


Oregon Department of Transportation <u>ODOT Local Program</u>   <b>DESK PROCEDURES</b>  February 10, 2011	NUMBER	SUPERSEDES
	EFFECTIVE DATE	PAGE NUMBER
	VALIDATION REVIEW DATE	
	REFERENCE	
SUBJECT <b>Local Public Agency Certification Program  Procedures for Processing Supplemental  Project Agreements</b>	APPROVED SIGNATURE	

**PURPOSE:**

1. To set the standard method followed by the Oregon Department of Transportation (ODOT), Local Program, Procurement Region and local agency personnel for creating Supplemental Project Agreements
2. Outline procedures for developing project agreements that will facilitate compliance with the Master Certification Agreement between ODOT and the local agency

**DETERMINING USE OF THE SUPPLEMENTAL PROJECT AGREEMENT PROCESS:**

The Supplemental Project Agreement Process is used only after:

1. The local agency is conditionally certified through ODOT's Certification Program
2. A project is proposed and the Initial Interview Form is completed, as well as other Interview Forms as appropriate
3. ODOT and the local agency have signed a Master Certification Agreement

**GUIDELINES PURSUANT TO THE LPACP AGREEMENT:**

*Local Agency Responsibilities –*

- Work collaboratively with ODOT to generate a complete Supplemental Project Agreement which minimizes the time needed for review and corrections
- Report any changes in project funding or scope of the Supplemental Project Agreement in accordance with the Master Certification Agreement
- The Supplemental Project Agreement will be specific to only one project

*ODOT Responsibilities –*

- Provide Supplemental Project Agreement templates and develop draft agreements as appropriate
- Facilitate comments, review and execution of Supplemental Project Agreements
- If requested, provide estimates of Supplemental Project Agreement processing times and progress updates

**ACRONYMS / ABBREVIATIONS / DEFINITIONS:**

IGA.....Intergovernmental Agreement  
FHWA.....Federal Highway Administration  
LGS.....Local Government Section  
OPO.....Oregon Department of Transportation's Procurement Office  
ODOT.....Oregon Department of Transportation

**PROCEDURE FOR REIMBURSING ODOT CHARGES:**

Responsible Party	STEP / ACTION
Local Agency	1. Informs Certification Program Manager (or delegate) and the Local Agency Liaison (LAL) about projects the local agency wants to use as test projects for Certification (this is usually noted in the initial Interview Form)
Local Agency Liaison	2. Contacts Certification Program Manager and informs them about the proposed project(s)
Certification Program staff	<p>3. Coordinates with the LAL, Federal Highway Association (FHWA) staff and Subject Matter Experts as appropriate to determine whether the:</p> <p>a) local agency is ready to commence the proposed (test) project(s)</p> <p>b) project is a good candidate as a Certification test project</p> <p>c) project is included within the local agency's area of expertise as identified through the Certification Program process (e.g. bridge design, historic structures, etc.)</p> <p><i>NOTE: All proposed bridge projects must be submitted to the Senior Local Bridge Standards Engineer for review and comment prior to commencing development of the Supplemental Project Agreement.</i></p>
Local Agency Liaison	<p>4. Upon agreement of Certification Program Manager ,the LAL and others, the project will be deemed a Certified (test) project</p> <p>5. Indicates the project as a Certified (test) project in the Local Project Tracking Database</p> <p>6. Sends an email to Certification Program staff, the Local Government Section (LGS) LGS Policy Analyst (i.e. Julie Redden), FHWA Field Operations Engineer (i.e. Mike Morrow), and other Subject Matter Experts as appropriate</p> <p>7. Makes request to Region Agreement Writers to convert IGAs if necessary and create a Supplemental Agreement (Note: Region Agreement Writers need to coordinate with Julie Redden to ensure they are working with the most current Supplemental Project Agreement Master Format, which can be located in ODOT Procurement Office's (OPO), <a href="#">Master Format Share Drive hyperlink?</a>) <i>Note: This Supplemental Project Agreement Master Format contains language to address appropriate conversion of the IGA to a supplemental project agreement in the event that an IGA already exists</i></p> <p>8. Pulls the appropriate Supplemental Project Agreement Master Format</p> <p>9. Completes the draft Supplemental Project Agreement.</p> <p>10. Emails the draft Supplemental Project Agreement to the LAL,</p>
Region Agreement Writer	

Responsible Party	STEP / ACTION
OPO Staff	Certification Program staff, LGS Policy Analyst (i.e. Julie Redden), , and the local agency for review
OPO Agreements Reviewer	<p>11. Sends the draft Supplemental Project Agreement back to Central OPO's Intergovernmental Agreements mailbox</p> <p>12. Assigns the draft Supplemental Project Agreement to an Agreements Reviewer for review</p> <p>13. Completes initial review</p>
LGS Policy Analyst	<p>14. The draft Supplemental Project Agreement with the OPO Reviewer's comments, is then sent to LGS Policy Analyst (i.e. Julie Redden), Federal Aid Programming Technician (i.e. Tom Hoots), and LGS designated DOJ legal counsel (i.e. Dale Hormann) for review</p> <p>15. Ensures comments are collected from Federal Aid Programming Technician (i.e. Tom Hoots) and LGS designated DOJ legal counsel, (i.e. Dale Hormann) reviews the draft Supplemental Project Agreement and sends comments to OPO's Agreements Reviewer</p>
OPO Agreements Reviewer	<p>16. Makes the changes and sends the draft back to the Region Agreement Writers (Note: If there are significant technical, legal, or other changes the Agreement Writers must send the draft for one more review to the local agency as well as the LAL, Certification Program staff, and Subject Matter Experts)</p>
Region Agreements Writer	<p>17. Processes the final Supplemental Project Agreement and forwards it for the signature process (once all changes are agreed upon)</p>
OPO or their delegate	<ul style="list-style-type: none"> <li>a) Local Agency</li> <li>b) Region Manager</li> <li>c) OPO</li> <li>d) DOJ</li> <li>e) Local Government Section Manager (Marty Andersen)</li> <li>f) Paul Mather (Highway Division Administrator)</li> </ul>
	<p>18. Distributes the Supplemental Project Agreement using the approved OPO distribution process and ensures that the Certification Program Manager and the LAL are included in the distribution</p>