



Revised: October 31, 2014

Submittal Format for Self-Certification Cost Report

Self-Certification Cost Report includes the following:

- A. [Self Certified Cost Report](#)
- B. Indirect Cost Rate Schedule [with field rate](#) or [without field rate](#)
- C. [Notes to Report](#)
- D. [Management's Report on Internal Control and Compliance](#)

With the following attachments:

- 1. Completed [AASHTO Internal Control Questionnaire \(ICQ\)](#) (fillable PDF)
- 2. [Certification of Final Indirect Costs for Self-Certification](#).
- 3. Compensation analysis on all executives. (By surveys, TxDOT requires 3 surveys, or by the New [NCM](#)). If by survey, copies of the 3 surveys must be attached.
- 4. Copy of the Detail General Ledger and Trial Balance.
- 5. Organization Chart.
- 6. Chart of Accounts.
- 7. Method of Depreciation used and copy of all assets depreciated.
- 8. Copy of the Board of Directors Minutes for December or last month of FY.
- 9. List of bonus paid by name or id number and amount.
- 10. Copy of bonus policy.

Submittal recommendation: The audit report with listed attachments is typically submitted via email. This is the preferred method. Refer to the email address provided under the section labeled Submittal and Review Process for Administrative Qualification.