TxDOT RESOURCE LIBRARY

TxDOT Self-Certification Submission Checklist

A practical organizer for firms preparing an indirect cost rate cost report and supporting certifications for TxDOT PEPS administrative qualification.

Confirm eligibility and current format
Self-certification is not an audit, but TxDOT requires the cost report to comply with 48 CFR Part 31, Government Auditing Standards, the AASHTO Uniform Audit and Accounting Guide, and TxDOT requirements. Use TxDOT's current templates and instructions.

Provider legal name ________________	**Fiscal year-end** ________________
Company officer ________________	**Target submission date** ________________

1. Establish responsibility and timing

- [ ] Confirm with TxDOT that self-certification is an available and appropriate qualification path for the provider.
- [ ] Identify the incorporated business entity to which the indirect cost rate applies.
- [ ] Download the current self-certification cost-report format, internal-controls report, certifications, and submission guidance.
- [ ] Assign management responsibility for the accounting records, cost report, internal controls, assumptions, and certifications.
- [ ] Create an annual calendar based on the provider's fiscal year and expected TxDOT review period.

2. Prepare the accounting foundation

- [ ] Close and reconcile the fiscal-year general ledger, trial balance, financial statements, payroll, and project-cost records.
- [ ] Reconcile total labor to payroll and direct labor to project or job-cost records.
- [ ] Document the chart-of-accounts mapping to direct costs, indirect pools, allocation bases, and unallowable costs.
- [ ] Document written timekeeping, labor distribution, direct-cost, indirect-cost, and allocation policies.
- [ ] Identify affiliates, related parties, shared services, home-office allocations, and common-control transactions.

3. Complete the cost report

- [ ] Reconcile total costs in the report to the final trial balance and financial statements.
- [ ] Separate direct project costs from indirect costs using consistent written policies.
- [ ] Identify and remove expressly unallowable and directly associated costs.
- [ ] Document partial exclusions and judgmental allowability conclusions.
- [ ] Reconcile the direct-labor allocation base to payroll and project records.
- [ ] Cross-foot the cost report and independently recalculate each indirect cost rate.
- [ ] Compare the current report to prior years and explain significant changes in pools, bases, or rates.

4. Complete required analyses and certifications

- [ ] Prepare the annual executive compensation analysis using current AASHTO and TxDOT requirements.
- [ ] Complete the internal-controls report; obtain the required company-officer signature and notarization.
- [ ] Complete and sign the Certification of Final Indirect Costs in the required form.
- [ ] Verify that all names, titles, dates, fiscal periods, and rate amounts agree across the package.
- [ ] Retain source support for every certification and material representation.

5. Assemble and quality-control the submission

- [ ] Use the current TxDOT naming, order, file-format, and transmission requirements.
- [ ] Remove drafts, hidden workbook errors, broken links, external references, and inconsistent versions.
- [ ] Confirm that schedules contain no formula errors and that printed or PDF pages are legible.
- [ ] Have a knowledgeable reviewer trace reported totals to the ledger and inspect all signatures and notarizations.
- [ ] Retain the exact submitted package, transmission evidence, and all TxDOT questions and responses.

Expect review questions
Self-certification does not eliminate TxDOT review. Maintain organized support for labor, allocations, unallowable costs, executive compensation, internal controls, and all adjustments.

Official sources to verify

TxDOT Self-Certification Requirements
TxDOT Administrative Qualification
FAR Part 31

Need help preparing a self-certification cost report?
JConner provides rate development and self-certification preparation assistance. Visit jconnerpc.com to learn more.

Educational-use disclaimer. General information only; not legal advice, an audit, an attestation conclusion, or a TxDOT approval. Confirm current requirements and obtain fact-specific professional advice. Management is responsible for the submission.