



# Subrecipient Project Checklist

## Rail Crossing Safety Improvement Program

**Instructions:** Subrecipient must include information in all fillable cells, check the appropriate box in cells 3 through 7 (do not leave unanswered), and sign and date the checklist.

Key Number:		
Agreement Number:		
Project Name:		
Subrecipient:		

Initials	Action	Comments
	<b>1. Name of subrecipient's designated procurement officer or individual responsible for your organization's procurements.</b> Print Name Here	
	<b>2. Initial next to the applicable Build America Buy America (BABA) requirements (choose one), if applicable:</b>	
Initial (A, B or C)	A) Project cost is under \$500,000 and meets the requirements of the Build America Buy America De Minimis Cost Waiver.	<a href="#">Federal Register: Waiver of Buy America Requirements for De Minimis Costs and Small Grants</a>
Initial (A, B or C)	B) Project cost is over \$500,000 and has received a waiver from FHWA for Build America Buy America. ODOT is responsible for requesting the waiver from FHWA. A copy of the waiver must be attached to this checklist.	
Initial (A, B or C)	C) Provider of equipment must provide a Certificate of Material Origin certifying that the equipment meets the Build America Buy America requirements. A copy of the Certificate of Material Origin must be attached to this checklist.	
Initial Here	<b>3. Was your procurement conducted in accordance with Oregon Revised Statute 279?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (explain in the comment column why not)	<a href="#">ORS Chapter 279 — Public Contracting - Miscellaneous Provisions</a>
Initial Here	<b>4. Has your organization adopted rules under ORS 279A.065 (DOJ) Model Rules) or has it adopted their own rules necessary to carry out the provisions of the Public Contracting Code?</b> <input type="checkbox"/> Adopted rules under ORS 279A.065 (DOJ Model Rules) <input type="checkbox"/> Adopted Agency Rules	<a href="#">ORS Chapter 279A — Public Contracting - General Provisions</a>
Initial Here	<b>5. Was your procurement conducted in accordance with the Code of Federal Regulations 2 CFR 200.320?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (explain in the comment column why not)	<a href="#">Code of Federal Regulations CFR Part 200</a>
Initial Here	<b>6. Was your procurement considered an Informal Procurement Method or a Formal Procurement Method?</b> <input type="checkbox"/> Informal <input type="checkbox"/> Formal	<a href="#">ORS Chapter 279 — Public Contracting - Miscellaneous Provisions</a>
Initial Here	<b>7. Did all contracts and subcontracts include the required federal provisions, as applicable in 2CFR 200 Appendix II?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Code of Federal Regulations CFR Part 200</a>

**Notes:**

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### End Of Checklist

By signing this checklist, the Subrecipient's chief procurement officer (or equivalent) certifies that the procurement meets all state and federal requirements.

Signature:	Title:
Date:	