

**ARKANSAS DEPARTMENT OF TRANSPORTATION  
SAFE HARBOR INDIRECT COST RATE REQUEST**

I, the undersigned, request the use of the Arkansas Department of Transportation (ARDOT) Safe Harbor Rate of 110% and verify that the firm that I represent meets at least one (1) of the following eligibility criteria. (Please select the applicable reason(s) for the request).

- Fewer than 25 employees
- Certified Disadvantaged Business Enterprise (DBE)
- New firm without the cost history needed to develop a Federal Acquisitions Regulation (FAR)-compliant indirect cost rate
- No accounting structure in place to develop a FAR-compliant indirect cost rate

I, the undersigned, affirm that:

- The firm has not previously had an audited overhead rate accepted by ARDOT or another State Transportation Agency (STA) within the last three (3) years.
- The firm has not requested the Safe Harbor Rate for more than three (3) consecutive years.
- While operating under a Safe Harbor Rate, the firm will implement an accounting system capable of identifying and accumulating direct costs by contract, identifying employee labor by cost objectives, segregating direct and indirect employee labor costs, and establishing a cost history for the development of a FAR-compliant indirect cost rate.
- If the firm obtains an audited rate accepted by ARDOT, the Safe Harbor Rate will become void, and the audited rate will be applied to payment for ongoing services and contracts awarded after acceptance of the rate.

I have read and understand the safe harbor guidelines.

Firm	
Fiscal Period (mm/dd/yy to mm/dd/yy)	
Name of Certifying Official	
Title	
Signature	Date