Personnel Activity Reporting on Indirect Cost Services

Indirect Cost Training
Gallup Inn
Gallup, New Mexico
January 5-6, 2014

Overview

- Indirect Cost (IDC)

- Indirect Cost Proposal

- 2 CFR Part 225 (OMB A-87) Cost Principles

- PAR Policy

- PAR Reporting

- PAR Tracking - Forms

Indirect Cost (IDC)

❖ Cost incurred for common or joint purpose;

❖ Benefit more than one cost objective (e.g. external BU);

❖ Cannot be readily assigned to the cost objective benefitted without effort disproportionate to the results achieved;
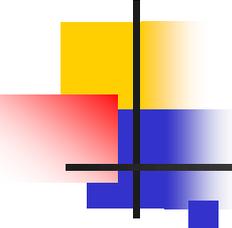
Indirect Cost Services

- Provided by Position (NN employees - Central Service Providers [CSP]) meeting 2 criteria;

- Applicable to three (3) Branch gov't.;

- Administration, management and operation of more than one external funded CnG;
  - Payroll & purchase processing;
  - Policy development, establishing rules, etc;
  - Standing committee members traveling-work session (>1 c/g).
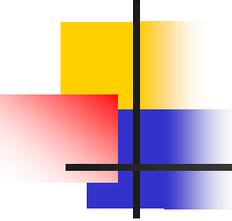
Indirect Cost Proposals (IDCP)

- Salaries/wages recovery based on evidence;
- IDC Rate used to budget for and recover IDC funds;
- FY 2010 Audited Expenditure for FY 2013 IDCP;
- PAR evidence to support CSC as required:
  - IDC Negotiated Rate, and
  - IDC Recovery of funds;
  - IDC Allocation of funds.
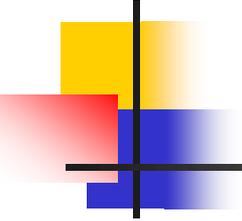
Impact: PAR Not Submitted

- Time Spent on CnG Not Captured;

- IDC Pool Expense Not Substantiated;

- Not identified for IDC Revenue Allocation (through GF);

- Low IDC Rate & Recovery of IDC funds;

- More funds for program direct services;
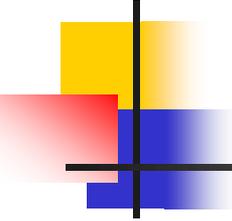
Impact: PAR Submitted

- Time Spent on CnG captured & Accurate;
- Substantiates estimated IDC Pool expenses for FY;
- Justify % of IDC Allocation (through GF);
- Sound IDCP;
- High IDC Rate & increased IDC recovery.
- More funds for Central Support Service Providers (CSSP).

2 CFR Part 225 Federal Regulations

Central Service Cost Allocation Plan

❖ Appendix B. Section 8.h. salaries & wages (included in IDCP) to be supported by PAR;

❖ Appendix C. Process identified to assign benefitted activities on a reasonable and consistent basis:

- Personnel Administration;

- General Accounting, Purchasing, etc.
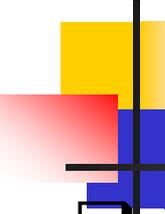
Central Support Service Providers

- Dept/Division Position funded at 100% in IDC Pool
  - Paid by GF & NO CnG
  - No PAR
- Dept/Division Position not at 100% IDC Pool
  - Salary is paid by NN GF;
  - Duties administration of > 1 external C/Gs;
  - Service to Div. level service provider;
- Track Direct and Indirect Services
  - PAR
- Not a NN performance tool

WHICH TRIBAL EMPLOYEES ARE REQUIRED TO COMPILE A PERSONNEL ACTIVITY REPORT (PAR)?

Are the employee's wages or salary paid by General Funds?

NO → The employee is not required to compile a PAR.

YES ↓

Does the employee provide services that assist in the administration, management, or operation of more than one externally funded contract, grant, or program?

NO → Does the employee provide services to a central-level or division-level support service provider or program?*

NO ↑

YES ↓

The employee is required to compile a PAR every pay period.

YES ↓

The employee is required to compile a PAR every pay period.
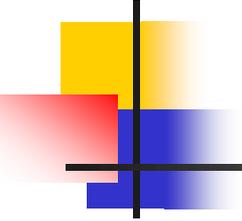
CSSP Support Level

- Central-level support to other tribal programs (outside div); e.g., OOC, OMB, DOJ, DPM, etc;

- Division-level support (section or employee) support to CnG funded Programs w/in division; e.g. accountant, ASO, IT, etc.
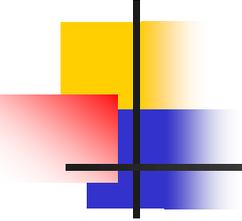
PAR Policies

- Adopted by B & F Committee on May 4, 2010;

- Guidance for tracking & documenting allowable IDC for administration, management or operation of external c/gs;

- Initial PAR orientation in June 2010;

- Applicable to CSP (See BU Listing).

Departments & Offices Mandatory PAR

A	B	C
Index No.	**BU No.**	**Program / Office Description**
1	101001	NN Council
2	101002	Government Svc Comm
3	101003	B & F Committee
4	101004	Education Committee
5	101005	Public Safety Committee
6	101006	Resources Committee
7	101008	Judiciary Committee
8	101009	Econo Development Committee
9	101010	Health/Social Svcs Committee
10	101011	Human Services Committee
11	101012	Transportation & Community Development Comm
12	101013	Intergovernmental Relation Committee
13	101014	NN Labor Commission
14	101015	Office of the Speaker
15	101016	Office of Nav Gov't Development
16	101017	Office of Legislative Counsel
17	101019	Office of Legislative Services

	Departments & Offices Mandatory PAR	
A	**B**	**C**
Index No.	**BU No.**	**Program / Office Description**
18	101020	Ethics & Rules Office
19	101021	Election Administration Office
20	101024	Office of Auditor General
21	102001	Admin Office of Courts
22	103001	Office of President/Vice President
23	103002	NN Washington Office
24	103004	Office of Hearings & Appeals
25	104001	DOJ Attorney General
26	116001	Navajo Dept - Law Enforcement
27	116018	Div of Public Safety
28	108001	DCD- Administration
29	108002	Design & Engineering
30	108006	Capital Improvement Office
31	110003	Business Regulatory Department
32	115001	Division of Natural Resources
33	111001	Environmental Protection Agency
34	109001	Division of Dine Education - Administration
35	113001	Division of Health - Administration
36	117001	Division of Social Services - Exec Administration
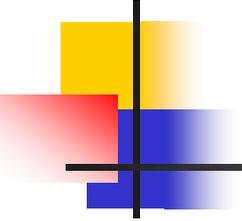
PAR Standards

- Reflect after-the-fact work distribution completed;

- Account for total activity employee is compensated;

- Maintain per Pay Period End Basis; quarterly Division report submit to OMB/CGS;

- Signed by the employee.

PAR Indirect Services (more than one C/G)
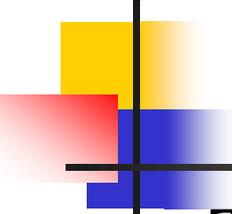
- Travel time for PAR employees;

- Preparation of rules, policies, procedures, etc., for operational activities;

  - Advisory and management

  - Planning ;

  - Monitoring or reviewing;

  - Accounting and budgeting;

  - IT activities, work sessions attendance.
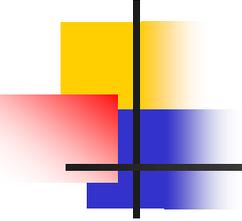
PAR Forms

- Different forms for Executive /Judicial Branch and Legislative Standing Committees;

- Based on NN payroll periods;

- Tracks indirect and non-indirect services in quarter hour (15 minute) increments;

- Division retain PAR forms for 3 years;

- Submit to OMB quarterly, 15th day after quarter ends.
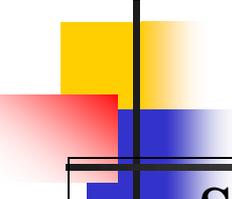
PAR Service Categories

1. Services to Direct Service Programs

    - programs received external funds-provide direct services to beneficiaries; SOW deliveries

2. Services to Support Service Program

    - service to program that don't receive external funds nor provide service to beneficiaries; OSC, DOJ, OOC, DPM,etc., processing docs-pymts;

3. Non-Indirect Services

    - activities that don't qualify as Indirect Services, all other non CnG duties.

Executive and Judicial Branch PERSONNEL ACTIVITY R[EPORT]

Indirect Cost Hours

DIVISION:

Division of Transportation

EMPLOYEE NAME: Jane DOE

Tracking Period   **FROM:** 9/21/13 **TO:** 10/4/13

POSITION: Administrative Service Officer

	Sat Sep 21, 2013	Sun Sep 22, 2013	Mon Sep 23, 2013	Tue Sep 24, 2013	Wed Sep 25, 2013	Thu Sep 26, 2013	Fri Sep 27, 2013	Sat Sep 28, 2013	Sun Sep 29, 2013	Mon Sep 30, 2013	Tue Oct 01, 2013	Wed Oct 02, 2013	Thu Oct 03, 2013	Fri Oct 04, 2013	TOTAL
DIRECT SERVICES PROGRAMS															
List Services by Department or Office															**TOTAL**
BIA Transportation Planning				0.25											0.25
BIA Road Maintenance & Construction Complex															0.00
Navajo County Road Maintenance															0.00
W/R FAA Airport				0.50											0.50
FHWA Contracts		0.25													0.25
NM JPA Contracts			1.00												1.00
AZ DOT Contracts		0.25													0.25
Travel- Admin,Mgmt, Operation>1 Ext C/G															0.00
Reporting-adm, mgmt, oper., etc.															0.00
Planning-Accounting/Budgeting, etc.															0.00
Training -work sessions															0.00
															0.00
Multiple Direct Service Programs															0.00
															0.00
															0.00
DIRECT SERVICES PROGRAMS' TOTAL INDIRECT SERVICE HOURS	0.00	0.50	1.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25
SUPPORT SERVICES PROGRAMS															
List Services by Department or Office															**TOTAL**
OOC CA/AP/Purchasing/AR/ GA, etc.					2.00										2.00
DHR- DPM-Payroll				1.00											1.00
DOJ - Several units						3.00									3.00
OP/VP -							4.00								4.00
OLS- OLC - OSC reports, devmt of rules, P&P >1 ext.c/g								0.75							0.75
Contracts & Grants Section (OMB)															0.00
															0.00
SUPPORT SERVICES PROGRAMS' TOTAL INDIRECT SERVICE HOURS	0.00	0.00	0.00	1.00	2.00	3.00	4.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	10.75
GRAND TOTAL - INDIRECT SERVICE HOURS	0.00	0.50	1.00	1.75	2.00	3.00	4.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	13.00
NON-INDIRECT SERVICE ACTIVITIES															
Leg Personnel salaries, drafting leg, leg mtgs/events						1.00		0.50			3.00				4.50
Travel -Leg Mtgs, Non-Govt/NN Gen Fd Pgms															0.00
NON-INDIRECT SERVICE TOTAL HOURS	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.50	0.00	0.00	3.00	0.00	0.00	0.00	4.50
TOTAL INDIRECT AND NON-INDIRECT SERVICE HOURS	0.00	0.50	1.00	1.75	2.00	4.00	4.00	1.25	0.00	0.00	3.00	0.00	0.00	0.00	17.50

I CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT

EMPLOYEE SIGNATURE   DATE   SUPERVISOR SIGNATURE   DATE
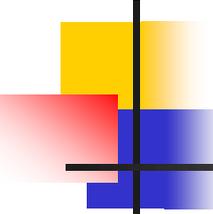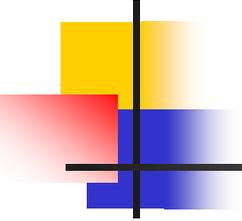
Non- PAR Indirect Services (more than one c/g)

1. General Cost of Government:
   a) "Salaries and expenses of State legislature, tribal council, or similar local gov'tl body ..for legislation or executive direction"
2. Legislative personnel/official drafting leg, recording & leg. Meeting, events.
3. Non-Central Government entities
4. NN General Funded Programs

Accessing PAR Info

- OMB Website: www.omb.navajo-nsn.gov;

- 2 CFR Part 225- Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)

Comments & Recommendations

- Questions
- Comments
- Recommendations

Contracts and Grants Section
Phone No. (928) 810-8535

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