

JPA Frequently Asked Questions (FAQ)

- Q-** What's the difference between a JPA and an IGA?
A- An IGA is an Intergovernmental Agreement between government agencies (cities, counties, towns, etc.) and carries additional statutory requirements. A JPA is a Joint Project Agreement, usually a Private Sector Agreement (PSA), such as with a developer.
- Q-** When do I submit a JPA request?
A- Ideally, submit a request no earlier than at 60% design stage, as the cost estimate may not be firm enough. Prior to this, coordinate with the local entity on the agreement points of the JPA so everyone is on the same page.
- Q-** If I do not have access to the JPA Launch System, what do I have to do to gain access?
A- Submit a HEAT ticket to install the software and email the JPA Group at JPABranch@azdot.gov to gain access as a Project Manager.
- Q-** When do I generate an amendment?
A- An amendment is a legal document that goes through the same JPA process. If the scope of work responsibilities or project costs/shares change, then submit a request to amend a previously-executed JPA.
- Q-** How do I generate an amendment?
A- Complete and submit via e-mail/fax an Amendment Form located on the JPA website. Be sure to include details on all changes in the Scope of Work Section. A JPA Specialist will contact you once the Amendment has been assigned.
- Q-** Why do I keep seeing error messages when I input dollar amounts?
A- Don't input the "\$" sign or commas, but use a decimal if needed.
- Q-** What if my local entity (other party of the contract) isn't listed in the JPA Launch System? (Example: I'm doing a JPA with a developer...)
A- E-mail the JPA Branch with complete entity contact information. Once the JPA Launch System is updated (24 hrs), you can submit your request.
- Q-** What if the local entity information doesn't have the contact person you are currently working with listed?
A- If this person is a continuing contact for the entity, e-mail details to the JPA Branch, and the information will be added into the system. If the person is a contact for this JPA only, add them within the JPA request under "Project Contacts/Team Members" section.
- Q-** How do I get a TRACs (Project) number?
A- Go online to AIDW (ADOT Information Data Warehouse) by typing in AIDW on the URL line, and click enter. Click on Project Master, click Request a New Project or Request a Subproject Phase.
- Q-** How do I incorporate right-of-way (r/w) concerns into the JPA request?
A- Contact the appropriate r/w coordinator to help provide the JPA Group detailed information necessary to proceed, i.e. abandonment, TCE or Encroachment Permit information in the Scope of Work details. Provide an exhibit if necessary.
- Q-** What if I have an abandonment issue?
A- Contact the r/w coordinator for details and/or possible exhibit to provide to the JPA Group.

- Q-** Where do I find the budget source item number needed in the JPA Request?
A- That number comes from the 5-year Construction Plan and can be obtained from your Group Manager. It may also be on the Project Master form.
- Q-** How do I compute the match dollars for a federally-funded project?
A- Divide the federal funds *amount* by the appropriate federal prorata *percentage* (for example, .943 for 94.3%) to get the “participating” dollars. Take that total amount and multiply by the match percentage (say .057 for 5.7%) to get the entity’s match *amount*.
- Q-** What if I’m not sure about the legality of a project with an entity?
A- Check with your Group Manager first, then consult with JPA personnel who can inquire with the Attorney General’s office on your behalf.
- Q-** How long does it take to execute an agreement?
A- On average, it takes 180 days to process an Agreement. If all parties are in agreement, it can go more quickly.
- Q-** How do I amend a Master Maintenance Agreement?
A- If it’s an electrical agreement, i.e. for a new traffic signal, e-mail/fax an Amendment Request with the exact location of the new signal (including Milepost data) to the JPA Branch. This new location will be added to the current exhibit’s listing. Include details regarding all changes for this Agreement in the Scope of Work Section. Provide an updated Maintenance Exhibit, if needed.
- Q-** Where do I put bid date or other information in the JPA request?
A- Enter your NON-Scope of Work information in the “Additional Comments” field.
- Q-** Why do you need the specific TRACs number so soon?
A- The information on the project will be pulled from the Advantage system. The correct **phase** (01C) should be open, so it can be referenced properly on the JPA draft. Construction charges don’t go into a 01D phase.