



# **JOINT PROJECT AGREEMENT GROUP**

Presented by:  
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Special Projects Coordinator

# Overview

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

# ***What is a JPA?***

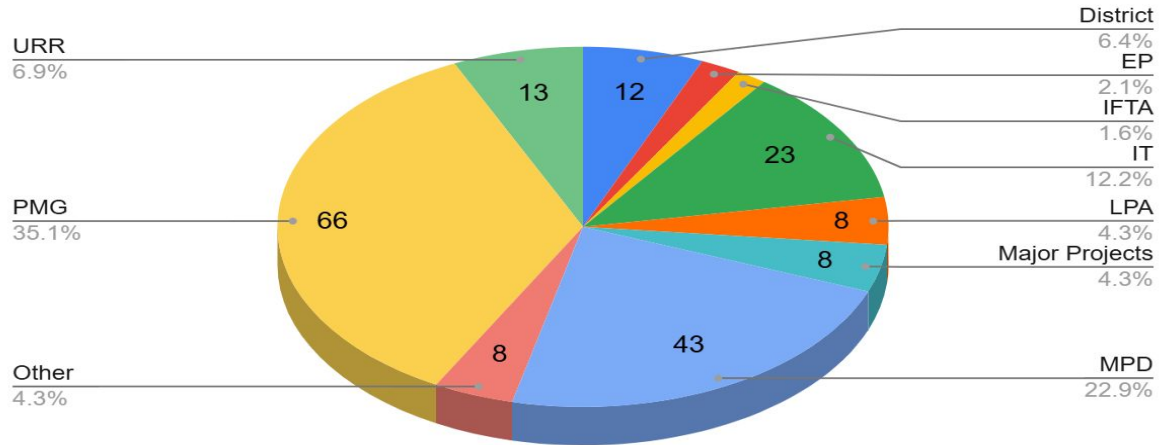
- Joint Project Agreement (JPA)
- Intergovernmental Agreement (IGA)
- Interagency Service Agreement (ISA)
- Interstate Service Agreement (ISA)
- Memorandum of Agreement (MOA)
- Data Access Exchange Agreement (DAE)
- Intergovernmental Fund Transfer Agreements (IFTA)

# ***Who does JPA Support for Project Delivery***

- Project Delivery and Operations (PDO)
- Project Management Group (PMG)
- Major Projects Group (PP3)
- Environmental Planning Group (EPG)
- Multimodal Planning Division (MPD)

# Executed FY2025 Agreements by Requesting Group

**Executed FY2025 Agreements by Requesting Group**



# ***When are IGAs Necessary?***

- Local Agency requests federal-aid through COG/MPO
- If federally funded - ADOT will administer all design and/or construction projects on behalf of the Local Agency (Exception - CA agencies)
- The Local Agency will utilize HURF (Highway User Revenue Fund) Exchange program
- Tribal entity will utilize the IFTA process
- ADOT is including work requested by a Local Agency on a State Project (example: landscaping, aesthetics, sidewalk, lighting, etc.)
- Any portion of a State Project is located on local right of way

# *Why are IGAs Necessary?*

- Required by Statute - ARS §§ 11-952 through 11-954 – (Title 11 Article 3 – Joint Exercise of Powers) [Statute](#)
- Protect the interests of the parties
- Establish party responsibilities
- Serve as a mechanism for an exchange of funds
- Memorialize the agreement between the parties
- Internal function to ADOT - IGAs ‘trigger’ invoice (if applicable) and authorization of funds
  - The Local’s match must be received before the project will advertise
  - IGA must be executed before funds can be authorized or obligated

# ***How Does an Agreement Start?***

- The Project Manager assigned to the project requests the agreement
- PMG, LPA, Environmental, and Districts request an agreement through CAR system
  - Obtain access by submitting a CARF, requesting a “submitter role”
  - After access is received, reach out to JPA for training
- Other groups can email [JPABranch@azdot.gov](mailto:JPABranch@azdot.gov) to request an agreement



# Required Information to Initiate an Agreement

- Programmed project
- TIP/STIP No. and copy of approved TIP
- ADOT Project No.
- Federal Aid No. (if applicable)
- Purpose of the Agreement - Brief project description
- Project location
- Parties responsibilities (design/construction/maintenance)
- Cost estimate
- Funding type/breakdown
- Local Agency contact information

# Agreement Language

- Agreements contain 3 standard sections
  - Recitals
  - Scope of Work
  - Miscellaneous Provisions
- Each contains language that has been developed with our technical groups (Finance, right of way, utilities, districts), Risk Management, and the Attorney General's office

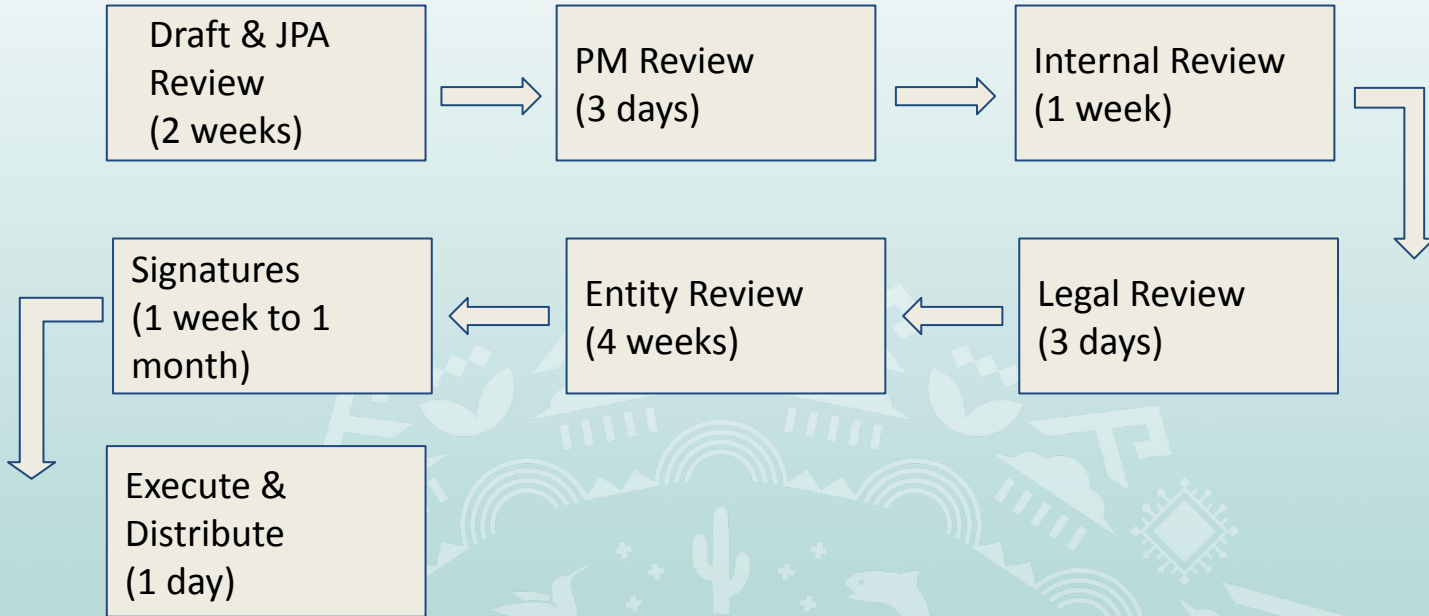
# Agreement Review and Approval

- After the Agreement is initiated and drafted, it goes through the review process
- Internal review
  - Project manager, technical groups, and Attorney General's Office (AG)
- Local Agency review
  - Agreements require Local Agency attorney approval
  - Council/Board approval
- All requested changes to our standard language must be reviewed and approved by the appropriate technical groups
- JPA will coordinate until all parties approve of the agreement

# Agreement Execution

- Agreements require Local Agency's council or board approval
- After council approval signatures can be obtained
- ADOT will provide signatures last, electronically through docusign
- JPA will date, execute, and distribute the document

# Initiation to Execution Timeline

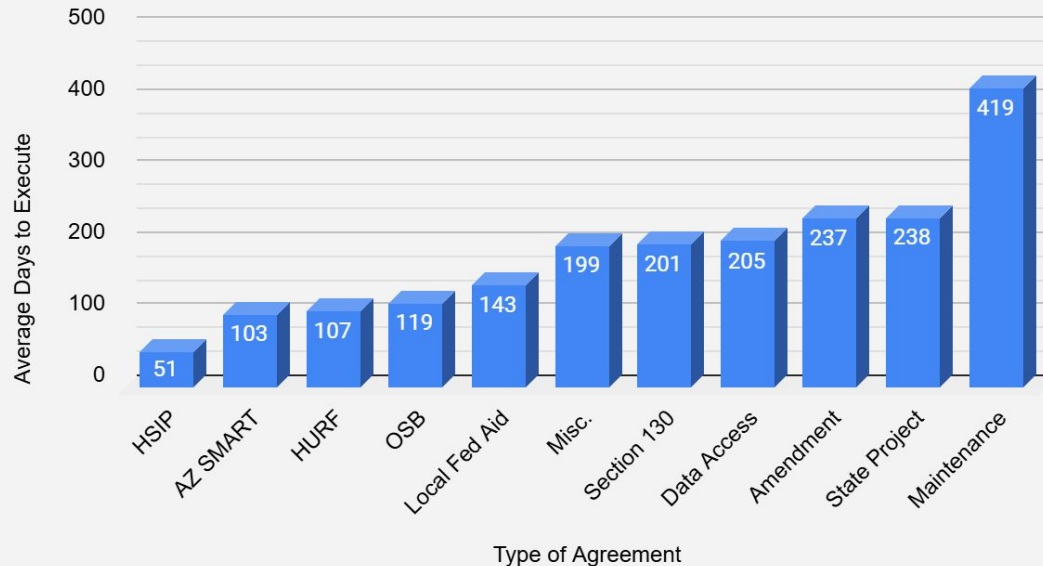


# Initiation to Execution Timeline

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

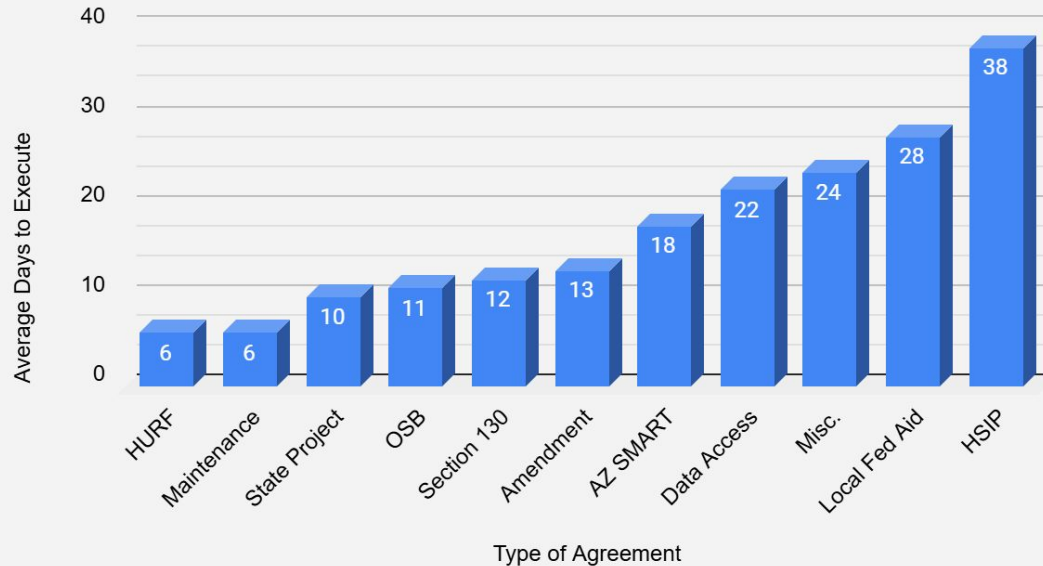
# Average Number of days to execute by Agreement type in FY 2025

Average Days to Execute by Type of Agreement FY2025



# Quantity executed by agreement type in FY2025

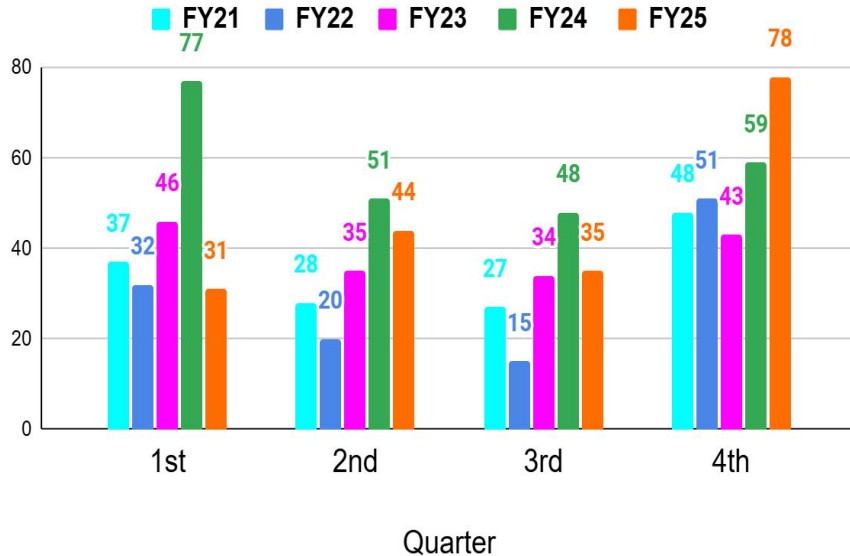
Quantity Execute by Agreement Type FY2025



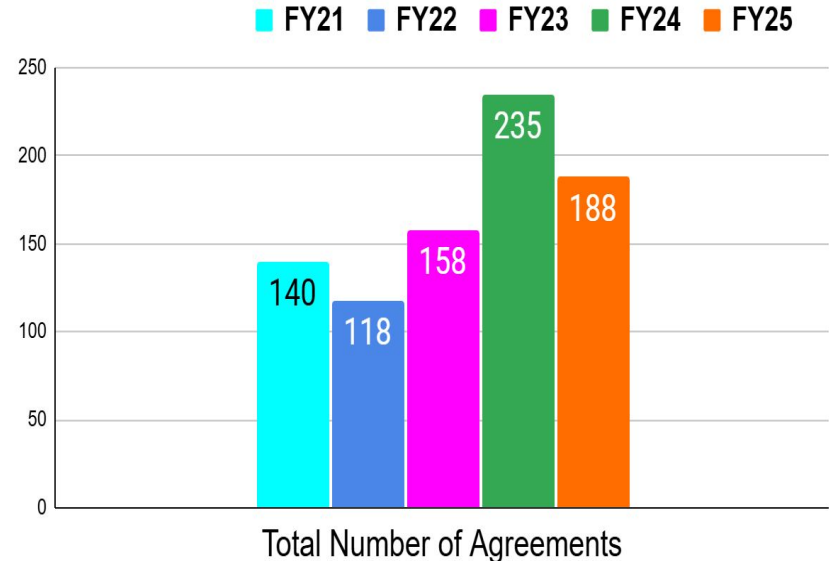


# Fiscal year total and totals by quarter

## Fiscal Year Totals by Quarter

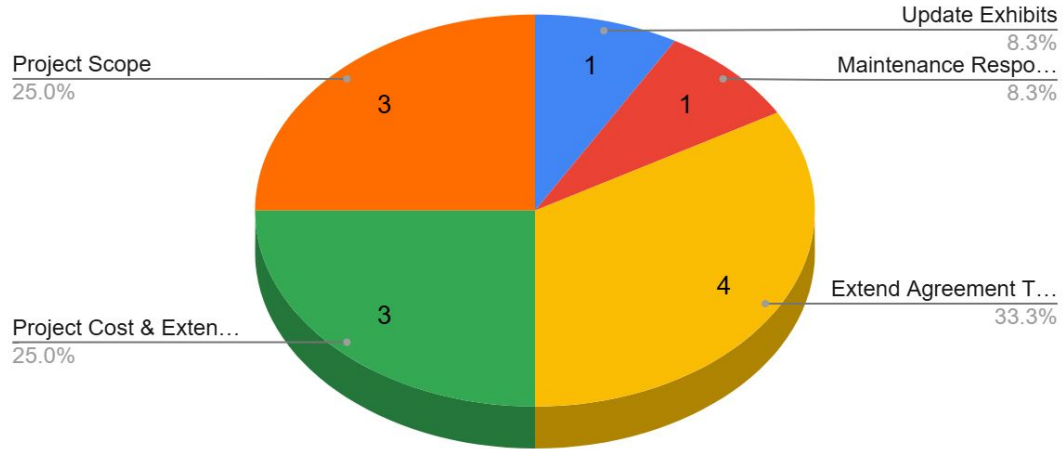


## Fiscal Year Agreement Totals



# Purpose for executed amendments in FY2025

## Amendment Purpose



# The JPA Group!

**Greg Wristen**, Group Manager

**Diane Gillies**, Special Projects Coordinator

**August Edwards**, JPA Specialist

**Julie Henige**, JPA Specialist

**Mark Hibbing**, JPA Specialist





**THANK YOU!**

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