



INDIRECT COST RATE ACCEPTANCE CHECKLIST FOR COGNIZANT REVIEWED INDIRECT COST RATE SUBMISSION

The following checklist will assist firms in submitting the required documents needed for a complete submittal for their 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"/>	Cognizant Letter.
2	<input type="checkbox"/>	For the most recently completed fiscal year, an Indirect Cost Rate audit report, including the report on Internal Control Over Financial Reporting and on Compliance, Indirect Cost rate schedule and related disclosures.
3	<input type="checkbox"/>	Audited Annual financial statements with accompanying management letter. (audited, if available) Check here if not applicable <input type="checkbox"/>
4	<input type="checkbox"/>	Contractor Cost Certification (“CCC”) of Final Indirect Cost Rates/VDOT Contractor Cost Certification. 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 Contractor Cost Certification can be downloaded from the Assurance and Compliance Office website located under Forms and Guides http://www.virginiadot.org/business/indirect_cost_rate_audit_home_page.asp
5	<input type="checkbox"/>	A completed current AASHTO Internal Control Questionnaire (“ICQ”) for Consulting Engineers form found at http://audit.transportation.org . 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 current version of the ICQ.
6	<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.

Firm Name: _____

Certification of Completeness of Submission

I, the undersigned, certify that all of the required documents listed above are included in the FAR submission to the VDOT ACO mailbox ACO@VDOT.Virginia.gov

Signature _____ Date _____

Name of Certifying Official (Print) _____

Title of Certifying Official (Signature) _____