

**SAFE HARBOR RATE  
CONSULTANT CERTIFICATION OF ELIGIBILITY; AND CONTRACT COSTS AND FINANCIAL  
MANAGEMENT SYSTEM**

Consultant Firm Name: \_\_\_\_\_

Local Agency (if applicable): \_\_\_\_\_

Contract # (if applicable): \_\_\_\_\_

Federal Project #: \_\_\_\_\_

Contract Total: \$ \_\_\_\_\_

For Subconsultants - estimated % of work to be performed: \_\_\_\_\_ %

Safe Harbor Rate (Indirect Cost Rate): **110%**

**Certification of Eligibility:**

I, the undersigned, certify that I am eligible to use the safe harbor indirect cost rate as I:

1. Do not have relevant contract cost history to use as a base for developing a Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31 compliant indirect cost rate (ICR).

OR

2. Do not have a previously accepted ICR by a cognizant agency, or with an audited/accepted actual ICR, and do not have an existing contract with a provisional rate.
3. Am not a Prime Consultant on a Caltrans' contract  $\geq$  \$3.5M OR Local Government contract  $\geq$  \$1M, regardless of the participation amount.

**Certification of Contract Costs:**

I, the undersigned, certify that I have reviewed the proposal for the above contract and to the best of my knowledge and belief:

1. All costs included in this proposal are allowable in accordance with the Safe Harbor Rate requirements and cost principles of the FAR of 48 CFR Part 31.
2. This proposal does not include any costs which are expressly unallowable with the Safe Harbor Rate requirements and cost principles of the FAR of 48 CFR Part 31.
3. All direct costs (direct labor/billing rates and other direct costs) included in this proposal are reasonable, allowable, and allocable to the contract in accordance with the Safe Harbor Rate requirements and cost principles of the FAR of 48 CFR Part 31.

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files for 3 years after final voucher of federal reimbursement.

**Certification of Financial Management System:**

I, the undersigned, certify that our financial management system in place for this contract and moving forward meets the standards for the Safe Harbor Rate requirements and financial reporting, accounting records, internal and budget control as set forth in the FAR of Title 49, CFR, Part 18.20. These standards require consulting firms have an accounting system adequate to accumulate, and track allowable, allocable, and reasonable direct labor and other direct costs by contract; segregate indirect costs, and remove unallowable costs.

\* Consultant Certification Signature: \_\_\_\_\_

Consultant Certifying (Print): \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Consultant Contact Information:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Date of Certification: \_\_\_\_\_

\*An executive or financial officer of the contractor's organization who has authority to represent the financial information utilized to establish the proposal submitted in conjunction with the contract.

**ALSO REQUIRED IF PARTICIPATING ON A CALTRANS' CONTRACT**

Attach a copy of your completed:

**Safe Harbor Rate Questionnaire for Evaluating Consultant's Financial Management System**