

**PROJECT DELIVERY ACADEMY**

**MODULE 1: Planning and Programming**

# **JOINT PROJECT AGREEMENT SECTION**

**Presented by:**

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**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

# Types of Agreements



- ▶ **Joint Project Agreement (JPA)**  
ADOT and Private Entity (ex. Developer, HOA, etc.)
- ▶ **Intergovernmental Agreement (IGA)**  
ADOT and Government Entity (ex. City, Town, County, etc.)
- ▶ **Interagency Service Agreement (ISA)**  
ADOT and AZ State Entity (ex. DPS, ADOA, AGFD, etc.)
- ▶ **Interstate Agreement**  
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?

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▶ **WHO initiates an IGA?**

- PMG and LPA Sections

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

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



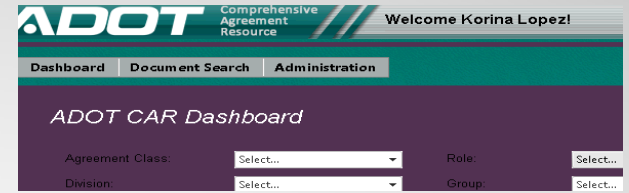
# What is required to initiate an IGA?

- 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

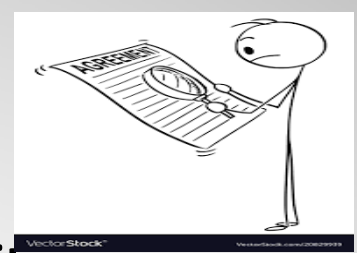
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- ▶ **“Standard Language” has been developed with each of the appropriate technical groups:**
  - Finance
  - Right-of-way
  - Utilities
  - Attorney General
  - Risk Management
  
- ▶ **Changes to “Standard Language”**
  - All requested changes must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



# Review and Approval Process

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- ▶ **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)**

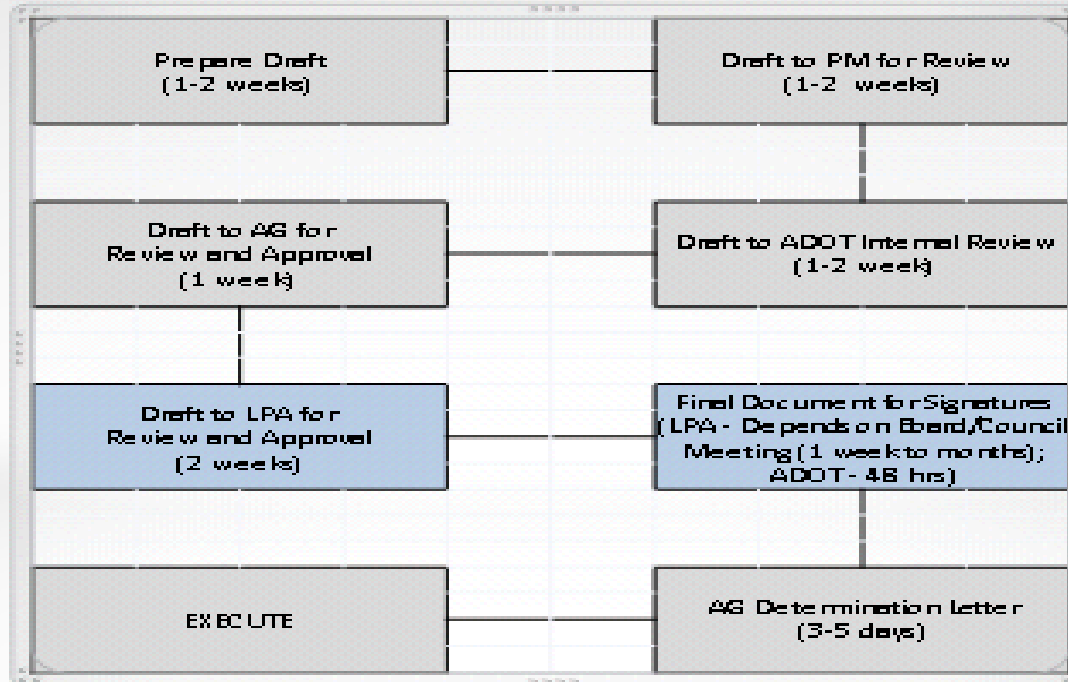
# Execution of the Agreement

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- ▶ **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



# Process and Reviews



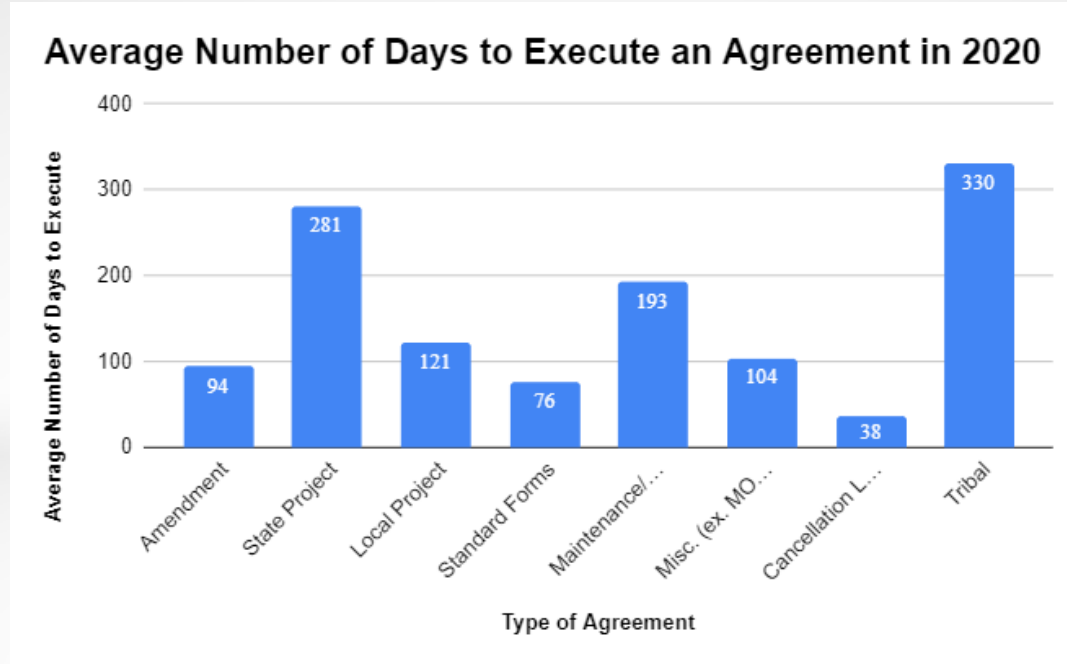
# Initiation to Execution

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- ▶ **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**

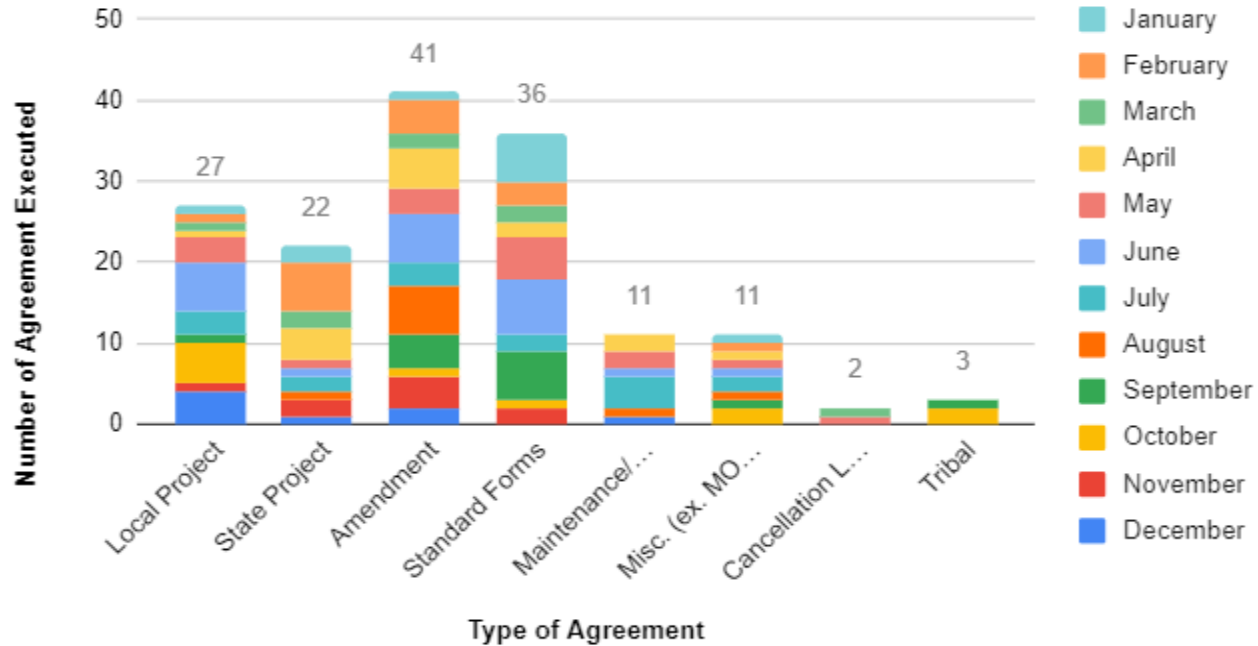


# Initiation to Execution



# 2020 Metrics

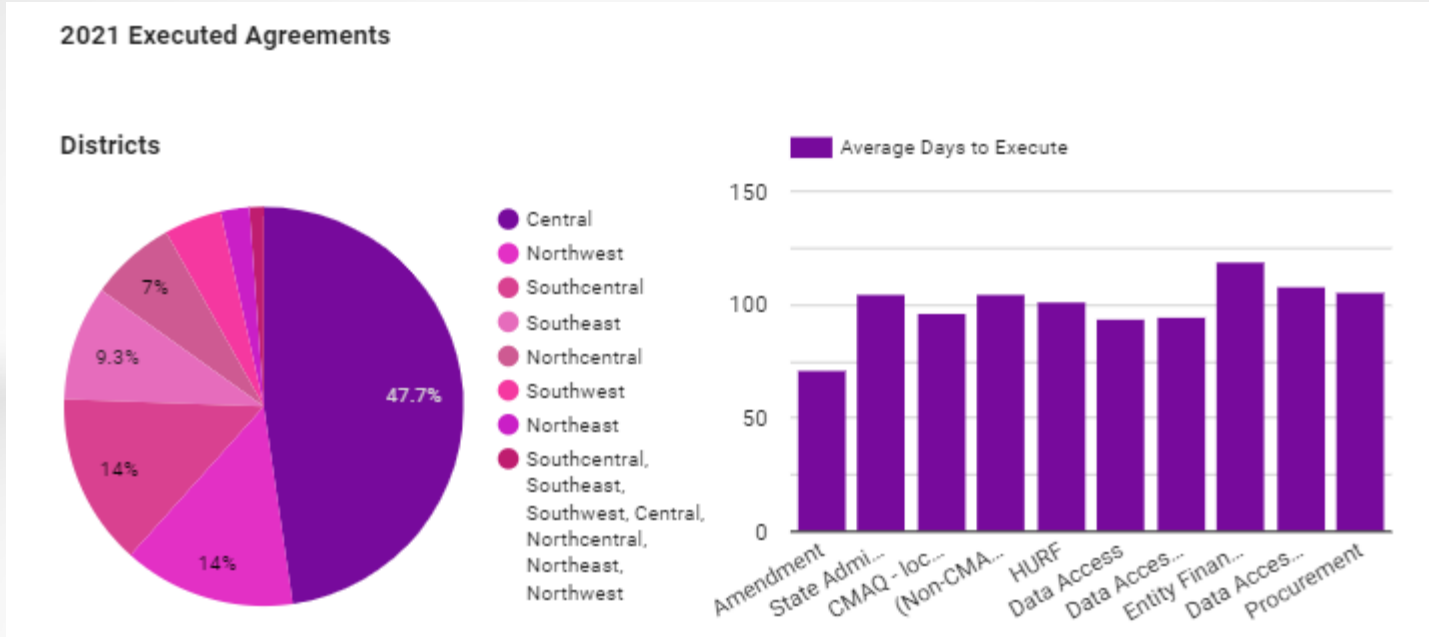
## 153 Executed Agreements in the Year 2020





# 2021 Metrics

84 Agreements have been executed



# JPA Section

## Contact us:

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### Joint Project Agreement Section

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# PROJECT DELIVERY ACADEMY

## MODULE 1: Planning and Programming



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**THANK YOU**