



# JOINT PROJECT ADMINISTRATION

# What is the Joint Project Administration Group.....

**A facilitator for coordinating the  
Agreement process between the  
Department (ADOT) and other  
Government agencies.**



# *Who* initiates a JPA?

- Typically, ADOT is approached by the entity when the entity deems there is a need for some type of service and/or funding. The Entity will contact ADOT. ADOT personnel and the Entity will coordinate/negotiate any details. The ADOT PM will then initiate a JPA/IGA using the JPA Launch System.



# *When* is a JPA requested?

- JPA's must be requested, signed and EXECUTED prior to commencement of the Project.



# *Why* is a JPA/IGA necessary?

- Joint Project/Intergovernmental Agreements are legally binding documents utilized to protect all parties involved. These Agreements specify funding, maintenance responsibilities, and/or Right of Way issues, etc.

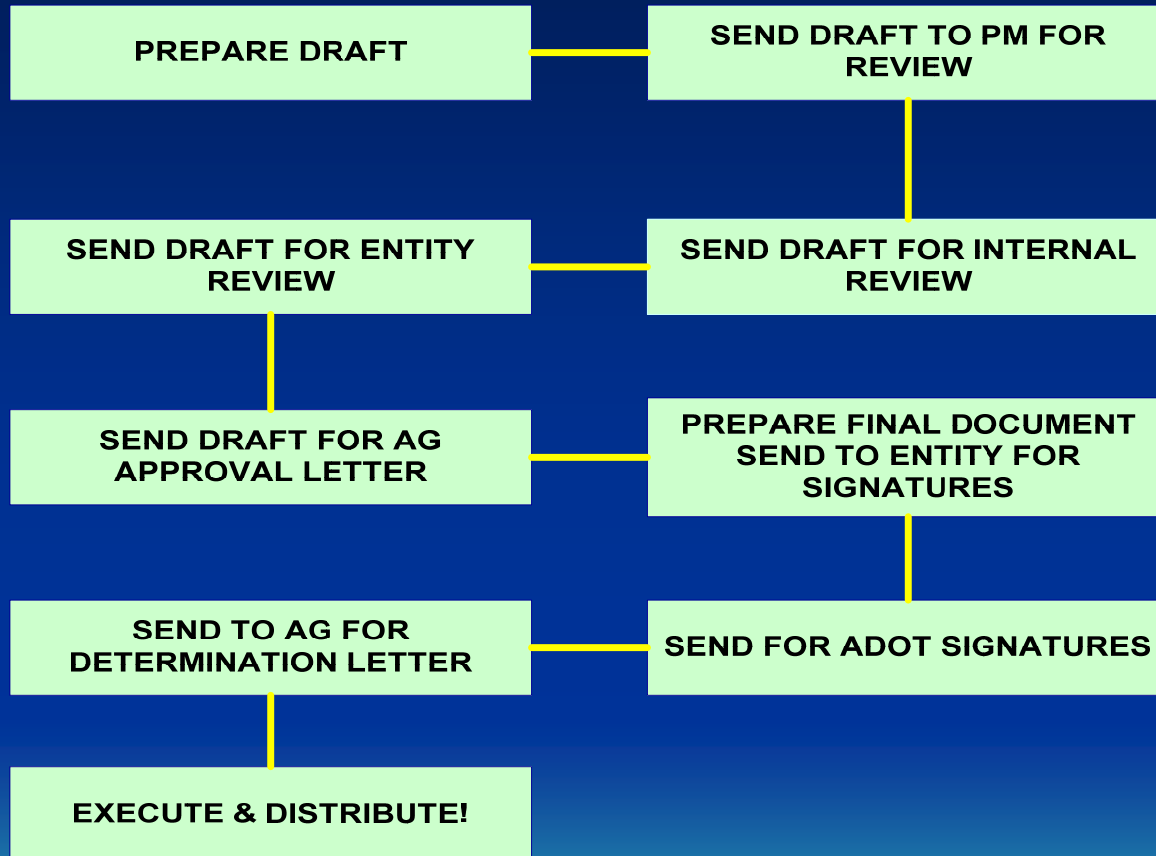


## JPA Process

- Once the JPA is requested, it is accepted by the JPA Manager, who then assigns the JPA to one of four Agreement writers.
- After the JPA is assigned, there is a JPA Process which must be followed. We do have measurements we strive to meet; one of those measurements is to Execute & Distribute the Agreement within 180 days.



# JPA Process



# Distribution of Original Agreements

- Depending on the Entity, 2 or 3 Originals are prepared.
- 1 - JPA Branch
- 1 or 2 – Entity (depending on Entity requirements)

*The Signed & Filed Agreement is also kept electronically and can be viewed from the JPA Launch System.*




# *What* information is required to request a JPA?

- ✓ TRACS No. (Obtained from AIDW)
- ✓ Federal Project No.
- ✓ TIP/STIP No.
- ✓ Budget Source Item No.
- ✓ How is the Project being Funded?
  - a.) State
  - b.) Federal/Local Match
  - c.) Federal/State Match
- ✓ Project Breakdown Cost (if applicable)

✓ **Project Contacts/Team Members**

- 1.) Project Manager
- 2.) Finance Contact

✓ **Scope of Work**

- 1.) What type of work?
    - a.) Design + Construction
    - b.) Installation + Maintenance
    - c.) Construction/Installation
    - d.) Construction/Installation + Maintenance
  - 2.) Project Location (i.e. Milepost etc.)?
  - 3.) Who will administer the project (i.e. State/City/Town or County)?
  - 4.) Who is responsible for what?
  - 5.) If there is maintenance work involved, who is responsible for the maintenance?
  - 6.) What is the maintenance scope i.e. water, landscape, electric energy, etc?
  - 7.) Who is handling the Right of Way acquisition?
  - 8.) Any Abandonment?
  - 9.) Any Temporary Construction Easements (TCE)?
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# INVOICES/PAYMENTS

- JPA does *not* invoice or bill.
- JPA does receive & process Progress Payment Reports
  - Receive Invoice
  - Gather documentation to process Progress Payment Report
  - Send to PM for approval & signature
  - Send signed Payment Report to Accounting

PM's should provide all received invoices (copies) directly to JPA to assist in the Partnering Effort.



**QUESTIONS?**

