

PROJECT DELIVERY ACADEMY

MODULE 1: Project Planning and Programming

JOINT PROJECT AGREEMENT GROUP

Presented by:

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OVERVIEW

- What does the JPA Group do
- What is an IGA/JPA
- Why and when are IGAs/JPAs needed
- Who initiates an IGA/JPA
- When and how is an IGA/JPA initiated
- How long does the IGA/JPA process take

Development of Agreements

The JPA Group supports the project development process.



- **Who does JPA support:**
 - IDO
 - TSMO
 - ASD

Types of Agreements



- **Joint Project Agreement (JPA)**
- **Intergovernmental Agreement (IGA)**
- **Interagency Service Agreement (ISA)**
- **Interstate Agreement**

ADOT and Private Entity (ex. Developer, HOA, etc.)

ADOT and Government Entity (ex. City, Town, County, etc.)

ADOT and AZ State Entity (ex. DPS, ADOA, AGFD, etc.)

ADOT and another State (ex. CALTRANS, TxDOT, NDOT, etc.)

Why are IGAs necessary?



- **Required by statute - ARS §§ 11-951 through 11-954 – (Title 11 Article 3 – Joint Exercise of Powers)**
- **Protect the interests of the parties**
- **Establish party responsibilities**
- **Serve as the mechanism that allows for the exchange of funds between ADOT and other agencies and organizations**
- **Memorialize the agreement between the parties**
- **Internal to ADOT, IGAs ‘trigger’ an invoice (if applicable) and authorization of funds for the project(s) for which the agreement is being written.**
- **The Local Agency’s match must be received before the project will be advertised**
- **IGA must be executed before funds can be authorized or obligated**

When are IGAs necessary?



- **Local Agencies request federal-aid through COG/MPO**
- **Funding is programmed in the TIP**
- **If federally funded - ADOT will administer all design and/or construction projects on behalf of a Local Agency (except for CA agencies)**
- **The Local Agency will utilize the HURF (Highway User Revenue Fund) Exchange program**
- **Tribal Entity will utilize the IFTA (Intergovernmental Funds Transfer Agreement) process**
- **ADOT is including work requested by a Local Agency on a State project (such as landscaping, aesthetics, sidewalks, lighting, etc.)**
- **Any portion of a State project is located on local right-of-way**

Who initiates an IGA?

- **WHO initiates an IGA?**
 - PMG and LPA Sections

- **WHO does ADOT enter into IGAs with?**
 - Any public agency as defined by ARS §§ 11-951
 - Federal Agencies
 - Indian Tribes
 - Towns
 - Cities
 - Counties



What is required to initiate an IGA?

- Programmed project
- TIP/STIP No./Copy of approved TIP
- ADOT Project No.
- Federal Aid No. (if federally funded)
- Purpose for the Agreement - Brief Project description
- Project location
- Who is responsible for what? (design/construction/maintenance)
- Cost estimate
- Funding type/breakdown
- Local agency contact information



Initiation and Reviews



- How is an IGA initiated?
 - CAR is a web-based system, <http://car/>
 - Obtain access (submit CARF, requesting “Submitter Role” for IDO)
 - After access is received, contact JPA office for training
- Agreements are broken into a minimum of three parts and include “standard language”:
 - Recitals
 - Scope of Work
 - Miscellaneous Provisions

Language

- “Standard Language” has been developed with each of the appropriate technical groups:
 - Finance
 - Right-of-way
 - Utilities
 - Attorney General
 - Risk Management
- Changes to “Standard Language”
 - All requested changes must be reviewed and appropriate approvals obtained



Review and Approval Process



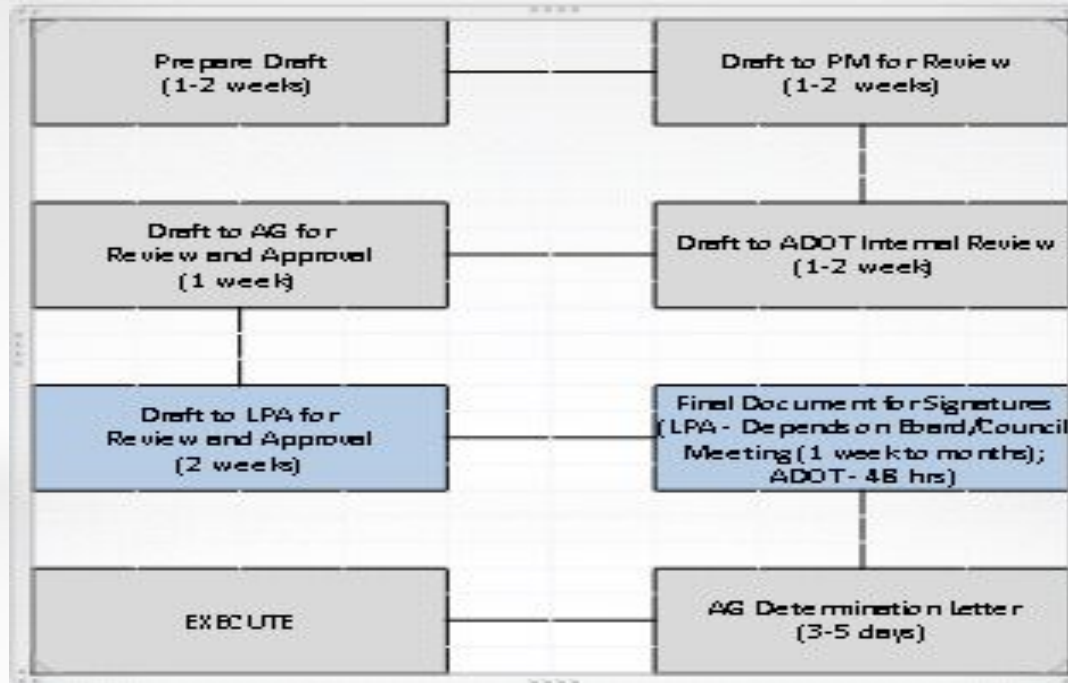
- **After the Agreement is initiated, submitted and drafted, it goes through the review process**
- **All Agreements**
 - **Must go through the required internal review and approval process**
 - **Must be reviewed by the Attorney General's (AG) Office and approved to form**
- **Local Agency review and approval**
 - **Local Agency requested changes require ADOT review and approval**
 - **All IGAs require Local Agency attorney approval**
 - **Council/Board approval (Resolution/meeting minutes)**

Execution of the Agreement

- **The language in the IGA is agreed to by the Parties:**
 - All signatures are obtained
 - Legal Determination - Local attorney approval and AGs office
 - The “effective date” is the date of the final signature received and is the last thing entered on the IGA before it is EXECUTED



Process and Reviews



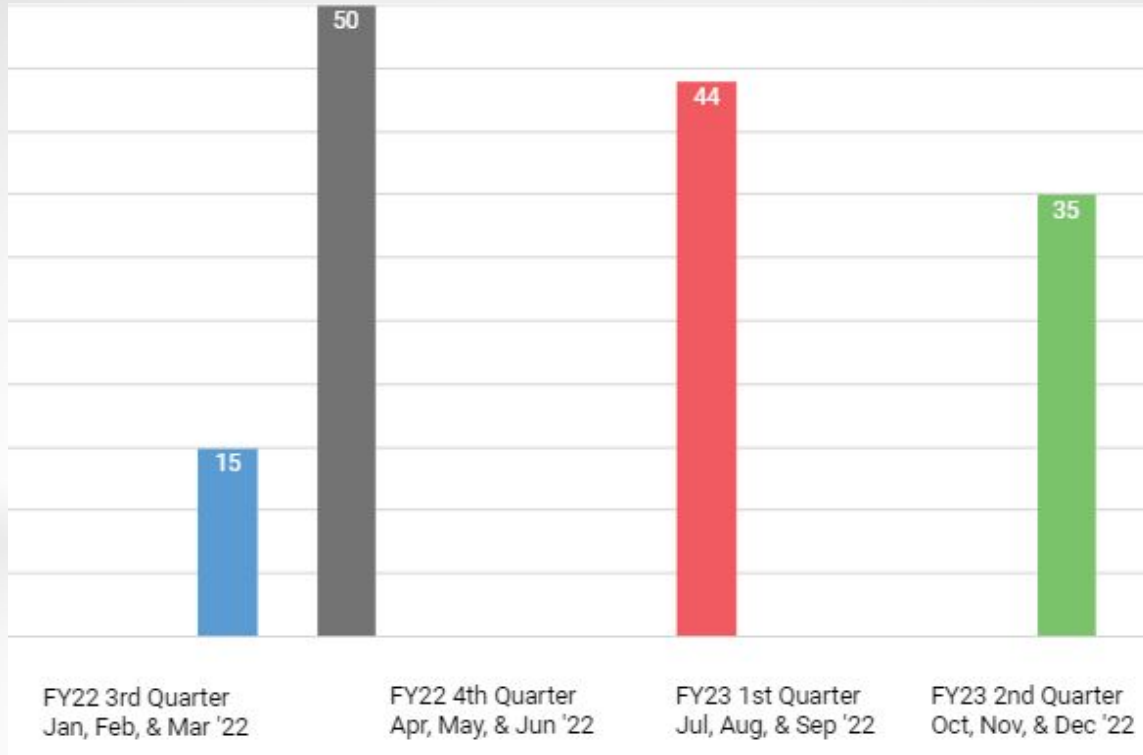
Initiation to Execution

- **How long does the IGA process take?**
 - The process takes approximately 90-120 days
 - Project Schedules influence timelines
 - Review times may be shortened due to project schedules and/or targeted delivery dates

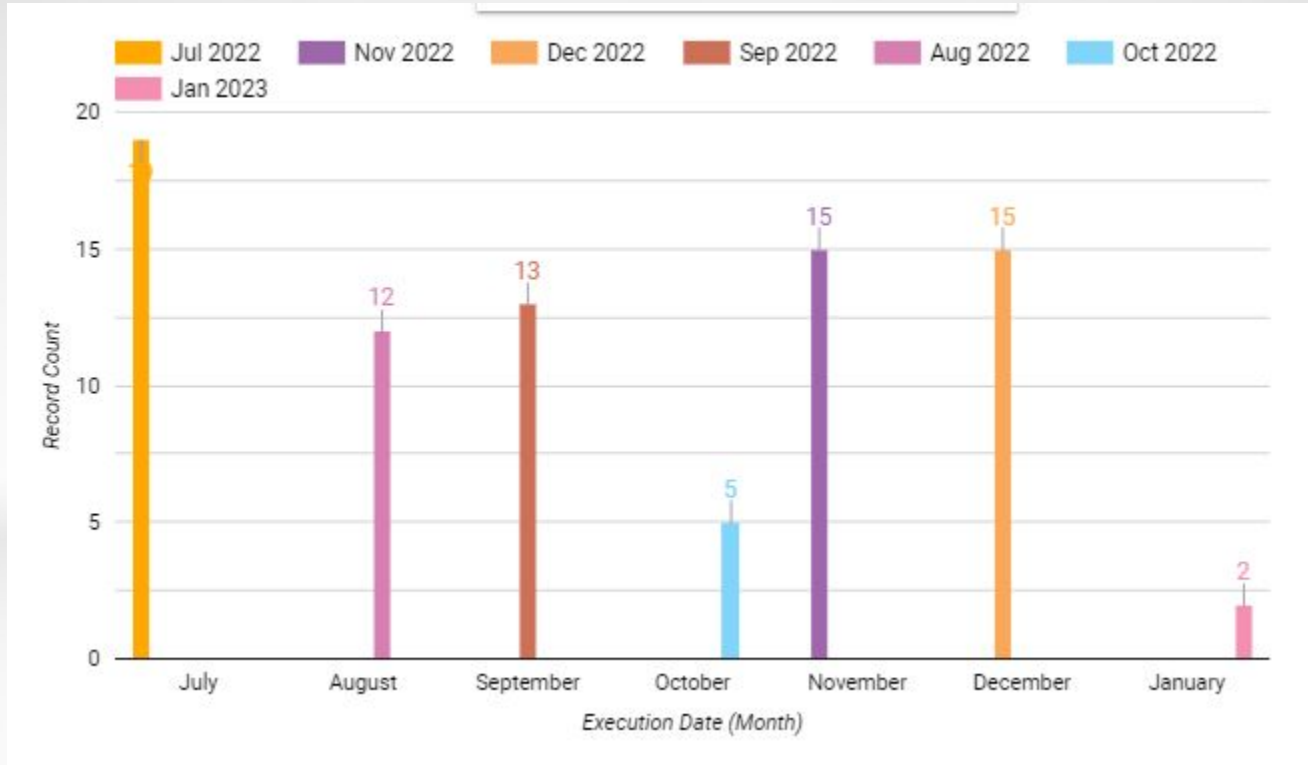


Calendar Year 2022 Metrics

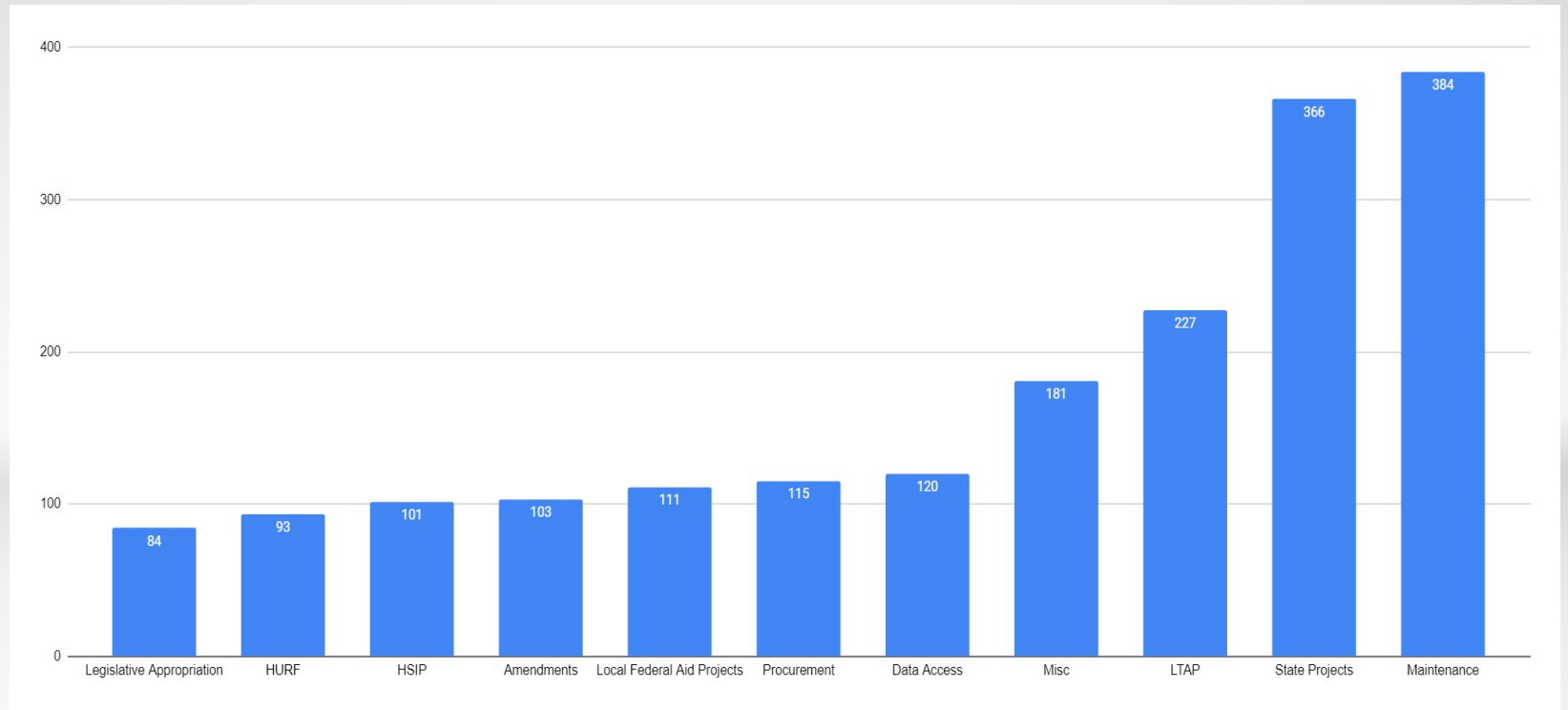
143 Agreements Executed



FY 2023 81 Agreements Executed



2022 Average Days to Execute



JPA Group

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[Link to ADOT JPA external site](#)

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THANK YOU