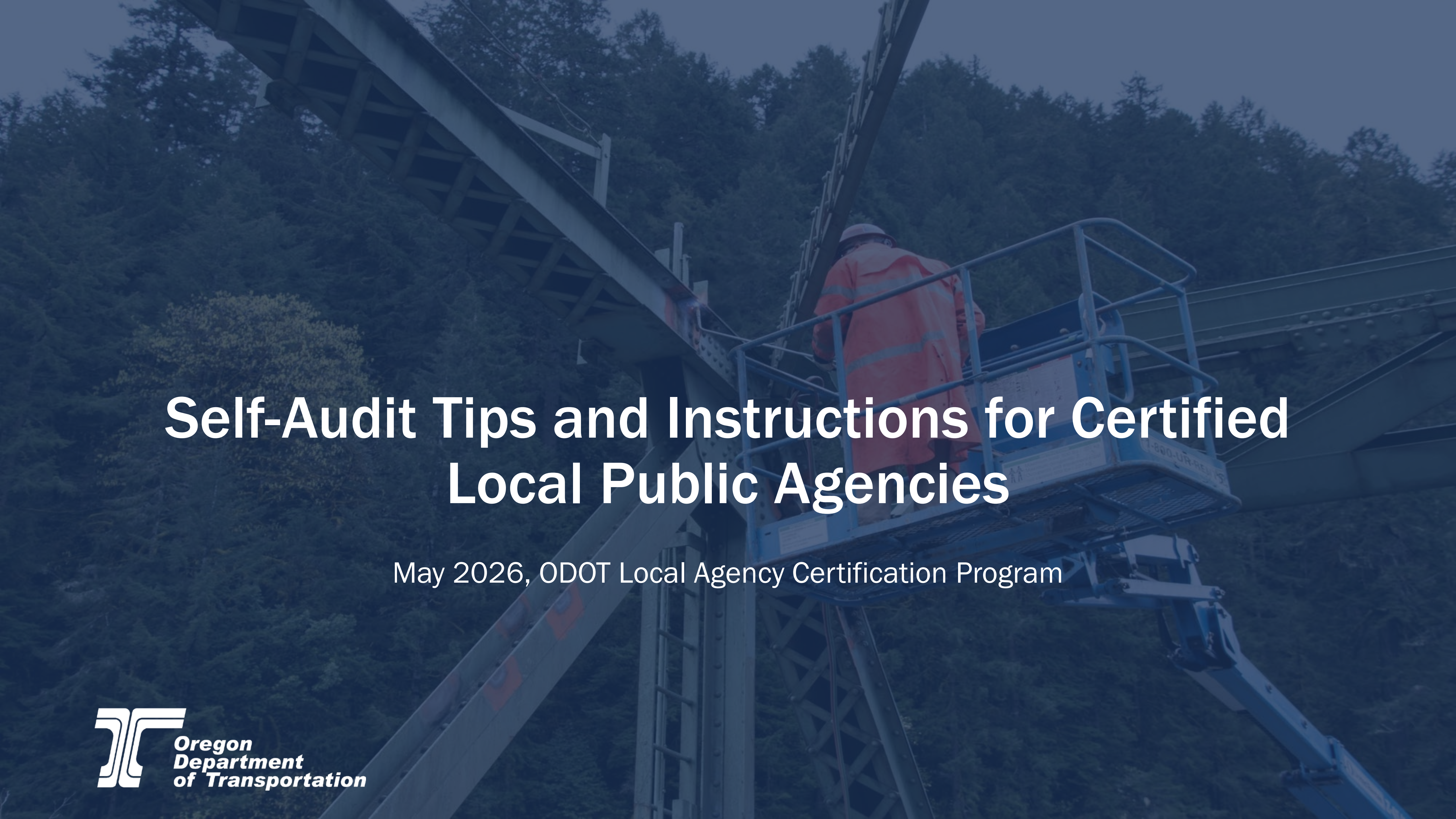

Self-Audit Tips and Instructions for Certified Local Public Agencies

May 2026, ODOT Local Agency Certification Program

Oregon
Department
of Transportation

KEY INFORMATION

- Due date: Tuesday, June 30, 2026
- Submittal checklist:
  - ✓Signed self-audit form
  - ✓Excel file with project responses
  - ✓Updated Key Qualified Staff form (if applicable)
  - ✓Updated Approval Authorities form (if applicable)
  - ✓Current Organizational Chart (if applicable)

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NEW IN 2026

- Main forms (734-5152A and B) changed from pdf to a fillable Word format
  - Reach out if you have questions or any issues with the new form! If it isn't functioning for you, we will find a solution or workaround.
- Some minor revisions to questions
  - Addition of questions relating to on-call services to gather information.

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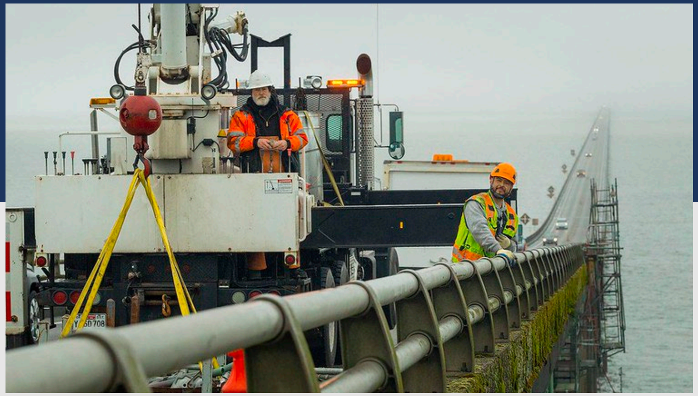
SELF-AUDIT PURPOSE

Opportunity for Certified LPAs to review program and project compliance.



Annual check up of high risk areas in between compliance reviews.

Annual update of program information.

SELF-AUDIT PACKAGE

- Sent to each agency individually via email:
  - Annual Self-Audit Form 734-5152A or B
    - 734-5152A: Cities/Counties
    - 734-5152B: MPO
  - Certification Status Report
  - Project List
  - Excel version of self-audit form **(required)**
  - Copy of these instructions

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SELF-AUDIT FORM AND EXCEL TEMPLATE

- NOTE: Responses to the *project* questions should be completed using the provided excel template.
  - *Use the 2026 template, as there are changes to the questions from 2025.*
- The Self-Audit Word form should be used to provide program-level responses and to 'sign' the response.

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CERTIFIED LPA SELF-AUDIT (CITIES/COUNTIES)

The purpose of the self-audit is to ensure the Local Public Agency (LPA) is fulfilling the terms of the Certification Program Agreement, the LAG for Certified LPAs, and is maintaining accurate records per federal and state requirements.

Certified LPA Name:	Click or tap here to enter text.
LPA Certification Program Coordinator:	Click or tap here to enter text.
Certification Agreement Program Number:	Click or tap here to enter text.

PROGRAM INFORMATION

Certification Status Report

Review the attached Certification Status Report and answer the questions below. If an update is needed to the Approval Authorities, Key Qualified Staff or Organizational Chart, please attach updated documents with your agency's response.

Quality Program Plan: Project Delivery

1. Is the status 'Update Needed' or 'Not Met'?	Select Y/N
If yes, explain how and when your agency will submit an update: Click or tap here to enter text.	
2. In the last three years (2024-2026) your agency provided training on your agency's Quality Program Plan to:	
a. New staff	Select Y/N
b. Experienced staff	Select Y/N
If no, provide explanation: Click or tap here to enter text.	

Construction Contracting Templates

3. Is the status 'Update Needed' or 'Not Met'?	Select Y/N
If yes, explain how and when your agency will submit an update: Click or tap here to enter text.	

Consultant Contracting Templates

4. Is the status 'Update Needed' or 'Not Met'?	Select Y/N
If yes, explain how and when your agency will submit an update: Click or tap here to enter text.	

Title VI Plan

5. Is the status 'Update Needed' or 'Not Met'?	Select Y/N
If yes, explain how and when your agency will submit an update: Click or tap here to enter text.	

SELF-AUDIT FORM AND EXCEL TEMPLATE

- Most questions are phrased so the answer is ‘yes’ if the program or project meets the requirement *or* best practice.
- If the answer to a question is **‘no,’** provide an explanation.

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SELF-AUDIT FORM FIELD-BY-FIELD INSTRUCTIONS

- **Local Public Agency:** Fill in agency name (e.g., Lane County)
- **LPA Certification Program Coordinator:** Fill in the name of the *local agency staff person* who serves as the primary Certification Program contact.
- **Certification Agreement Number:** Fill in the number of your agency's Certification Agreement (formerly referred to as Master Certification Agreement).

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SELF-AUDIT FORM FIELD-BY-FIELD INSTRUCTIONS (PROGRAM)

- **Program Questions:** Answer the questions yes or no.
  - Provide any explanations for ‘no’ answers.
  - Cities/Counties: provide a summary of ADA training opportunities in response to question 5.
  - For items on the Certification Status Report that are ‘Updated Needed’ or ‘Not Met,’ detailed instructions are provided on the following slides.

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CERTIFIED LPA SELF-AUDIT (CITIES/COUNTIES)

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CERTIFICATION STATUS REPORT

- Status: Met, in process, requested, update needed
- If ‘update needed’ or ‘not met’ status: Certified LPA should provide an update on the status or plan for bringing the requirement into ‘met’ status.
- Note: Every agency has **at least one ‘update needed’ status on their report.**
- Audits will be returned for correction if updates are not provided.

Certification Status Report

Category	Date	Requirement	Status	Submitted	Met
Fdocs		Quality Program Plan: Project Delivery	Update Needed		
	5/21/2021	Quality Program Plan for Federal-aid Project Delivery Update (update needed)			
	4/19/2021	QA Plan for Materials Acceptance Update (joint w Lane Co) (approved)		5/17/2021	5/28/2021
	12/31/2011	Quality Program Plan for Federal-aid Project Delivery			12/31/2011
Fdocs		Construction Contracting Templates	In Process		
	7/31/2020	Construction Contracting Templates Update 2021		4/15/2021	
Fdocs		Consultant Contracting Templates	Met		
	5/11/2021	Consultant Contracting Templates			8/18/2015
Fdocs		Title VI Plan	Met		
	5/1/2022	Title VI Plan update due 10/1/2024			
	5/1/2022	Annual Accomplishments Report due 10/1/2022			
	9/30/2021	Annual Accomplishments Report 2021		10/1/2021	4/15/2022
	2/1/2021	Title VI Plan		2/1/2021	2/1/2021
Fdocs		ADA Title II Transition Plan	Met		
	2/18/2021	ADA Title II Transition Plan Update		2/18/2021	2/18/2021

CERTIFICATION STATUS REPORT: FINANCIAL INFORMATION

Fin	Financial Information	Update Needed		
8/5/2025	Single Audit Act submission AY2025			3/23/2026
8/5/2025	Indirect Cost Allocation Plan FY2026 (7/1/25-6/30/26)			3/13/2025
5/1/2025	Reports Executive Compensation: No			2/14/2024
5/1/2025	UEI:			2/14/2024
5/11/2021	Accounting System (Automated/Manual Hybrid)			3/3/2020

- All agencies **must** provide an update to the financial information.
- **Accounting System:** The information in parenthesis (circled in red above) indicates the type of accounting system used by your agency. *Please either confirm no change to the accounting system or update the accounting system type on the self-audit form.*

Oregon Department of Transportation

CERTIFICATION STATUS REPORT: FINANCIAL INFORMATION

Fin	Financial Information	Update Needed	
8/5/2025	Single Audit Act submission AY2025		3/23/2026
8/5/2025	Indirect Cost Allocation Plan FY2026 (7/1/25-6/30/26)		3/13/2025
5/1/2025	Reports Executive Compensation: No		2/14/2024
5/1/2025	UEI:		2/14/2024
5/11/2021	Accounting System (Automated/Manual Hybrid)		3/3/2020

- **Single Audit Act submission:** Provide the most recent date your agency's single audit act submission was accepted by the Federal Audit Clearinghouse in the Program Review Comments box on the self-audit form. You can check this using the Federal Audit Clearinghouse or confirm with your agency's financial services staff.
- **Indirect Cost Allocation Plan:** Provide the date your agency *most recently submitted* an ICAP to ODOT Financial Services for approval.

CERTIFICATION STATUS REPORT: FINANCIAL INFORMATION

Fin	Financial Information	Update Needed		
4/28/2025	Reports Executive Compensation	No		1/4/2024
4/28/2025	UEI: XXXX12345YYY			1/4/2024
5/10/2021	Accounting System (Automated/Manual Hybrid)			3/3/2020
5/10/2021	Single Audit Act submission		1/9/2025	
5/10/2021	Indirect Cost Allocation Plan			7/1/2024

- **UEI:** Confirm the Unique Entity Identifier(s) listed on the Status Report is correct.
- **Executive Compensation:** Confirm the status of reporting executive compensation is correct (Yes or No). To determine whether reporting executive compensation is required, look at Certification Program Agreement, Section C of Exhibit B: Standard Provisions: Federal Transparency Act Subaward Reporting. ***Please confirm with your finance group.***

PROJECT LIST

- Includes projects active since prior self-audit.
- Only need to provide self-audit responses relating to the work <u>since the previous self-audit response</u>.
- If you notice a project on the list that you do not think should be included, or one that is omitted, please make a note in the excel file and provide responses for any omitted projects.

List of Projects for Review on Self-Audit

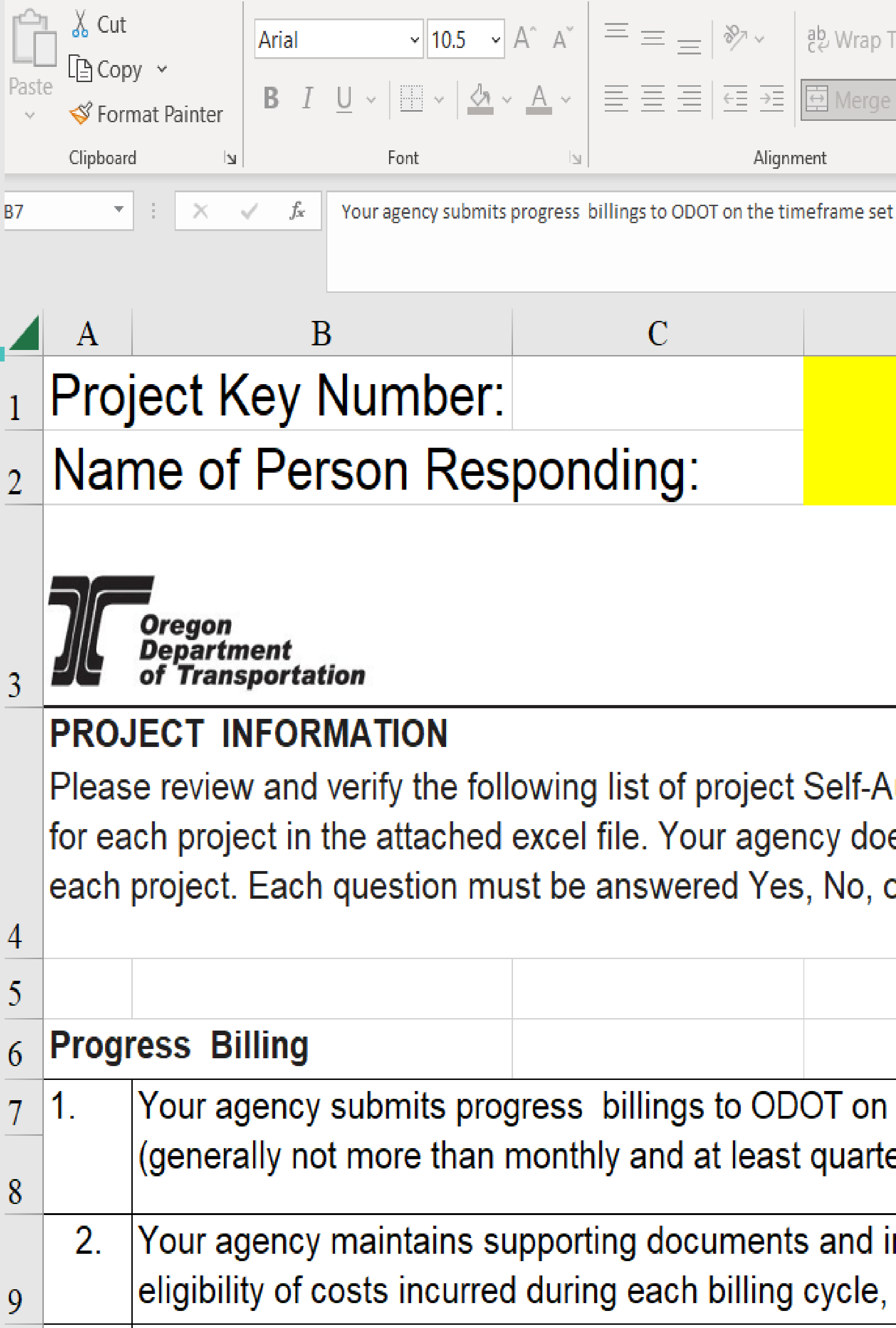
This is the list of your agency's projects with one or more obligated phases. The Certification Program Office understands that your agency may have partially reviewed these projects during last year's self-audit. For each project, please start your review where you left off with last year. The idea is for your agency to review activities that have not already been reviewed in a prior self-audit.

Agency Name City of Eugene

Key Num	Project Name	Person in Responsible Charge
19746	Franklin Blvd facility plan & NEPA documentation (Eugene)	Rachael Love
19773	South Willamette Street enhancement (Eugene)	Bryan Root
20206	River Rd at Irving Rd (city of Eugene)	Jordan Vesper
20216	City of Eugene signal enhancements	Bryan Root
20294	Coburg Rd: Ferry St RR bridge to Willamette R bridge(Eugene)	Jenifer Willer
21159	Eugene enhanced walking network	Bryan Root

EXCEL TEMPLATE FOR PROJECT RESPONSES

- Project responses must be submitted using the 2026 excel template.
- Follow the instructions on the ‘Instructions’ tab in the excel form.
- Please submit only one excel file with your response. All projects should appear as worksheets/tabs within the single excel file.



Due Date:

Tuesday, June 30, 2026

QUESTIONS?

Contact odotcertification@odot.oregon.gov with any questions.