

PROJECT DELIVERY ACADEMY

MODULE 1: Planning and Programming

JOINT PROJECT AGREEMENT SECTION

Presented by:

Korina Lopez

Joint Project Agreement Section Manager

OVERVIEW

- ▶ What does the JPA Section 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

Joint Project Agreement Section

Development of Agreements

The JPA Section supports the Project development process.



► **Who does JPA support:**

- IDO
- TSMO
- ASD

JPA Section

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.)

Purpose of Agreements

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**

IGAs

▶ **WHO does ADOT enter into IGAs with?**

- Any public agency as defined by ARS §§ 11-951
- Federal Agencies
- Indian Tribes
- Towns
- Cities
- Counties

▶ **WHO initiates an IGA?**

- PMG and LPA Sections



IGAs

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**

IGAs

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



IGA Process

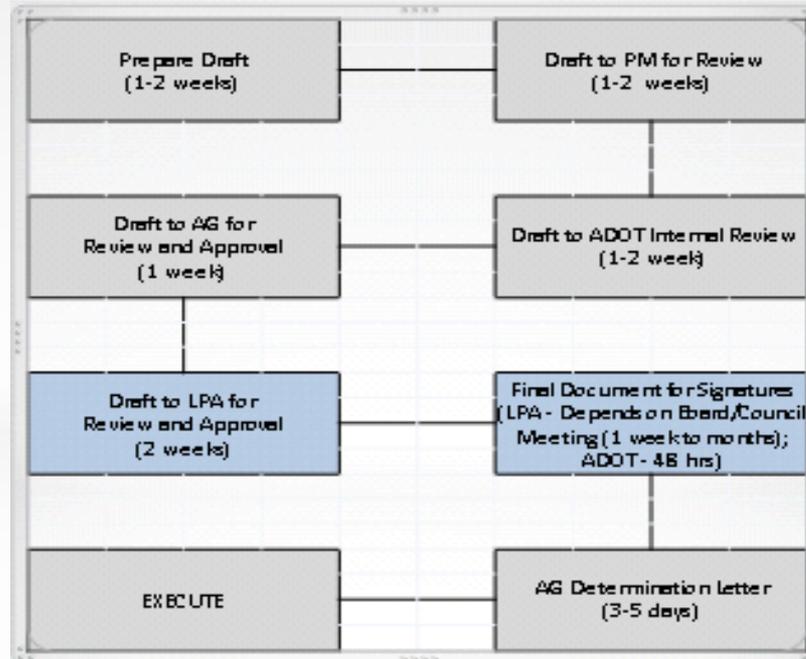
Initiation to Execution

- ▶ **How long does the IGA process take?**
 - **The process can take up to 12 weeks**
 - **Project Schedules influence timelines**
 - **Review times may be shortened due to project schedules and/or targeted delivery dates**



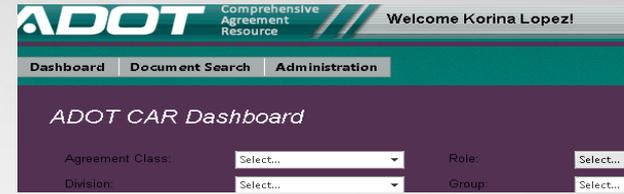
IGAs

Process and Reviews



IGA Process

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

- ▶ **After the Agreement is initiated, submitted and drafted, it goes through the review process.**

- ▶ **Agreements are broken into a minimum of three parts and include “standard language”:**
 - Recitals
 - Scope of Work
 - Miscellaneous Provisions

IGA Process

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



IGA Process

Requirements



- ▶ **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)**

IGA Process

Executing the Agreement

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



IGA Process

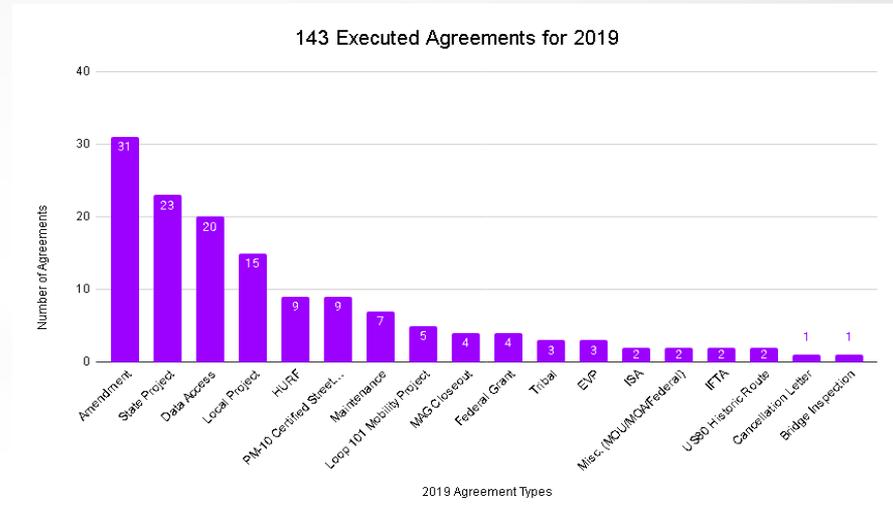
2019 Metrics

▶ 143 Agreements were Executed

- 80 Local Agency
- 23 State Projects
- 20 Data Access Exchange
- 3 IFTA
- 9 HURF
- 8 Misc

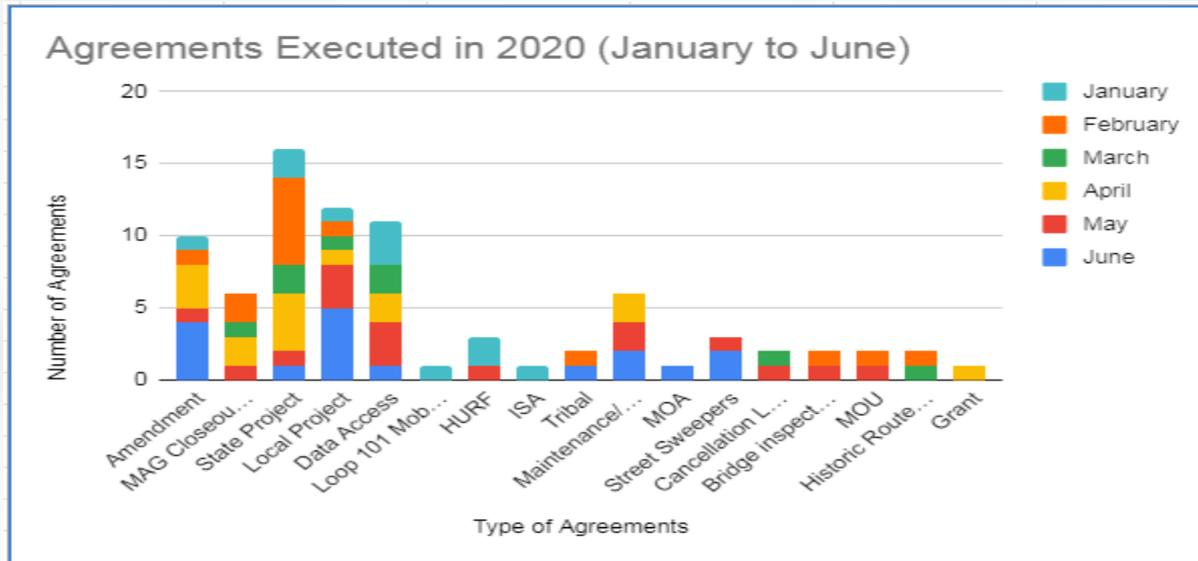
▶ Average time to EXECUTE

- 145 days



2020 Metrics

► 81 Agreements executed



JPA Section

Contact us:

Joint Project Agreement Section

205 S. 17th Ave., MD 637E

Phoenix, AZ 85007

JPABranch@azdot.gov

Fax: 602.712.3132

[Korina Lopez](#)

JPA Section Manager
602.712.8753

[Cynthia Childers](#)

JPA Specialist
602.712.7785

[Jennifer Workman](#)

Senior JPA Specialist
602.712.7814

[Diane Gillies](#)

JPA Specialist
602.712.7344

[Liliana Aguilar](#)

JPA Specialist
602.712.7124

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THANK YOU