

A green rectangular sign with rounded corners and a white border, mounted on two metal poles. The sign features the word "Agreements" in a large, white, sans-serif font. The background is a bright blue sky with scattered white clouds.

**Agreements**

Project Delivery Academy

Module 1: Project Planning and Programming

# Joint Project Agreement Group

Presented by:

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JPA Special Projects Coordinator

# 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?

# Types of Agreements

Intergovernmental Agreement (IGA)

Interagency Service Agreement (ISA)

Joint Project Agreement (JPA)

Memorandum of Agreement (MOA)

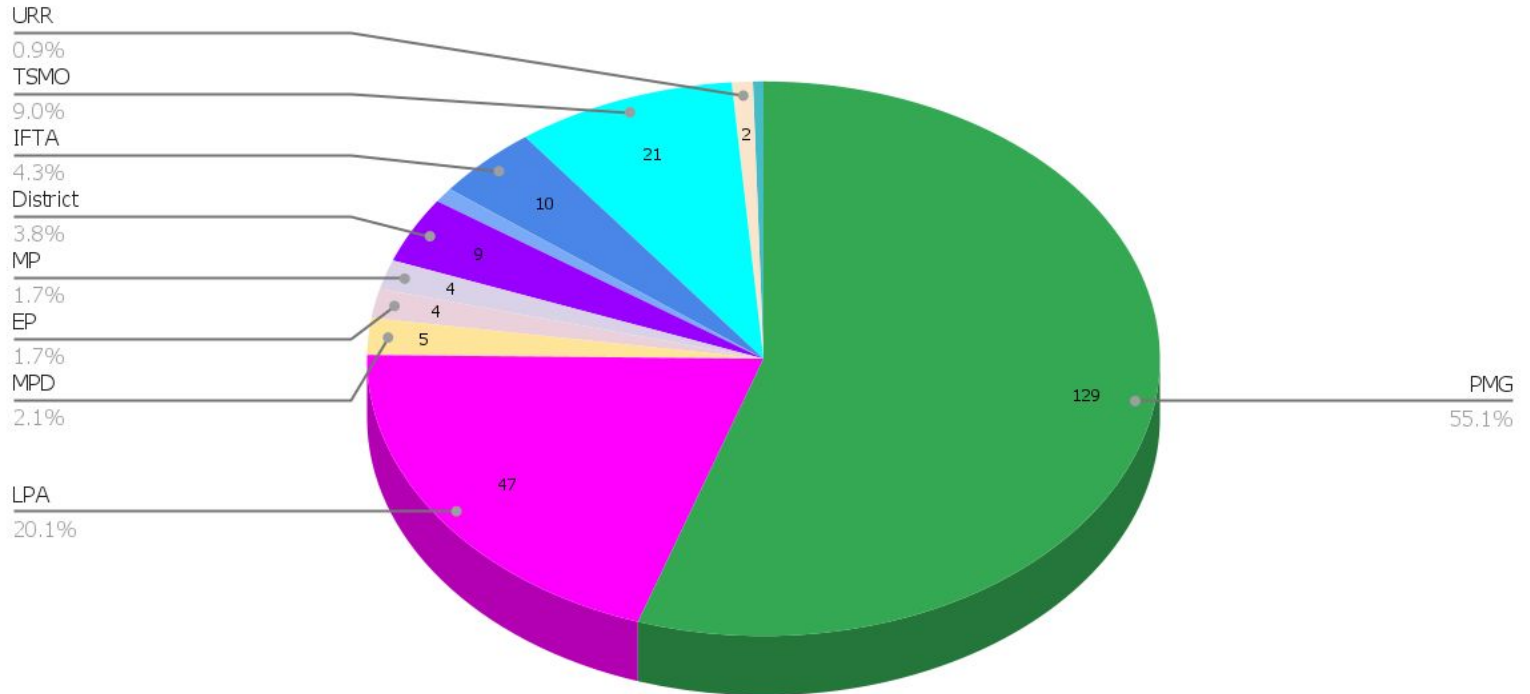
Data Access Exchange Agreement

Intergovernmental Fund Transfer Agreements (IFTA)

# Groups JPA Supports for Project Delivery

Infrastructure Delivery and Operations (IDO) Division  
Project Management Group (PMG)  
Environmental Planning Group (EPG)  
Transportation Systems Management and Operations  
(TSMO) Division  
Multimodal Planning Division (MPD)

# Executed FY2024 Agreements by Requesting Group



# 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
- 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



# Initiation of the IGA

The Project Manager that is assigned to the project requests the agreement.

- PMG, LPA, Environmental, and Districts request an agreement through [CAR](#)
  - Obtain access (submit CARF, requesting “Submitter Role” for IDO)
  - After access is received, contact JPA office for training
- Other groups can email [JPABranch@azdot.gov](mailto:JPABranch@azdot.gov) to request an agreement

# 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

# Reviews

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 approved by the appropriate technical group.

# 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**

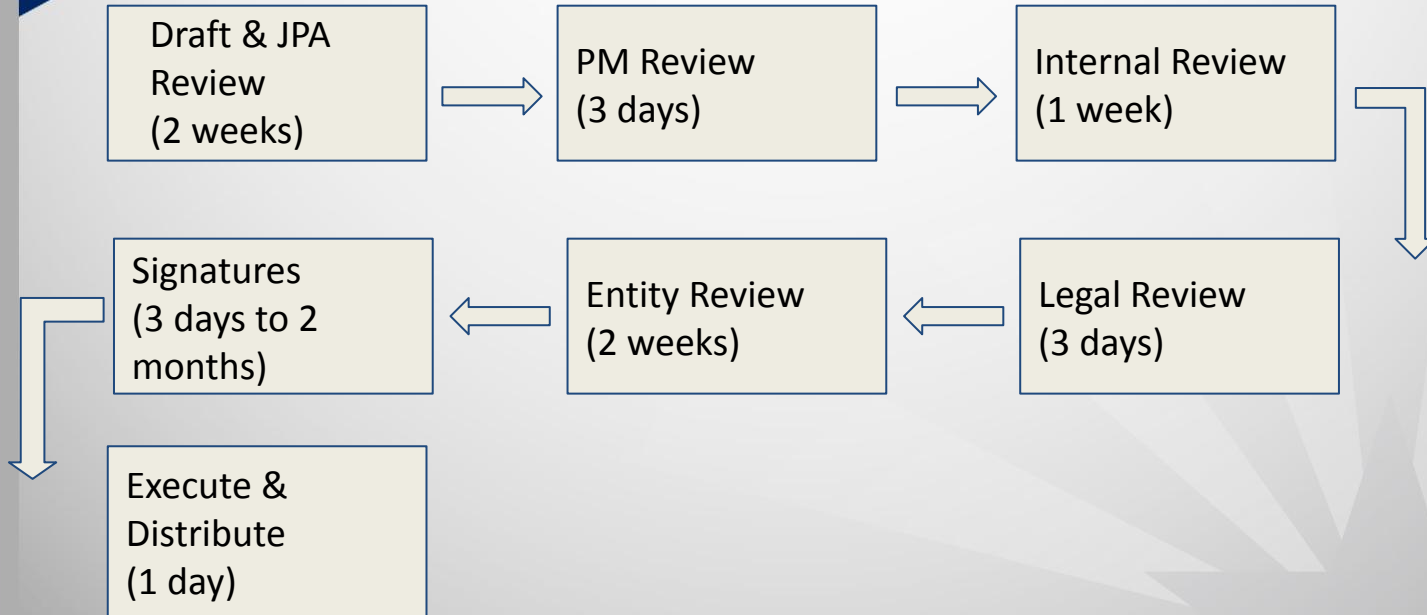
- **Local Agency requested changes require ADOT review and approval**
- **All IGAs require Local Agency attorney approval**
- **Council/Board approval (Resolution/meeting minutes)**

# 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



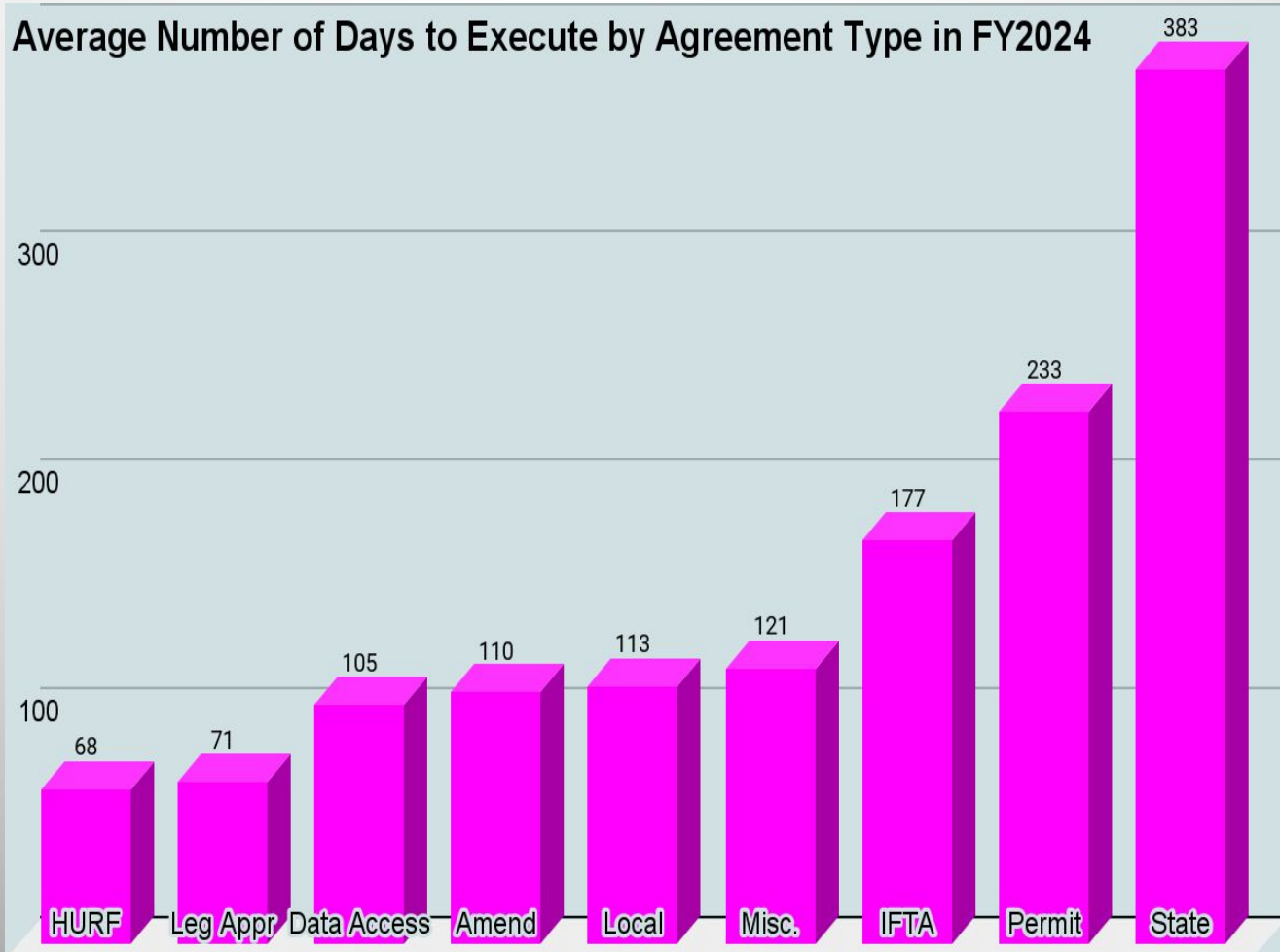
# Initiation to Execution

**How long does the IGA process take?**

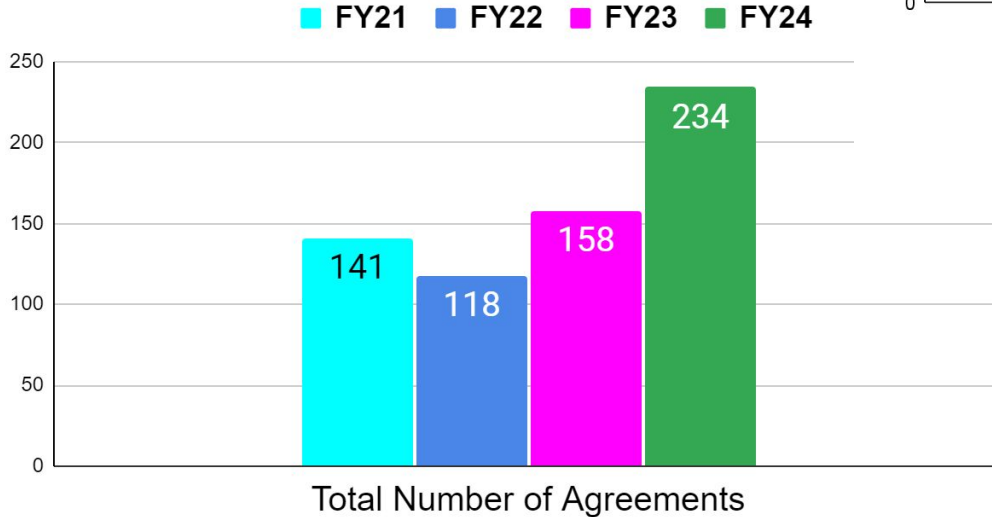
- **The process takes approximately 90-120 days**
- **Project Schedules influence timelines**
- **Review times may be shortened due to project schedules and/or targeted delivery dates**



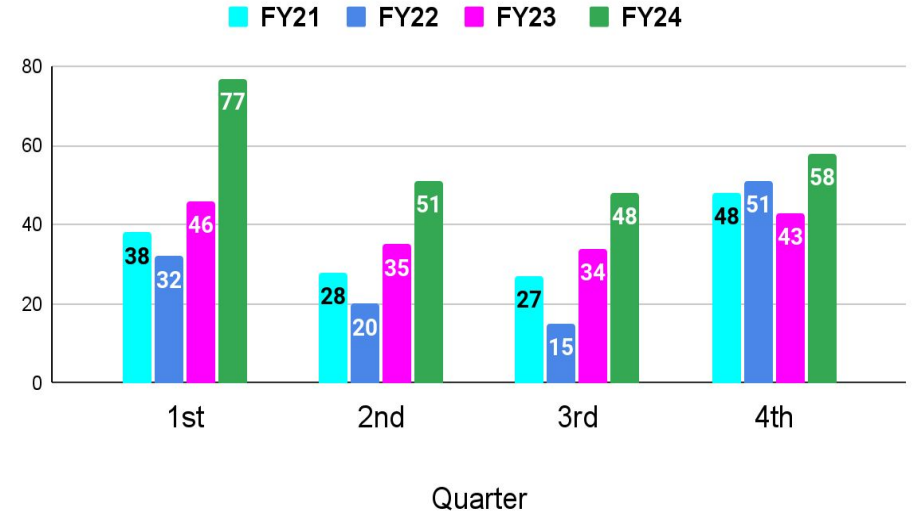
### Average Number of Days to Execute by Agreement Type in FY2024



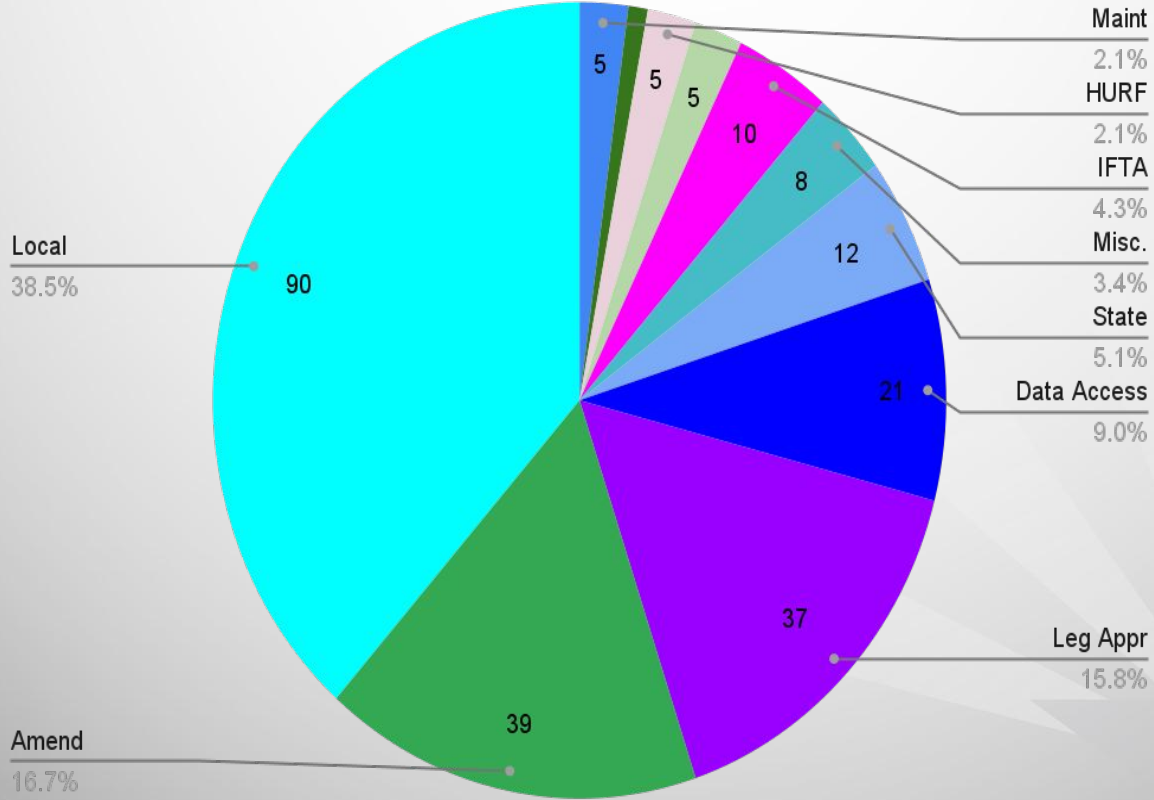
### Fiscal Year Agreement Totals



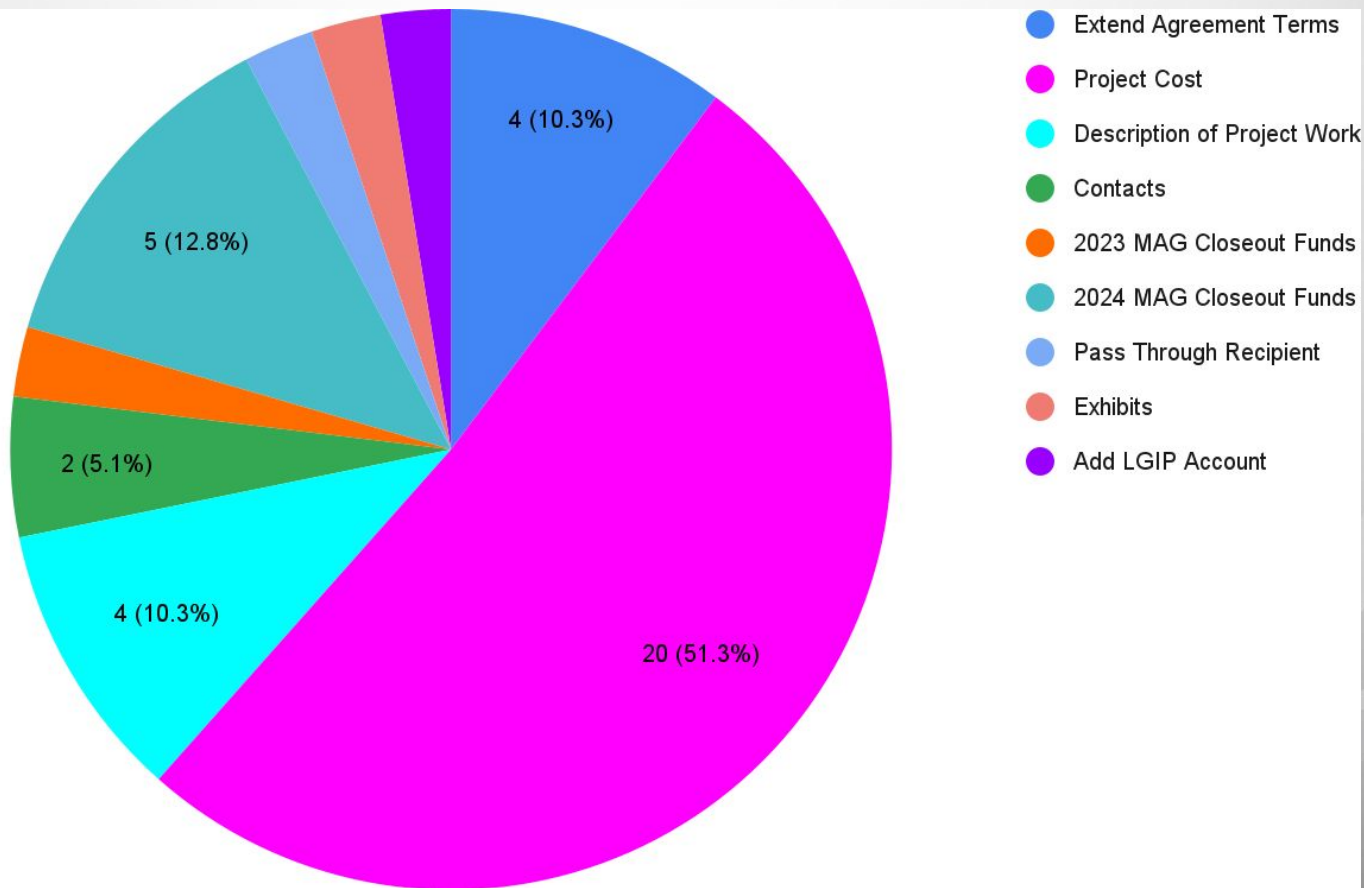
### Fiscal Year Totals by Quarter



# Quantity Executed by Agreement Type in FY2024



# Purpose for Executed Amendments in FY 2024



# The JPA Group

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**Thank you!**