LPA CERTIFICATION CORRECTIVE ACTION REPORT

1. LOCAL PUBLIC AGENCY	2. PROJECT NAME	3. CERTIFCATION TYPE Direct Appointment Informal ☐ Formal ☐	
4. MASTER CERTIFICATION NUMBER		5. KEY NUMBER	6. SUSPENSE DATE

7. DEFICIENCY

FINDINGS:

FINDING IMPACT:

Please respond with a written corrective action plan that details the corrective action of the cited deficiency, the cause of the deficiency, and actions taken to prevent recurrence by Suspense Date in Block 5.

8. ODOT Local Agency Liaison or OPO Subject Matter Expert		
NAME	**SIGNATURE**	**DATE**

10. LOCAL PUBLIC AGENCY CORRECTIVE ACTION PLAN

9. Local Public Agency		
NAME	**SIGNATURE**	**DATE**
11. DETERMINATION ☐ ACCEPTED ☐ DENIED	**12. CLOSE DATE**	

LPA CERTIFICATION CORRECTIVE ACTION REPORT

ODOT Certification Manager NAME	SIGNATURE	DATE

7. (Cont.)	LPA CERTIFICATION CORRECTIVE ACTION REPORT CORRECTIVE ACTION - CONTINUATION SHEET

13.	LPA CERTIFICATION CORRECTIVE ACTION REPORT ODOT RESPONSE TO LPA CORRECTIVE ACTION PLAN

LPA CERTIFICATION CORRECTIVE ACTION REPORT

Corrective Action Report Instructions

Block 1. Enter LPA Name.

Block 2. Enter Project Name.

Block 3. Enter Certification Type.

Block 4. Enter Master Agreement Number.

Block 5. . All Correction Action Reports will use the key number assigned for the project. The corrective action form will be logged into the LPA certification database for tracking purposes.

Block 6. Enter the assigned suspense date given the LPA to provide a response to the Corrective Action Report. Most program or project deficiencies would require a response within 30 days. LPA would not be able to perform project until the deficiency is corrected.

Block 7.

- **Finding:** Clearly state the details of the finding followed by a reference to the stated contractual requirement. The reference must state the portion of the contract, part, section, paragraph and subparagraph and must make a complete brief quotation of the contract reference.

- **Finding Impact:** State the impact that the finding has or could have on the accomplishment of the project/certification that the contract provides.

Block 8. ODOT LAL or OPO Subject Matter Expert (SME) initiates the Corrective Action Report must sign and date.

Block 9. CPM will sign and date.

Block 10. The LPA is responsible developing and documenting the plan to correct the deficiency**.** Upon review of the LPA's reply, the originator of the Correction Action Report will enter comments regarding acceptance or denial of the LPA's response. This block may also contain any comments regarding follow-up. CPM will be advised of the LAL's comments and recommendations to approve or deny LPA's corrective action plan.

Block 11. The Certified Program Manager selects Accept or Deny after reviewing the LPA's response and receiving concurrence from the LAL or OPO SME.

Block 12. The CPM will enter a close date after determination has been made. The corrective action form results will be logged into the LPA certification database and a scanned copy of the form will be added to the LPA's file on the share drive.

Continuation Sheet - The Continuation Sheet is to be used to expand on any information that will not fit in the applicable numbered block.

Block 13. ODOT's response to LPA's corrective action plan.

If the LPA does not follow their correct action plan or if they are unable to correct the deficiency they will receive denial letter from the CPM.