

SECTION D

DESK PROCEDURES

Chapter 3C

PROCESSING SUPPLEMENTAL PROJECT AGREEMENTS

A. OVERVIEW

1. Purpose:

- 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
- Outline procedures for developing project agreements that will facilitate compliance with the Master Certification Agreement between ODOT and the local agency

2. Determining Use of the Supplemental Project Agreement Process:

The Supplemental Project Agreement Process is used only after:

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

3. Guidelines Pursuant to the LPACP Agreement:

a. 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, unless otherwise approved by ODOT

b. 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

4. 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

B. PROCEDURE FOR PROCESSING SUPPLEMENTAL PROJECT AGREEMENTS

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	3. Coordinates with the LAL, Federal Highway Association (FHWA) staff and Subject Matter Experts as appropriate to determine whether the: <ol style="list-style-type: none"> a) local agency is ready to commence the proposed (test) project(s) b) project is a good candidate as a Certification test project 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><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	4. Upon agreement of Certification Program Manager ,the LAL and others, the project will be deemed a Certified (test) project
	5. Indicates the project as a Certified (test) project in the Local Project Tracking Database
	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
	7. Makes request to Region Agreement Writers to convert IGAs if necessary and create a Supplemental Agreement (Note: Region Agreement Writers can find the most current Supplemental Project Agreement Master Format in ODOT Procurement Office's (OPO), Master Agreements Format Share Drive) <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. LGS Policy Analyst will ensure that the most current version and any required changes are updated and on the OPO share drive.</i>
	8. Pulls the appropriate Supplemental Project Agreement Master Format
Region	9. Completes the draft Supplemental Project Agreement. (Contacts LGS Policy

Responsible Party	STEP / ACTION
Agreement Writer	Analyst (i.e. Julie Redden for any questions regarding Certification Supplemental Agreement process.)
OPO Staff	<p>10. Emails the draft Supplemental Project Agreement to the LAL, Certification Program staff, LGS Policy Analyst (i.e. Julie Redden), and the local agency for review</p> <p>11. Sends the draft Supplemental Project Agreement back to OPO's Intergovernmental Agreements mailbox</p> <p>12. Assigns the draft Supplemental Project Agreement to an Agreements Reviewer for review</p>
OPO Agreements Reviewer	<p>13. Completes initial review</p> <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) and LGS Policy Analyst (i.e. Julie Redden), 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</p> <p>(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> <ul style="list-style-type: none"> a) Local Agency b) Region Manager c) OPO d) DOJ e) Local Government Section Manager (i.e. Marty Andersen) f) Highway Administrator (i.e. Paul Mather) <p>(Note: The Highway Administrator's staff will then route it to Agreements Administrative Specialist (i.e. Jule Youngren) at OPO</p>

Responsible Party	STEP / ACTION
OPO or their delegate	18. Distributes the Supplemental Project Agreement using the approved OPO distribution process and ensures that the Certification Program Manager, LGS Policy Analyst (i.e. Julie Redden) and the LAL are included in the distribution