

**Checklist for Consultant's or Subconsultants Requesting Safe Harbor Indirect Cost Rate (SHR)**

The forms below must be completed by all Consultants and Subconsultants requesting the use of the Safe Harbor Indirect Cost Rate of 110% on A&E contracts.

#	Safe Harbor Checklist	In Packet? Y/N
5.0	Safe Harbor Rate Consultant Certification of Eligibility; And Contract Costs and Financial Management System for Federal-AID Highway Projects– All Consultants and Subconsultants, requesting the use of the Safe Harbor Rate. (All components on the forms must be completed and signed). (rev. 02.08.16)	
5.1	A completed and signed Questionnaire for Evaluating Consultant's Financial Management System for Federal-Aid Highway Projects (Questionnaire). (rev. 02.08.16)	
5.2	Attachments requested on the Questionnaire <b>must</b> be provided in the package, if available. <ul style="list-style-type: none"> <li>• Chart of Accounts (Question No. 7)</li> <li>• Approved Timesheet (Question No. 10)</li> <li>• List of current active contracts/projects (Question No. 11)</li> <li>• Other Direct Cost listing (Question No. 15)</li> <li>• Sample report from current active contract/project (Question No. 16)</li> <li>• Narrative or flow chart (Question No. 18)</li> <li>• Written policies and procedures where applicable.</li> </ul>	
5.3	If the Consultant answers <b>no</b> on Question No. 16 on the Questionnaire, it is not eligible for SHR.	
5.4	Please Collect, Review and Screen all SHR requests for completeness and accuracy before submission.	