



Tribal Management Program

4280 Geist Road, Harper Building, Room 138 Fairbanks, Alaska 99709

TM 250 - Indirect Rate Cost

Fall 2015 Course Syllabus

Date/Time: October 6-8, 2015

- Tue.-Wed. 8:30 AM – 5:00 PM
- Thur. 8:30 AM – 5:00 PM (Optional afternoon)

Location: Gorsuch Common, Room 107
3700 Sharon Gagnon Lane
Anchorage, Alaska

Prerequisites: None

Instructor: Darrel Williams, Adjunct Instructor
darrel@niniichiktribe-nsn.gov

TM Contact: Byron Bluehorse, Assistant Professor
University of Alaska Fairbanks, Interior-Alaska Campus
Alaska Tribal Technical Assistance Program Center
122 Harper Building, Fairbanks, AK 99775-6720
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bdbbluehorse@alaska.edu

Credit(s): 1 Credit

Office Hours: The instructor will also be available for ½ hour before and after each session in order to answer questions and review work on an individual basis.

Course Description: An introduction and overview of the indirect Rate process relating to the Tribal Transportation Program. This course is relevant to tribal council members, administrators, planners, and staff. The course is will cover a fundamental overview of the requirements to prepare the indirect rate proposal as well as the fundamental steps needed to prepare an Indirect Cost Proposal.

Course Objectives: At the completion of this course students will be able to:

1. Identify and calculate indirect rate
2. Become familiar with financial requirements of Indirect Rates
3. Identify cost pools
4. Become familiar with the steps of preparing an Indirect Rate Cost Proposal

Instructional Methods: Instructional methods will include a combination of lecture, individual, and small group discussions.

Course Policies: Attendance at all three days of the classroom session is mandatory. Students are expected to arrive early so that sessions may begin promptly. Students are expected to actively participate in class discussions and online activities.

Evaluation and Grading:

This course will be letter graded. Participants are expected to attend and actively participate in all sessions of this course. Participants will be assessed based upon practical application of skills and demonstration of course objectives.

Effective Participation and Leadership (20%): Active participation during the entire 3-day session is required to pass this course. Students are expected to actively participate in all group discussions, and demonstrate leadership ability.

In-class Exercise and Demonstration of Skills (50%): Participants are required to participate in all exercises and to demonstrate application of course objectives.

Course Notebook/Journal (30%): Participants are required to keep a course notebook for the session. The course notebook should include notes on the presentations and reflections on how the information presented could affect the students' village. Students are expected to reflect on each Student Learning Outcome for the course in separate Journal entries. The notebook will be presented to the instructor at the end of the workshop, and then returned to the student.

Support Services: The instructor is available upon appointment for additional assistance outside session hours.

Disability Services: The UAF Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. Your instructor will work with the Office of Disability Services (203 WHIT, 907-474-7043) to provide reasonable accommodation to students with disabilities.

UAF Disability Services for Distance Students

- a) UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development (CRCD) campuses and UAF Center for Distance Education (CDE). Disability Services, a part of UAF Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services.
- b) If you believe you are eligible, please visit <http://www.uaf.edu/chc/disability.html> on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu

Course Schedule:

Day 1

08:30 – 09:00 Introductions to Indirect Rate

09:00 – 12:00 OMB Circular Review

- Recent Changes
 - OMNI Circular

Cost Justifications

12:00 – 13:00 **Lunch**

13:00 – 17:00 Budgeting and Finance

- Financial records
- Expenditure reports
- Policies

Day 2

08:30 – 09:00 Review

09:00 – 12:00 Indirect Cost Pools

- Transportation Planning (LRTP)
- 8 steps to prepare a IDRCP

12:00 – 13:00 **Lunch**

13:00 – 17:00 reconciliation of Financial Statements
Proposal details

- Organization
- Cost policies
- Calculation worksheet

Day 3

08:30 – 09:00 Review

09:00 – 12:00 IDRCP Review

- IDRCP submission
- Effects of changes in your organization
- Planning

12:00 – 13:00 **Lunch**

13:00 – 17:00 Questions discussions and review (Optional)