

**COURSE NUMBER**

FHWA-NHI-231029

COURSE TITLE**Using the AASHTO Audit Guide for the Development of A/E Consultant Indirect Cost Rates**

NOTE: This course was updated in 2019 and reflects the updated references of 23 CFR 172, 2 CFR 200, 2016 AASHTO Audit Guide, and the 2018 National Compensation Matrix.

This two-day advanced course is of interest to a wide variety of practitioners who want to be able to apply the AASHTO Audit Guide in the development and administration of A/E design consultant direct and indirect costs and rates. This course is written for both prime A/E consultants and subconsultants.

OUTCOMES

Upon completion of the course, participants will be able to:

- Employ appropriate requirements, concepts, and tools necessary to develop and apply indirect cost rates to A/E contracts.
- Describe the required components of compliant internal controls.
- Prepare an appropriate analysis necessary to demonstrate the reasonableness of compensation.
- Interpret and apply Federal and State laws, regulations, policies and procedures.
- Explain various components of the external oversight framework including ethics, dispute resolution, and the FHWA function.
- Compare and distinguish between contract types and implications on account costing and billing.

TARGET AUDIENCE

This course is intended for those who perform one or more of the following roles: o Performing indirect cost rate audits for A/E Design firms o Ensuring compliance with the AASHTO Audit Guide o Administering contracts or subcontracts and procuring services o Managing contracts or subcontracts o Ensuring compliance of contracts or subcontracts o Providing oversight of local contracts or subcontracts o Building and reviewing cost proposals o Approving the payment of A/E design consultant invoices o Auditing indirect cost and contract proposals o Closing out and performing final reconciliations of contracts o Designing and enforcing internal control systems o Reviewing RFPs and contracts for government projects o Sell A/E design services to State DOTs

TRAINING LEVEL: Intermediate

FEE: 2022: \$600 Per Person; 2023: \$600 Per Person

LENGTH: 2 DAYS (CEU: 1.4 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

NHI Customer Service: (877) 558-6873 • nhicustomerservice@dot.gov