UPDATES ON 8/31/17 A&E CONTRACT FINANCIAL REQUIREMENTS WEBINAR:

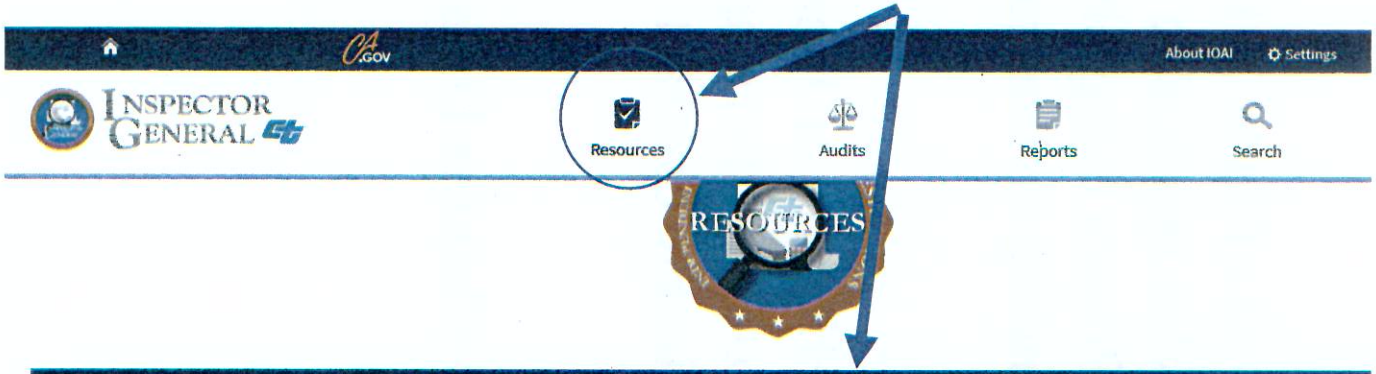
1) Submittal Checklist- As of June 2018, there is a universal checklist applicable for all contracts (instead of Primes using either Checklist 1, 2, or 3 depending on contract amount.)

2) Safe Harbor Rate (SHR)- As of June 2018, eligible firms do not have to re-apply to use 110% for the applicable contract fiscal year.

3) Contact Information- Chantha Da is the current Audit Manager.

A&I'S NEW WEBSITE

http://ig.dot.ca.gov/



RESOURCES

Date Issued	Report Title	Full Report (HTML)	Full Report (PDF)
	GENERAL TRAINING MODULES Prevailing Wages for Architectural and Engineering Contracts	Full Resource (HTML)	Video (Part 1) Video (Part 2) Full Resource PDF
	General A&E Contract Resources - Interpretive Guidance	Full Resource (HTML)	Full Resource (PDF)
	Architectural and engineering Contracts with local agencies	Full Resource (HTML)	Full Resource (PDF) Video
	Safe Harbor Rate Application	Full Resource (HTML)	Full Resource (PDF)
	Architectural and Engineering Contracts with Caltrans	Full Resource (HTML)	Full Resource (PDF) Link to Video on Contracting Process Submittal Checklist
	Indirect Cost Rate (ICR) Acceptance/Approval	Full Resource (HTML)	Full Resource (PDF)
			ICAP/ICRP Process (PDF) Attachment A - ICAP/ICRP Process (PDF)

A&I'S PUBLIC EMAIL ACCOUNT*

AEfinancial.QandAsupport@dot.ca.gov

**Every week, an auditor is assigned to monitor for incoming email and will respond within three (3) business days*

8/31/17 Webinar:
Architectural and Engineering Contract Financial Document Requirements

http://svgcstream01.dot.ca.gov/webcast/vod/training/vod_training.asp

TOPIC:	TIME START	TIME END
Introduction	00:00:00	00:03:28
Learning Outcomes / Background	00:03:29	00:05:43
Financial Documents Submittal Checklist – refer to Update	00:05:44	00:06:42
Example of Financial Documents Submittal Checklist	00:06:43	00:07:39
Required Financial Documents	00:07:40	00:08:41
Indirect Cost Rate (ICR) Schedule	00:08:42	00:14:35
ICR Schedule's Fiscal Year	00:14:36	00:15:38
Safe Harbor Rate (SHR)– refer to Update	00:15:39	00:18:13
Field Office ICR	00:18:14	00:19:45
Executive Compensation Analysis (ECA)	00:19:46	00:22:26
Contractor Cost Certification (CCC)	00:22:27	00:24:50
Cost Proposal	00:24:51	00:26:26

8/31/17 Webinar:
Architectural and Engineering Contract Financial Document Requirements

Cost Proposal - Schedule of Other Direct Cost (ODC) Items	00:26:27	00:30:17
Cost Proposal / Prevailing Wage	00:30:18	00:31:34
Prevailing Wage Policy	00:31:35	00:32:51
Payroll Documentation (Payroll Register)	00:32:52	00:34:46
Overtime (OT) Policy	00:34:47	00:35:54
Uncompensated Overtime	00:35:55	00:37:21
Labor Summary Report	00:37:22	00:38:31
Example of Labor Summary Report	00:38:32	00:39:59
AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers	00:40:00	00:41:10
Cognizant Agency Approval Letter	00:41:11	00:43:05
Caltrans Acceptance Identification (ID)	00:43:06	00:45:01
Sole Proprietors / Micro Businesses	00:45:02	00:46:07
Response Time	00:46:08	00:47:31
Resources/Contact Information– refer to Update	00:47:32	00:48:25
Learning Outcomes	00:48:26	00:49:22
Q & A	00:49:23	01:04:00

8/31/17 Webinar:
Architectural and Engineering Contract Financial Document Requirements

Resources		
American Association and State Highway and Transportation Officials (AASHTO)		
Uniform Audit & Accounting Guide for Transportation Consultant, 2016 Edition: https://audit.transportation.org/		
48 CFR Chapter 1 Subpart 31.2: https://www.ecfr.gov		
AASHTO website for NCM tools under External Audit: https://audit.transportation.org/		
Caltrans Independent Office of Audits and Investigations for Interpretive Guidance: http://www.dot.ca.gov/audits/		
Caltrans Division of Procurement and Contracts for templates and SHR information: http://www.dot.ca.gov/hq/dpac/aeinfo.htm		