Local Governmental Agency (LGA) elects to bill indirect costs to Caltrans?

Designated as a high risk recipient by Caltrans?

Has a major change to its financial management system?

Changed its ICAP/ICRP calculation methodology?

The LGA receives more than $35 million in direct federal funding?

Most recent ICAP/ICRP required an indirect cost rate change due to an improper, inaccurate, or unsupported rate calculation?

Is this the first ICAP/ICRP submission?

LGA’s cognizant approval of ICAP/ICRP is from federal agency other than FHWA?

Use Complete ICAP/ICRP Package Submission Process (See page 2 Process B)

Yes

No

LGA determines proper option(s):
  - Process A - page 1
  - Process B - page 2
  - Process C - page 3
  - Process D - page 4

A. Revised Streamline Process

Within 6 months of close of FY, or 30 days from annual audit completion

Within 10 Business Days

Review by Caltrans A&I if the LGA qualifies for the streamlined process

Certification & Rate Acceptance Letter to LGA

LGA submits only the ICAP/ICRP certification (Attachment D) and Streamlined Submission Checklist (Attachment C) to A&I

LGA submits complete ICAP/ICRP package annually. See Process B – page2

LGA may apply for an extension up to 4 years (See page 3 process C)

Caltrans Performs Risk Assessment and Audit (See page 2 process B-2)

No

Yes

No

Yes

LGA uses process E - page 4

No

Use Revised Streamline Process

Available Process Timelines

Fiscal year begins on or after July 1, 2015

A. Revised Streamline Process
Attachment B – Page 2
ICAP/ICRP Submission and Approval Processes

Process B

B. Complete ICAP/ICRP Package Submission Process

LGA Annually Submits a ICAP/ICRP to A&I

Review by Caltrans A&I for Compliance with Submission Requirements

ICAP/ICRP Submission Accepted by A&I For Billing and Reimbursement Purposes

Non-compliant

A&I Requests Additional Documentation From LGA or Changes to the ICAP/ICRP

Within 30 Business Days

Within 6 months of close of FY, or 30 days from annual audit completion

Within Record Retention Period

Reject and Return to LGA

ICAPs/ICRPs Selected for Audit

ICAP/ICRP Audits Performed by A&I/FHWA

Audit Reports to LGAs & FHWA

Quarterly Status Report to FHWA

Quarterly Status Report to FHWA

Certification & Rate Acceptance Letter to LGA

LGA Annually Submits a ICAP/ICRP to A&I

Process B-2

Risk Assessment and Audit

Caltrans Performs Risk Assessment

Complete ICAP/ICRP Package Submission Process only because LGA’s previous ICAP/ICRP required a rate change?

Yes

No

LGA may consider for an extension up to 4 years (See page 3 Process C)

Annually

ICAP/ICRP Submission Accepted by A&I For Billing and Reimbursement Purposes

Compliant

Non-compliant

A&I Requests Additional Documentation From LGA or Changes to the ICAP/ICRP

Submit ICAP/ICRP annually See page 1 Process A or page 2 Process B

No

Certification & Rate Acceptance Letter to LGA

Quarterly Status Report to FHWA

Complete ICAP/ICRP Package Submission Process only because LGA’s previous ICAP/ICRP required a rate change?

Yes

No

LGA may consider for an extension up to 4 years (See page 3 Process C)
ICAP/ICRP is based on actual costs?

Has outstanding audit findings that impact the LGA’s indirect cost rate?

Submit ICAP/ICRP Annually. See Process A – page 1
Process B – page 2

Submit certification that includes extension period, and sections 1 & 2 of Checklist

Review by Caltrans A&I if the LGA meet conditions for extension

Certification & Extension Approval letter sent to LGA

Caltrans Performs Risk Assessment and Audit (See page 2 process B-2)

Within 45 Business Days

Timelines
Has LGA received a negotiated indirect cost rate?

Yes

Submit ICAP/ICRP to A&I, see Process A page 1
Process B page 2
Process C page 3
Process E page 4

No

Has LGA received more than $35 million in direct federal funding?

Yes

LGA notifies A&I of the use of a De Minimis Rate

No

LGA does not qualify for the use of a De Minimis Rate

LGA elects to charge a De Minimis Rate?

Yes

LGA submits a copy of the approval to A&I

Monthly A&I posts all De Minimis rates and non-FHWA cognizant approval rates on Caltrans website

No

LGA qualifies for the use of a De Minimis rate

LGA receives cognizant approval of ICAP/ICAP from federal agency other than FHWA