



Capability Statement

Corporate Data

CAGE: 17EA6

Certifications:

Small, WOSB, EDWOSB (pending)

Website: www.velocarta.com

Social: [linkedin.com/company/velocarta/](https://www.linkedin.com/company/velocarta/)

Payments: Credit and P-Cards accepted

Location: Virginia, USA

Differentiators

Experience in regulated, high-trust environments

Credentials: PMP®, CIMA®, CPWA®

Delivers fast, reliable research, documentation, and training support for compliance-driven programs.

Core Capabilities

- **Program & Administrative Documentation Support.** Drafting, editing, and formatting reports, SOPs, summaries, guidance materials, and internal reference documents supporting program operations.
- **Process Documentation & Standardization.** Documenting workflows, checklists, and templates to support standard work, accuracy, and repeatable execution.
- **Training & Reference Materials Development.** Creating job aids, guides, and instructional documentation to support onboarding, process adherence, and operational continuity.
- **Document Review & Readiness.** Reviewing materials for clarity, completeness, formatting, and adherence to instructions prior to submission or internal use.
- **Project Coordination & Task Tracking.** Checklist-based coordination, task tracking, and documentation management supporting short-term initiatives and audit readiness.
- **Compliance-Focused Administrative Support.** Supporting back-office, program, and administrative functions in compliance-driven environments.

Past Experience

- Managed **5+ concurrent projects** with **\$18M aggregate program value**, maintaining scope, schedule, and compliance controls. Coordinated cross-functional teams and parallel work streams. Maintained documentation and reporting aligned to program requirements.
- Evaluated **100+ initiatives** and produced decision-support materials resulting in **\$25M+ in validated pipeline outcomes**. Conducted structured analysis of feasibility, alignment, and risk. Supported leadership decisions with clear written recommendations.
- Created instructional materials for onboarding and process adherence. Delivered training in operational and programmatic settings.
- Implemented standardized workflows and systems supporting **50+ users** and **80–100 active records/contracts**.

NAICS Codes

561410: Document Preparation Services
611430: Professional & Mgmt Dev Training
541611: Admin & General Mgmt Consulting
541618: Other Mgmt Consulting
541990: Professional, Scientific & Technical Services



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GrantWorks 360 Consulting, LLC (dba Velocarta)