

CITY OF AUSTIN
Financial Services Department – Capital Procurement
CERTIFICATE OF OVERHEAD RATE

Consultant (Legal Name of Company): _____

Date of Overhead Determination
(Within Previous Fiscal Year): _____

Overhead Rate (Shown as Percentage): _____

This is to certify that (check only one box below):

- ☐ 1) Consultant has an audited overhead in compliance with Federal Acquisition Regulations (FAR) Part 31 - Contract Cost Principles and Procedures or Texas Department of Transportation (TXDOT) approved Schedule of Indirect Costs. Attached is supporting documentation.
- Or**
- ☐ 2) Self-Certification - Consultant does not have a FAR audited overhead or TXDOT approved overhead rate and the Consultant has prepared and submitted with this form a Statement of Overhead Rate ([sample template](#)).

The Consultant expresses and certifies that:

- *the Overhead Rate was developed from the financial records of the Company;*
- *to the best of my knowledge the expenses included in the Overhead Rate are allowable in accordance with the cost principles of FAR; and,*
- *the same expenses that have been treated as indirect costs have not been claimed as direct costs.*

Or

- ☐ 3) Consultant does not have a FAR audited overhead or TXDOT approved overhead rate and does not currently have the ability to self-certify; therefore, consultant agrees to an overhead rate of 120%. Consultant must attach to this form an explanation for not providing financial documentation supporting their overhead rate.

The information provided with this form is subject to the City's "Right to Audit" contract provision. The City may also report any breaches of professional codes of ethics to the appropriate licensing board related to any City contract.

Signature: _____

**Name of Certifying
Official (Print):** _____

Title: _____

Date Signed: _____