

Information Checklist for Project-Specific BABA Waiver Requests

The purpose of this checklist is to help ensure that necessary information is submitted to EPA. EPA recommends that States/Regions/Programs review this checklist carefully and provide all appropriate information to EPA, where available. **This checklist is for informational purposes only and does not need to be included as part of a waiver application.**

Complete?			Items	Comments
Yes	No	N/A	General Information (All Project-Specific Waivers)	
			1. Waiver requests should include the following information:	
			a. Clear indication of the type of waiver being requested (nonavailability, public interest, unreasonable cost)	
			b. Brief summary of the project	
			c. Description and explanation of the need for the waiver (Please make use of the De Minimis Waiver)	
			d. Identification and quantity of the product(s) or product categories in question	
			e. Engineering specifications and project design considerations relevant only to product(s) in question (not vendor catalog pages)	
			f. Approximate cost of products to be waived	
			g. Approximate project materials cost	
			h. Approximate total project cost	
			i. Project schedule including project completion date	
			j. Recipient's Unique Entity Identifier (UEI), if known	
			k. Breakdown of the sources of funding and their amounts	
			l. Breakdown of federal financial assistance vs. non-federal amounts	
			2. Waiver request was submitted according to the instructions in the Office of Water Build America, Buy America Act Implementation Procedures at: epa.gov/baba/build-america-buy-america-baba-epa-programs	
			3. Waiver request has been acknowledged by the federal financial assistance recipient	
Yes	No	N/A	Nonavailability Waiver Requests	
			1. In order to avoid waiver processing delays, please do not submit separate waiver requests for each product.	
			2. Waiver requests should include the following supporting documentation necessary to demonstrate the availability, quantity, and/or quality of the products for which the waiver is requested:	
			a. The BABA product category of each product, if known (manufactured product, construction material, iron and steel)	
			b. Supplier information or pricing information from a reasonable number of domestic suppliers indicating availability/delivery date for products	
			c. Documentation of the assistance recipient's efforts to find available domestic sources, such as a description of the process for identifying suppliers, a list of contacted suppliers, and copies of correspondence between the project and manufacturers or suppliers.	
			d. Relevant excerpts from project plans, specifications, and permits indicating the required quantity and quality of products	
Yes	No	N/A	Public Interest Waiver Requests	
			1. Waiver requests should include the following information:	
			a. Indication of whether this project was planned prior to the implementation of BABA	
			b. A narrative clearly outlining how this waiver is in the public's interest	
			c. If the project is complying with American Iron and Steel (AIS), a list of product categories that are not covered by AIS, as well as the estimated total cost to waive those products	
			d. Brief summary of the due diligence conducted in search of domestic alternatives, if applicable	
Yes	No	N/A	Unreasonable Cost Waiver Requests	
			1. Waiver requests should include the following information:	
			a. Comparison of overall cost of project with and without BABA implementation	
			b. Supporting materials used to complete the comparison, if applicable (ex. Relevant excerpts from bid documents or other materials)	
			c. Documentation of the assistance recipient's efforts to find available domestic sources, such as a description of the process for identifying suppliers, a list of contacted suppliers, and copies of correspondence between the project and manufacturers or suppliers.	