-budget report associated with operating expenses, departmental voluntary, and mandatory cost-sharing, advising the administrator on an appropriate course of action
- Granted approval authority for expenditures, working collaboratively with faculty and staff to determine what is allowed and what the spending cap should be before advising on acceptable charges to programs
- Monitored grant status, proactively forecasting and tracking expenditures and budgets while ensuring the timely invoicing, financial reporting, general ledger reconciliation, and close-out of grants

Children's National Medical Center | Jan 2016 - Mar 2017 SENIOR GRANTS & FINANCE ADMINISTRATOR

- Integrated governance principles into portfolio management framework, enabling better controls and expanded oversight capabilities for sponsored programs, special purpose funds, and the operational budget of the Neuroscience Research center
- Provided direct support to the Center Director in managing budget and accounting systems -- facilitating financial reporting and projections, establishing budget plans, reconciling accounts against General Ledger (GL), approving purchases, and reviewing the submission of grant applications
- Maintained accounting records for and managed all federal and non-federal awards within the center's financial portfolio
- Leveraged grant, contract, and administrative expertise to contribute to the development and training of staff, further mentoring grant and contract personnel to ensure consistency and continuity in business practices
- Managed the efficacy and performance of sponsor programs, approving expenses, monitoring completion of certifications, and executing various grant and contract-related activities alongside the Office of Grants and Contracts

George Washington University | Nov 2014 - Dec 2015 PRE-AWARD SPONSORED PROJECTS ADMINISTRATOR (SPA) I

- Developed funding opportunities to support planned and existing activities, working closely with faculty and staff, sponsors, and stakeholders while preparing and evaluating project proposals
- Served as a liaison between university leadership, PIs, and staff in the negotiation and interpretation of terms and conditions
- Evaluated submitted project proposals for compliant preparation of all required elements, working with PIs to prepare a plan for ensuring applications receive internal approvals and final submissions are provided to the University Pre-Submission Office for AOR signatures
- Maintained an understanding of policies and regulations to ensure compliance for pre-award operations, assessing submitted reports, proposals, and documents to maintain adherence to established guidelines
- Vetted subcontract budgets to include the scope of work and letters of intent, reviewing them for completeness and accuracy

Montgomery County Office of Procurement | May 2014 - Nov 2014 INTERN, PUBLIC ADMINISTRATION

- Completed internship requirements, excelling in the execution of assigned tasks and developing a deeper understanding of procurement processes, regulatory compliance, bid analysis, and funding frameworks within the Public Administration sphere
- Served as the primary point of contact for county departments requesting clarification on purchase requirements, clearly communicating procurement-related processes associated with bidding, purchasing, change orders, and solicitations
- Established supply sources, consulting with suppliers to ensure a full understanding of requirements, and coordinating adjustments including the replacement of material contributing to nonconformance

PROFESSIONAL EXPERIENCE (CONT'D)

Tulane University | Sep 2010 - Apr 2014
GRANTS & CONTRACT SPECIALIST

- Developed procurement packages for acquisition efforts, engaging quality assurance provisions, terms, and conditions, and assessing contract performance to identify necessary amendments and ensure adherence to contractual obligations
- Performed award and administration functions for contracts, ensuring contracts served organizational objectives and maintained compliance with procurement regulations in order to mitigate potential risks and maximize opportunities
- Maintained an understanding of applicable policies and regulations to provide compliance oversight for contract management—assessing submitted reports, proposals, and documents to ensure adherence to established guidelines
- Facilitated official reviews, approvals, and submissions of proposals, ensuring accuracy and compliance with program announcement, organizational guidelines, and federal regulations
- Coordinated the administration of post-award activities including setting up accounts and reviewing the terms and conditions for compliance with institutional guidelines related to publication and intellectual property language
- Established budgets in excess of \$8M for external funding applications, providing guidance to PIs on best practices for preparing grant spending plans, and remediating errors prior to submission to federal, state, and private funding agencies such as the National Institutes of Health (NIH) and National Science Foundation (NSF)
- Responsible for conducting training sessions on the grant administration process, ensuring faculty and departmental staff understand each facet of the lifecycle from creation to close-out
- Consulted with Grants and Contract Accounting specialists to reconcile grant accounts
- Worked closely with sponsoring agency staff and PIs to respond to concerns and negotiate requested modifications

ADDITIONAL WORK HISTORY

COORDINATOR, Responsibility House Supportive Housing Program | New Orleans, LA | Feb 2009 - Sep 2010

CASE MANAGER, Oddysey House | New Orleans, LA | Jul 2007 - Jul 2009

ADVISOR, QUADEL CONSULTING, Road Home Program | New Orleans, LA | Aug 2006 - Jul 2007