

SECTION D

DESK PROCEDURES

Chapter 3B

MASTER CERTIFICATION AGREEMENT

A. OVERVIEW

1. Purpose

- To set the standard method followed by the Oregon Department of Transportation (ODOT), Regional Local Agency Liaison and local agency personnel for creating a Master Certification Agreement
- Outline procedures that will further the ODOT Local Government Section's program objective of certifying local agencies

2. Determining Use of Procedure to Create a Master Certification Agreement:

A local agency can initiate the creation of a Master Certification Agreement after:

- The local agency has reviewed the Certification Program Process. Information can be found at: <http://www.oregon.gov/ODOT/HWY/LGS/Certification.shtml>
- Consulted with the Certification Program Manager
- Determined what area(s) of Certification the local agency will pursue

3. Guidelines:

a. Local Agency Responsibilities –

- Review and understand the Master Certification Agreement
- Ensure they have access to and understand applicable guidance documents noted in the Master Certification Agreement including the Local Agency Guideline (LAG) Manual

b. ODOT Responsibilities –

- Maintain accountability to the Federal Highway Administration when determining to delegate project responsibilities to a local agency
- Ensure that a local agency has adequate project delivery systems, staffing and sufficient accounting controls to properly manage federal funds under 23 USC106(g)(4)(A)

4. Acronyms / Abbreviations / Definitions:

OPO	Oregon Department of Transportation Procurement Office
DOJ	Department of Justice
LAL	Local Agency Liaison
LGS	Local Government Section
ODOT	Oregon Department of Transportation

B. PROCEDURE:

Responsible Party	STEP / ACTION
Local Agency Certification Program Manager LGS Policy Analyst Local Agency	1. Informs the Local Government Section Certification Program which area(s) of Certification the local agency will be pursuing 2. Notifies the Local Government Section (LGS) Policy Analyst (i.e. Julie Redden) which areas the local agency wants to become certified in and agency specific information 3. Completes the Master Certification Agreement 4. Emails the completed draft Master Certification Agreement to the Local Agency Contact, Local Agency Liaison and Certification Program Manager (Note: This draft is sent for a cursory review and cannot be changed at this time.) 5. Responds with questions to the Certification Program Manager or agrees to document as is (Note: The appropriate LAL is copied on this correspondence)
Certification Program Manager LGS Policy Analyst OPO Agreements Reviewer	6. Forwards and discusses agency Master Certification Agreement concerns with LGS Policy Analyst 7. Resolves language issues. Discusses issues with subject matter experts, and Department of Justice (DOJ) legal counsel (i.e. Dale Hormann) as needed. Makes changes to local agency Master Certification Agreement, as need, for individual agency. Ensures that the Master Certification Agreement is updated on ODOT Procurement Office (OPO) website when changes affect all certified program. 8. Forwards local agency Master Certification Agreement to OPO for review. 9. Looks at agreement for law changes. (Note: OPO should NOT change any other language or formatting without approval of either or LGS Policy Analyst or the Certification Program Manager) 10. After a consensus on the Master Agreement is reached, the OPO processes the Master Agreement for signatures 11. Processes for external and internal signature 12. Sends the Master Agreement for final signatures to: <ul style="list-style-type: none"> a) Local Agency b) Region Manager (Local agency sends back to OPO) c) LGS DOJ designated Legal Counsel d) LGS Manager

	<p>e) Highway Administrator (i.e. Paul Mather) (Note: The Highway Administrator’s staff will then route it to Agreements Administrative Specialist (i.e. Jule Youngren) at OPO)</p>
<p>OPO Agreements Specialist</p>	<p>13. Makes a distribution electronically to:</p> <ul style="list-style-type: none"> a) Local Agency, Local Agency Liaison, Certification Program Manager and LGS Policy Analyst. b) Enters agreement into OPO database c) Updates ORPIN and attaches copy of Agreement d) Sends “screen capture” of database to General Files to enter into FileNet