



**INDIRECT COST RATE ACCEPTANCE  
CHECKLIST FOR NON COGNIZANT REVIEW SUBMISSION (OTHER THAN SAFE HARBOR)**

The following checklist will assist firms in submitting the required documents needed for a complete submittal for their non-cognizant indirect cost rate review. Please do not leave any boxes blank. Once a complete submittal is received, we will begin the review.

#	Included	List of Documents Required for a Complete Submission
1	<input type="checkbox"/>	FAR Part 31 compliant Overhead Audit Report for the most recent fiscal year, including audited Statement of Direct Labor, Fringe Benefits, and General Overhead. (AASHTO ICQ Attachments) The Indirect Cost Rate Schedule must be FAR and GAGAS compliant, in accordance with the AASHTO Audit Guide, and must include the Independent Auditor’s Report on Internal Control over Financial Reporting. (AASHTO GUIDE)
2	<input type="checkbox"/>	The audited Indirect Cost Schedule for current fiscal year in Excel format.
3	<input type="checkbox"/>	State or Federal Cognizant audit report or letter of concurrence from the Cognizant Government agency. (AASHTO ICQ Attachments) <b>Check here if not applicable</b> <input type="checkbox"/>
4	<input type="checkbox"/>	Post-closing full trial balance in excel, showing the roll up of individual accounts to and reconciled to the indirect cost rate schedule. Trial balance must be complete and include direct costs. (Note: If the indirect cost rate schedule does not directly tie to the trial balance, then please provide a supplemental reconciliation.) (AASHTO ICQ Attachments)
5	<input type="checkbox"/>	Current Chart of accounts. (AASHTO ICQ Attachments)
6	<input type="checkbox"/>	Annual financial statements (balance sheet, income statement, and statement of cash flows) (AASHTO ICQ Attachments)
		To include Independent Auditor’s Report and accompanying management letter. <b>Check here if not applicable</b> <input type="checkbox"/>
		If unaudited, were financial statements reviewed or compiled. (N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> )
7	<input type="checkbox"/>	The Company’s bonus plan or policy. (AASHTO ICQ Attachments) <b>Check here if not applicable</b> <input type="checkbox"/>
8	<input type="checkbox"/>	A completed current AASHTO Internal Control Questionnaire (“ICQ”) for Consulting Engineers form found at <a href="http://audit.transportation.org">http://audit.transportation.org</a> . It is suggested that this form be reviewed by the independent auditor to ensure the responses are appropriate and consistent with the overhead audit report disclosures. VDOT will accept only the <u>current version</u> of the ICQ with all required attachments. (Listed within this checklist)
9	<input type="checkbox"/>	Contractor Cost Certification (“CCC”) of Final Indirect Cost Rates. In compliance with FHWA Directive 4470.1A, all companies <u>must certify</u> that proposed indirect costs rates were prepared in compliance with applicable Federal regulations. (FHWA Directive 4470.1A, 23 CFR 172) The link to download the Contractor Cost Certification can be downloaded from the Assurance and Compliance Office website located under <b>Forms and Guides</b> <a href="http://www.virginia DOT.org/business/indirect_cost_rate_audit_home_page.asp">http://www.virginia DOT.org/business/indirect_cost_rate_audit_home_page.asp</a>
10	<input type="checkbox"/>	Completed National Compensation Matrix Form or a complete compensation analysis to demonstrate reasonable executive compensation as outlined in Chapter 7 of the AASHTO Audit Guide. The link to download the National Compensation Matrix Tool can be downloaded from the Assurance and Compliance Office website located under <b>Forms and Guides</b> <a href="http://www.virginia DOT.org/business/indirect_cost_rate_audit_home_page.asp">http://www.virginia DOT.org/business/indirect_cost_rate_audit_home_page.asp</a>

		(AASHTO Audit Guide – Chapter 7)
11	<input type="checkbox"/>	A listing of all contracts, with dollar amounts, [Contract number, current contract value, amount remaining on contract, name of prime and sub, etc.] which the consulting firm currently has with VDOT as a prime consultant or a sub consultant. (VDOT and 23 CFR 172)
12	<input type="checkbox"/>	A copy of the following accounting policies, if firm has written policies that address the following topics: a. Accounting system <i>Check here if not applicable</i> <input type="checkbox"/> b. Recording time worked/timesheet preparation <i>Check here if not applicable</i> <input type="checkbox"/> c. Recording direct and indirect costs <i>Check here if not applicable</i> <input type="checkbox"/> d. Overhead/indirect cost rate development <i>Check here if not applicable</i> <input type="checkbox"/>
13	<input type="checkbox"/>	<p><b>PPP Loan Information.</b> Firm received a PPP Loan?</p> <ul style="list-style-type: none"> <li>• 2020? (Yes <input type="checkbox"/> No <input type="checkbox"/>)</li> <li>• 2021? (Yes <input type="checkbox"/> No <input type="checkbox"/>)</li> </ul> <p>Loan Amount(s) - \$                      Covered Period(s) –                      Maturity Date(s) -</p> <p>Received ‘forgiveness’ for PPP Loan funds? (Yes <input type="checkbox"/> No <input type="checkbox"/>). If ‘Yes’, provide Decision Letter(s) on Loan Forgiveness.</p> <p>Date(s) of ‘forgiveness’ -                      Amount(s) of ‘forgiveness’ - \$</p> <p>Year loan forgiveness credits are applied to indirect cost rate (2020 <input type="checkbox"/> 2021 <input type="checkbox"/>)  Methodology used to apply forgiveness to FAR-based contracts</p> <ul style="list-style-type: none"> <li>• 100% credited to the indirect cost rate. (Yes <input type="checkbox"/> No <input type="checkbox"/>)</li> <li>• Other (Please describe) -</li> </ul> <p>Sufficient evidence, to include the firm’s loan forgiveness application, is required to support any methodology other than a ‘100% credit to the indirect cost rate’. VDOT reserves the right to request that documentation as part of our review.</p> <p>If firm has not received forgiveness, has loan forgiveness been requested? (Yes <input type="checkbox"/> No <input type="checkbox"/>)  If ‘Yes’, date requested -</p>

**Firm Name:** \_\_\_\_\_

**Certification of Completeness of Submission**

I, the undersigned, certify that all of the required documents and information listed above are included in the FAR submission to the VDOT ACO mailbox [ACO@VDOT.Virginia.gov](mailto:ACO@VDOT.Virginia.gov)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Certifying Official (Print) \_\_\_\_\_