



# Training on Indirect Cost (IDC)

Gallup INN – Gallup, NM  
February 5-6, 2014

# Max. Return on IDC Recovery

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- Three (3) Branch Gov't – 1 NNC Sec. 202
  - Executive – Hozhoojí Nahat'á
  - Legislative – Naata jí Nahat'á
  - Judicial – Naayee jí Nahat'á
- 2 NNC § 110 (Reform Act of 2012)
  - Foundation of Dine Law
    - ✓ Nitsáhákees; Nahat'á; liná; Siihasin

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- E. O. 07-2013 on Document Review
  - Issued by President Shelly on April 18, 2013.
  - Implementation effective July 1, 2013.
  - Types of Review and Timeline
    - ✓ Section 164(A) – 7 working days.
    - ✓ Section 164(B) 7 working days.
    - ✓ Executive Official – no time limit.
- Defines Reviewers.
- Sets out role of Reviewers.
- Creation of Tracking System.

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- Timely submission of application e.g.,
  - Application due Aug. 1
  - Funding periods starts Nov. 1;
  - review process start 1 month prior to appl. due date (July 1<sup>st</sup>)
  - **Result appl. submitted Jan. 2014**
- Complete and Closeout Contract on time:
  - IDC service and cost is prolonged.

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- Grant Applications / Award include the following documents in order to be deemed sufficient for document review:
  - Grant Agreement, Proposed / Final.
  - SOW that is specific to the purpose of the funding.
  - IDC and Matching (Cost Sharing Contribution).

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- DUNS (Data Universal Numbering System) number (no.):
  - ✓ NN DUNS no. 009001702. (estb. 1923)
  - ✓ Non NN DUNS nos. use only for the duration of the grant award. Convert to NN DUNS thereafter.
- System for Award Management (SAM) required on federal awards must be properly addressed.

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- NN fully comply w/ Grant Agreement:
  - Grantor receives deliverables & end result agreed upon – quality/lasting product.
  - All requirements e.g., financial, progress reports, etc. completed in substantive form & submitted in timely manner to Grantor.

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- Example of fully achieved Contract.
  - Maximize service delivery – 10 houses built.
  - Fully expend award - \$2m.
  - File required reports (FFR, progress) with grantor by due date.
  - Closeout of Grant Agreement.

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- ProgMgrs/DivDtr monitor Grant Agreement to ensure deliverables and expenditures are on schedule and due dates met and close out achieved timely. Monitoring include:
  - Analyze FMIS BER, to verify:
    - ✓ accuracy of amounts, funding term,
    - ✓ funding agency assigned contract or grant number, etc.
    - ✓ 50% exp. at 50% of funding period.

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- Budget /revised budget resolved with OMB.
- Expenditure / open commitments resolved with OOC.
  - Clear the open commt(s) – POs/ Contracts.
  - Comply with the FYE closing procedures.
  - Submit the progress, financial reports to Grantor by due date.
- Submit copy of report to OMB for compliance review / monitoring purposes.

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- Budget/financial data in FMIS NN's official record on the grant.
- FMIS financial record subject to annual audit.
- Info. on grant awards be complete, current and accurate e.g.,
  - ✓ Grant no.
  - ✓ funding period,
  - ✓ amount of the award (budget),
  - ✓ expenditures, etc.
- Program responsible to ensure grant info. in FMIS is accurate.

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- FY 2014 NN BIPM - Appendix R
- Contract Closeout – terms & condition of Contract satisfied.
- C/O starts when
  - Contract end date expires.
  - Goods and services performed/delivered.
  - Final payments made/funds reimbursed to NN.
  - Reports submitted-Financial, Progress, Audit.
  - Disputes resolved, Release of Claim.

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- FY 2014 NN BIPM - Appendix R -Contract Closeout..
- ProgMgr / DivDrts responsible for C/O.
- Checklist on Closeout report submitted w/in 10 days after due date of last report:  
**Ex: PL 93-638 12/31/13**
  - FFR/Progress (120 days) – April 30, 2014.
  - Audit FYE 9/30/14; Report Due 6/30/15
- OOC / OMB review C/O report w/in 10 days.

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- FY 2014 NN BIPM - Appendix R -Contract Closeout..
  - OOC / OMB review C/O report w/in 10 days.
  - OMB issue Transmittal to confirm C/O is accepted / complete.
  - Resolving unspent award work in progress - OOC/OMB/DOJ.
    - ✓ \$100k (award) /80K (exp) = \$20k (unspent)
- Financial transaction e.g., PRs, POs, etc. cannot be processed on C/O Contract.

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## **Key to Maximizing IDC Funds.**

- Performance.
- Compliance.
- Monitor.
- Resolve.
- Accountability.

# Closing:

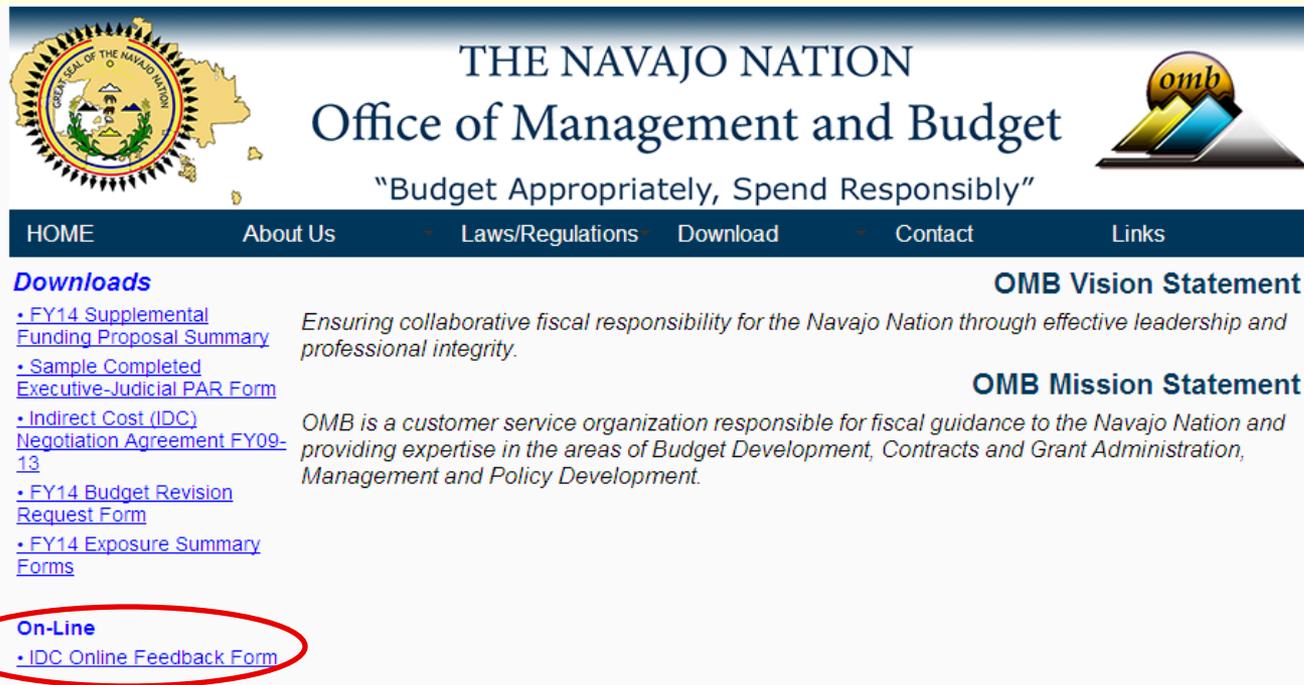
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- Evaluation
- Comments by OMB Executive Director.
- Questions / Comments.

**Thank You & Safe Travels!**

# Online IDC Feedback Form

- <http://www.omb.navajo-nsn.gov>



**THE NAVAJO NATION**  
**Office of Management and Budget**  
"Budget Appropriately, Spend Responsibly"

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**Downloads**

- [FY14 Supplemental Funding Proposal Summary](#)
- [Sample Completed Executive-Judicial PAR Form](#)
- [Indirect Cost \(IDC\) Negotiation Agreement FY09-13](#)
- [FY14 Budget Revision Request Form](#)
- [FY14 Exposure Summary Forms](#)

**On-Line**

- [IDC Online Feedback Form](#)

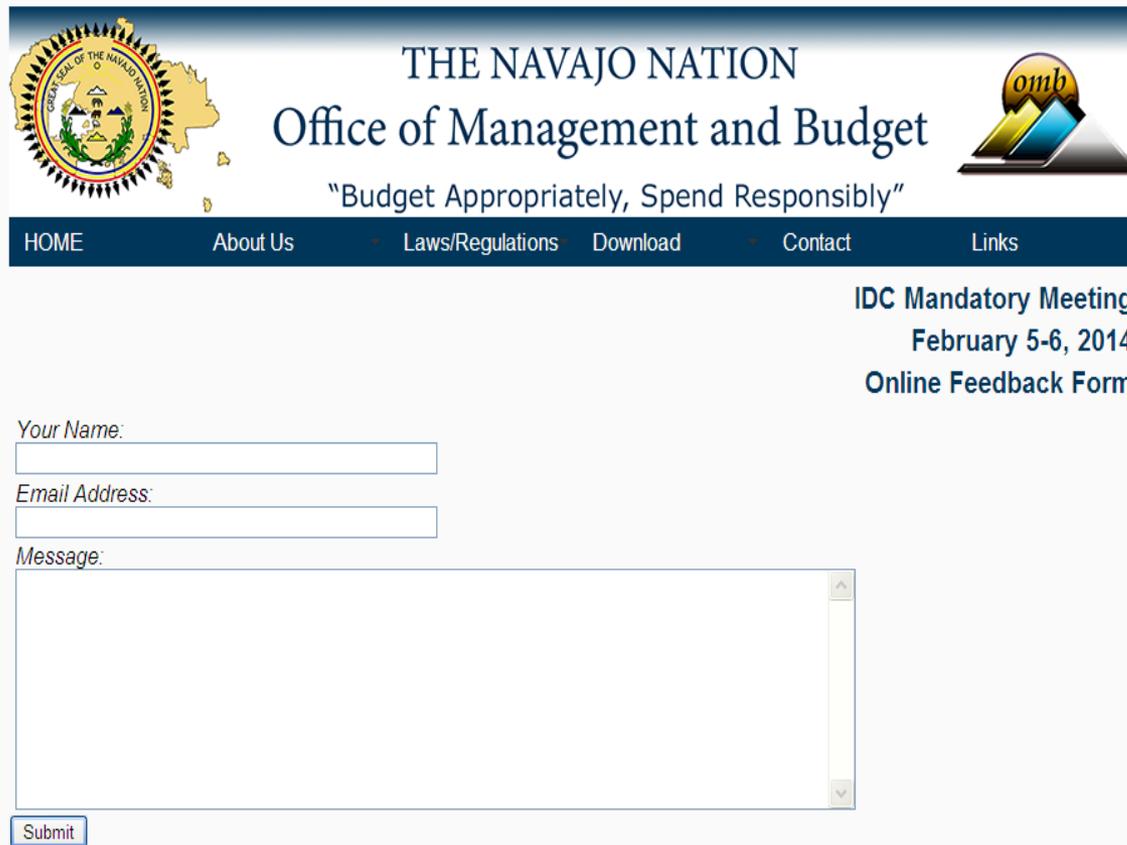
**OMB Vision Statement**  
*Ensuring collaborative fiscal responsibility for the Navajo Nation through effective leadership and professional integrity.*

**OMB Mission Statement**  
*OMB is a customer service organization responsible for fiscal guidance to the Navajo Nation and providing expertise in the areas of Budget Development, Contracts and Grant Administration, Management and Policy Development.*

Last Updated: February 4, 2014 8:11 PM

# Online IDC Feedback Form

- <http://www.omb.navajo-nsn.gov>



The screenshot displays the website for the Navajo Nation Office of Management and Budget. At the top left is the Navajo Nation seal, and at the top right is the OMB logo. The main header reads "THE NAVAJO NATION Office of Management and Budget" with the slogan "Budget Appropriately, Spend Responsibly". A navigation bar includes links for HOME, About Us, Laws/Regulations, Download, Contact, and Links. On the right side, there is an announcement for an "IDC Mandatory Meeting February 5-6, 2014 Online Feedback Form". The feedback form itself consists of three input fields: "Your Name:", "Email Address:", and "Message:". A "Submit" button is located at the bottom left of the form area.

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IDC Mandatory Meeting  
February 5-6, 2014  
Online Feedback Form

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