



SQUAXIN ISLAND TRIBE

W. 81 HY 108

~~XXXXXXXXXX~~ Shelton, Washington 98584
Phone 426-9781

RESOLUTION NO. 82-15
of the
SQUAXIN ISLAND TRIBAL COUNCIL

WHEREAS, the Squaxin Island Tribal Council is the Governing Body of the Squaxin Island Tribe of Indians by the authority of the Constitution and By-laws of the Squaxin Island Tribe, as approved and adopted by the General Body and the Secretary of the Interior on July 8, 1965, and

WHEREAS, the Squaxin Island Tribal Council has been entrusted to provide for the social, health and economic well being of its members, and

WHEREAS, the Squaxin Island Tribal Council has identified the necessity to upgrade its present administrative system through the utilization of a Bureau of Indian Affairs, Aid to Tribal Government Contract, and

WHEREAS, the Aid to Tribal Government Contract will provide for three componets which will entail on-the-job training, upgrading of the accounting system and workshop training for the staff and Council members in financial management, and

WHEREAS, the Squaxin Island Tribal Council does herein authorize David W. Whitener as their representative for the purpose of negotiating, amending and executing this contract with the Bureau of Indian Affairs; and

WHEREAS, the Squaxin Island Tribal Council proposes that the commencement date of this contract be May 1, 1982 with an ending date of September 30, 1982; and

WHEREAS, the expiration date of the authority granted by the Squaxin Island Tribal Council within this resolution will extend to March 31, 1985.


NOW THEREFORE BE IT RESOLVED, that the Squaxin Island Tribal Council does herein authorize the submission of a P.L. 93-638 Contract in the amount of \$8,000 to the Olympic Peninsula Agency of the Bureau of Indian Affairs; and

BE IT FURTHER RESOLVED, that this P.L. 93-638 Contract be utilized to strengthen Tribal Government by providing on-the-job training, accounting system upgrading and workshop training in financial management.


Resolution No. 82-15
Squaxin Island Tribal Council
Page 2

C E R T I F I C A T I O N


The Squaxin Island Tribal Council does hereby certify that the foregoing resolution was adopted at a regular meeting of the Squaxin Island Tribal Council held on this 20th day of March, 1982, at which time a quorum was present and passed by a vote of 3 for and 0 against.



David W. Whitener, Chairman

Attested By: 

David Lopeman, Secretary



Evie Allen, Vice Chairman

1. APPLICANT

Squaxin Island Tribe of Indians
W 81 Hwy 108
Shelton, WA 98584
(206) 426-9781

2. TRIBES AFFILIATED UNDER THIS PROPOSAL

Squaxin Island Tribe
W 81 Hwy 108
Shelton, WA 98584
(206) 426-9781

3. FULL NAME OF TRIBE BENEFITING

Squaxin Island Tribe

4. DATE OF SUBMISSION TO BUREAU AND AGENCY SUBMITTED TO

Bureau of Indian Affairs
Olympic Peninsula Agency
P.O. Box 120
Hoquiam, WA 98550

Date of Submission

5. NUMBER OF PEOPLE BENEFITING BY THIS CONTRACT

926

6. APPLICANTS AUTHORIZED SIGNATURE/DATE SIGNED

Original Signature Required

David W. Whitener, Chairman

Typed Name/Title

March 25, 1982

Date Signed

7. STAFFING PLAN

All employees utilized in the performance of this contract will be Squaxin Island Tribal Employees.

Organizational Chart has previously been submitted and is on file at the Agency and Portland Area B.I.A. offices.

8. STATEMENT OF APPLICANTS SUBSTANTIVE KNOWLEDGE OF THE PROGRAM TO BE CONTRACTED

The Squaxin Island Tribe has had broad experience in the contracting for and administration of P.L. 93-638 services, functions and programs.

9. DESCRIPTION OF PERSONNEL SYSTEM

The Squaxin Island Tribe has submitted a complete description of its personnel system which is on file with the Hoquiam Agency of the B.I.A.

10. INDIRECT COST RATE

The Squaxin Island Tribe has an approved indirect cost rate of 27.5% for the period from 10/1/81 to 9/30/82.

11. CERTIFICATION OF BOOKKEEPING SYSTEM

Certification by a licensed accountant that the bookkeeping and accounting procedures the Squaxin Island Tribe uses to perform contracts meets the standards of 25 CFR 276.7 has been submitted and is on file at the Olympic Peninsula Agency of the B.I.A. The same system will be utilized in the performance of this contract.

12. PROPERTY MANAGEMENT SYSTEM

The system for the management of property and the keeping of records by the Squaxin Island Tribe has been submitted and is on file at the Olympic Peninsula Agency. That system will be utilized in the performance of this contract.

13. PROCEDURES ASSURING THE FAIR AND UNIFORM DELIVERY OF SERVICES

The Squaxin Island Tribe has established a system consisting of:

- 1) Eligibility criteria for a Tribal member to receive services.
- 2) Record keeping to verify the fairness and uniformity of services.
- 3) An adequate complaint procedure available to all Indians affected.
- 4) Those rights the individual will retain following the complaint.

14. CERTIFICATION OF INSURANCE

No. 18471153

Exp. Date 9-30-82

Name of Agency Marshall Paris

A copy of the coverage afforded under this policy is on file at the Olympic Peninsula Agency of the B.I.A.

PART I
CONTRACT TERMS, PROVISIONS AND CONDITIONS

101. CONTRACTORS OBLIGATION

The Squaxin Island Tribe shall perform that portion of the Bureau of Indian Affairs Aid to Tribal Government Program on the Squaxin Island Indian Reservation, described herein in accordance with the terms, provisions and conditions of this contract.

102. CONTRACT TERM

The period of this contract shall be from _____ through _____.

103. BUDGET OF SCHEDULED ALLOWABLE COSTS

The estimated direct and indirect costs to perform this contract and the total funds available to reimburse Contractor for allowable costs incurred in performing this contract are set forth in "Budget of Scheduled Allowable Costs," Part I. Attachment A, which is herein incorporated as a part of this contract.

104. CONTRACT PAYMENTS

Advance payments shall be made and a letter of credit issued to the Contractor in accordance with the provisions of "Advance Payments - Letter of Credit" Part 1, Attachment B which is hereby incorporated as part of this contract.

105. INVOICES

The Contractor shall submit invoices by the _____ of each month for costs incurred on a monthly basis and to be received by the designated Contracting Officer's Representative. Failure to do so may result in the suspension of the Contractor's Letter of Credit for this contract.

106. RECORDS SUBJECT TO PRIVACY ACT

The Contractor's performance of this contract involves a system which is subject to the requirements of the Privacy Act.

107. SPECIAL PUBLIC LAW 93-638 CONDITIONS

The Contractor shall comply with the special terms and conditions as set forth in "Part 200, Special Conditions," Part 1, Attachment C, which is herein incorporated as a part of this contract.

108. CONTRACTING OFFICER'S REPRESENTATIVE

Name

Title

BUDGET OF SCHEDULED ALLOWABLE COSTS

501. Personnel	\$4,566.
502. Fringe Benefits @ 27.5%	1,096.
507. Supplies	695.
510. Travel and Per Diem	743.
524. Training	900.

AID TO TRIBAL GOVERNMENT FY-82 PROPOSAL
PROPOSED BUDGET

501. SALARIES & WAGES

Tribal Receptionist:

Matching funds for CETA Title III OJT
@ \$4.09 hr x 1040 hrs ÷ 1/2 \$2,127

Property Control Technician:

Matching funds for CETA Title III
OJT @ \$4.69 hr x 1040 hrs ÷ 1/2 2,439

TOTAL SALARIES & WAGES \$4,566

502. FRINGE BENEFITS

Fringe @ 12% of Total Wages
\$9,132 x 12% 1,096

510. TRAVEL & PER DIEM

Mileage for Property tagging & physical
inventory of Tribal property
100 mi per mo x 20¢ mi x 6 mos 120

Mileage & Per Diem for Training Workshops 623

TOTAL TRAVEL & PER DIEM 743

507. OPERATING SUPPLIES

Miscellaneous Supplies (i.e., ident. tags
for equipment, diskettes, file for
diskettes, etc.) 250

Software -

Peachtree Accounts Receivable Program to
complete Accounting Package which Tribe
has--General Ledger, Accounts Payable &
Payroll. 300

PFS Filing System for setting up inventory
records 95

Apple Write - Mailing label system for
tribal mailings 50

TOTAL OPERATING SUPPLIES 695

524. TRAINING

Workshops for training tribal and staff in
financial management 900

TOTAL DIRECT \$ 8,000

INDIRECT @ 27.5% 2,200

TOTAL BUDGET \$10,200

PART II

SERVICES, FUNCTIONS/PROGRAMS TO BE PERFORMED

201. SCOPE OF SERVICES, FUNCTIONS/PROGRAMS TO BE PERFORMED

An Aid to Tribal Government Program will be performed under this contract by the Squaxin Island Tribe within the boundaries of its Reservation. It will entail the following:

- 1) Half time wage supplements for the on-the-job training of two Tribal administrative staff, whose positions are necessary to maintain an efficient Tribal management system.
- 2) The purchase of an Accounts Receivable Software Program to complete the functional requirements of the computerized accounting system now being employed by the Tribe.
- 3) The training of some staff and Tribal Council members in various aspects of financial management.

202. STATEMENT OF WORK

Goal: To upgrade the current Tribal management system in order to maximize the efficiency of its administrative capabilities.

Program Objectives: To provide half-time supplementary on-the-job training funds for two staff positions. Whose being: a Property Control Technician and a Tribal Clerk/Receptionist. Tribal CETA Title III monies will provide the remainder of the wage supplement.

To purchase an Accounts Receivable Software Program to complete the Tribes computerized accounting system which now includes a General Ledger, Accounts Payable and Payroll Programs.

To provide Training to particular staff and Tribal Council members in the Financial Management of Tribal Grants and Contracts. This training will be in the form of workshops such as those sponsored by Management Concepts Inc. and the American Training and Technical Assistance group. These particular workshops not only offer quality instruction but also provide participants with continuing educational units (CEU's) which can be applied toward further scholastic development.

Activities:

The Contractor shall:

- A) Conduct an on-the-job training program for the position of Clerk/Receptionist in the skills and techniques vital to effective and efficient performance of duties. Training will include: verbal

communications skills, effective speaking techniques, effective business writing, filing for easy retrieval and projecting a professional and positive image.

B) Conduct an on-the-job training program for the position of Property Control Technician in the skills and techniques vital to effective and efficient performance of duties. Training will include: orientation and familiarization with Tribal and Federal property supply systems and regulations, pricing and depreciation scheduling, physical inventory recording and maintenance, screening of surplus and excess property and equipment operation and servicing.

C) Purchase of accounts receivable software program.

D) Financial management training for staff and Tribal Council to include but not limited to the following:

- Analysis of federal financial management system requirements.
- Design and development of account coding structures for centralization and program needs.
- Documentation of financial transactions. Internal control procedures to protect Tribal programs and assets. Budget analysis and financial reporting and the development of a comprehensive accounting manual.

203. NON-CONTRACTED PORTION OF SERVICES, FUNCTIONS/PROGRAMS

N/A

204. PERSONNEL FURNISHED BY CONTRACTOR

The contractor shall furnish such personnel as are needed to perform this program as contracted. The contractor shall employ the personnel described in "Key Personnel," Part III, Attachment E, which is herein incorporated as a part of this contract. Such key personnel shall be assigned to perform those services described in the descriptions of their positions. The contractor shall use those budgeted contract funds designated as line items for personnel expenses in the "Budget of Allowable Costs," Part 1, Attachment A, to pay personnel costs in the performance of this contract.

205. SUPPLIES EQUIPMENT AND FACILITIES

The contractor shall use those budgeted contract funds designated as line items for specified supplies, equipment and facilities in the "Budget of Scheduled Allowable Costs," Part 1, Attachment A, to purchase and to insure, repair and maintain the same during the term of this contract.

206. SPECIAL PERFORMANCE STANDARDS

The contractor may be required to perform this contract in accordance with any special standards applicable to the B.I.A. in its performance of the same program.

207. PROGRESS AND FINAL REPORTS

The contractor shall furnish to the contracting officer, through his representative: Monthly or Quarterly Progress Reports as required to be received by the C.O.R. no later than required. A final report will be furnished within 90 days of the contracts ending date and will include all required data.

PROPERTY CONTROL TECHNICIAN

NATURE OF WORK

This is inventory control work for the Squaxin Island Tribe.

The employee occupying the position of this class is responsible for establishing and maintaining a perpetual property and inventory control system of all Tribal owned property. Work involves physically counting, tagging, and recording relevant data on all property; disposing of surplus property; and arranging for or participating in the servicing or maintenance of Tribal property. Work is performed with some independence within Tribal policies and regulations under the Tribal Business Manager and is reviewed through reports and the effective control of Tribal property.

REPRESENTATIVE EXAMPLES OF WORK

Participates in the preparation and implementation of procedures and standards for the inventory and control of Tribal property.

Works with accounting personnel in appraising the value of property and establishing a depreciation schedule.

Counts desks, chairs, typewriters, and other Tribal property; records items and locations on inventory records and affixes tags to items; records additions and deletions to inventory cards.

Coordinates the movement of property between various Tribal work units; receives, reviews, and logs requests for transferring of property; records transfers accordingly.

Arranges for the storage, service, and maintenance of equipment not in use; makes arrangements to dispose of damaged or surplus property.

Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of inventory control methods and procedures.

Ability to learn the Tribal and federal property and supply regulations and ordinances.

Ability to learn the new and used market prices to determine value and life expectancy of Tribal property.

Ability to remain current with the literature, trends, and developments in the field of property and inventory management.

Ability to establish and maintain effective working relationships with Tribal employees.

Ability to express ideas effectively, orally and in writing.

GENERAL RECRUITING INDICATORS

Minimum: Six months of work experience in property and inventory control work;

OR

substituting, on a month-for-month basis, course work or training in property and inventory control for the minimum experience.

NATURE OF WORK

This is routine office support work for the Squaxin Island Tribe.

The employees occupying the positions of this class are responsible for performing a variety of general clerical, accounting, or other office type tasks which involve clear and specific guidelines, repetitive operations, and limited judgment in determining the procedural steps or general rules to be followed. The full performance level of this class can usually be attained in a few months, depending on individual capabilities, the time necessary to experience the entire workflow of the office, and the existence of either a formal or on-the-job training program. Duties are of a general clerical, recurring nature and can be learned on the job. Detailed instruction and close supervision are initially provided for employees with no prior training or experience; however, once the employee experiences all tasks of the position, work is performed independently. In all cases, a supervisor is available to advise or assist as necessary or provide guidance on new or unusual tasks. Work is reviewed in progress and upon completion for quality, thoroughness, accuracy, and conformance to established policies and procedures.

REPRESENTATIVE EXAMPLES OF WORK

Sorts and files materials in accordance with established procedures; locates materials in files and keeps track of items removed from files.

Answers telephone; takes and delivers messages; refers calls to proper person; operates a central telephone switchboard; greets visitors; answers inquiries from the public.

Performs simple addition and subtraction, reading and copying of figures, or counting and recording.

Copies information from sources of materials into records, onto forms, or performs related work requiring accurate recording of data.

Makes entries on form letters and prepares them for mailing, following clear directions.

Prepares labels, addresses envelopes, makes lists, by hand or using a typewriter, addressograph, or other equipment.

Operates equipment such as adding machine, copiers, and duplicators, generally after instruction.

Assembles material which has been printed or duplicated.

Assists other workers with tasks such as checking for errors, verifying information, taking inventory, coding, or correcting records.

Performs limited and routine typing; serves as relief radio dispatcher as required.

Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of basic arithmetic processes.

Ability to learn office practices and operation of office equipment associated with the work.

OFFICE ASSISTANT I (Continued)

Ability to understand and follow oral and written directions.

Ability to work well with others.

Ability to accurately perform tasks assigned, after a reasonable training period.

GENERAL RECRUITING INDICATORS

Minimum: Any experience or education which would demonstrate the ability to perform the work.