

Comprehensive Agreement Resource (CAR)

Joint Project Agreement Instructional Guide

Checklist before initiating an Agreement

- ▶ **CAR Access-**
 - ▶ Complete the Computer Access Request Form (CARF), located on Intranet under forms.
- ▶ **Type of Agreement**
- ▶ **ADOT Project No. (Complete Project Master before initiating, if Project No. is applicable to the Agreement)**
- ▶ **Project Location (ex. cross-streets, milepost etc.)**
- ▶ **Type of Work**
- ▶ **Federal-aid No.**
- ▶ **TIP/STIP No.**
- ▶ **Budget Source Item No. (if applicable)**
- ▶ **How is the Project being Funded?**
 - ▶ 1.) State
 - ▶ 2.) Federal/Local Match
 - ▶ 3.) Federal/State Match
- ▶ **Project Cost Breakdown (if applicable)**

▶ **Project Contacts/Team Members**

- 1.) Project Manager
- 2.) Finance (always the PM)
- 3.) R/W (always John Eckhardt)
- 4.) Any Team Member you would like to review the Agreement
- 5.) Entity and Entity Point of Contact

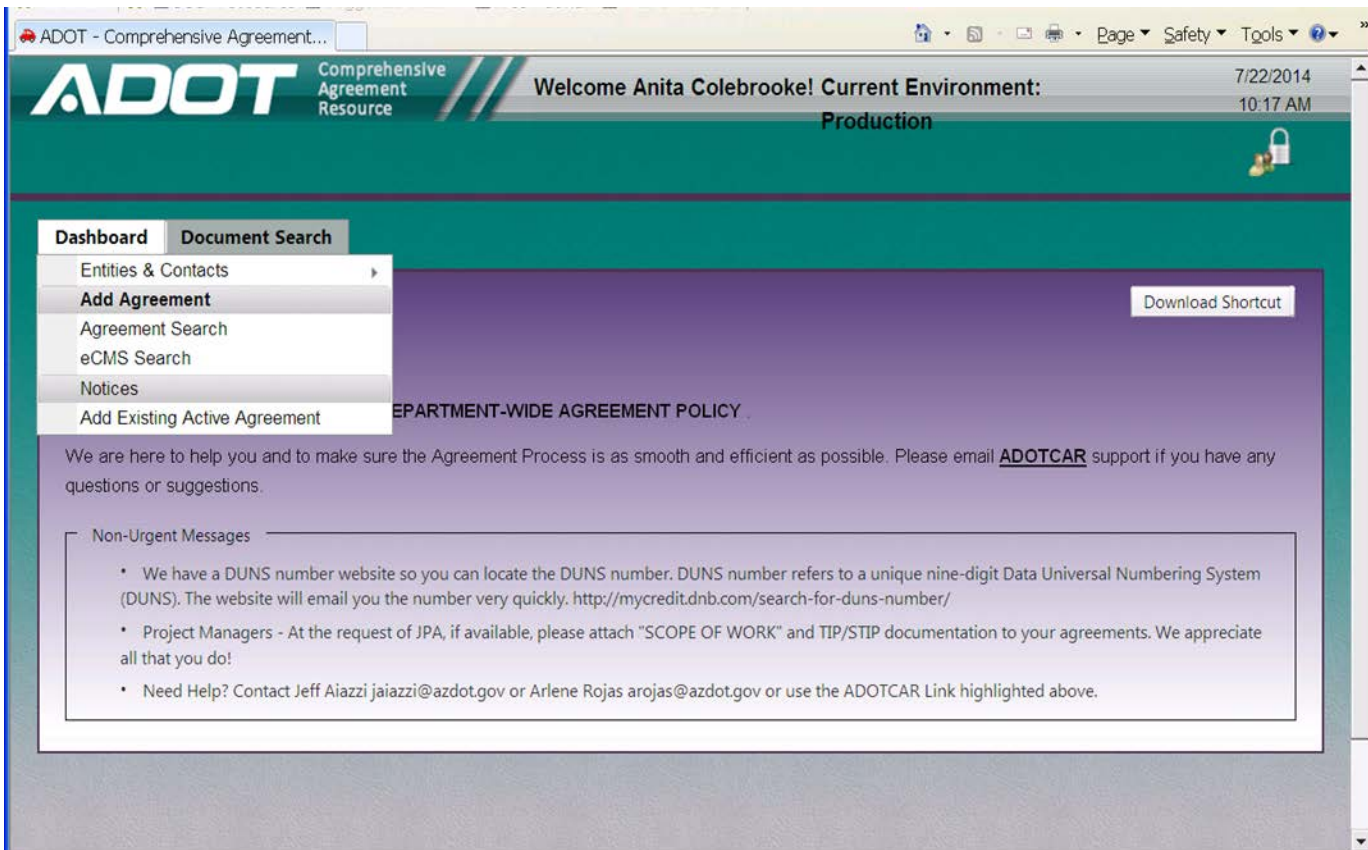
▶ **Scope of Work – Purpose of the Agreement**

- 1.) Type of Project
- 2.) What does the Project consist of?

Design	Procurement	Maintenance
Construction	Installation	
Design & Construction	Procurement & Installation	
- 4.) Who will administer the Project (i.e. State and/or Entity)?
- 5.) Who is responsible for what?
- 6.) If there is maintenance work involved, who is responsible for the maintenance?
- 7.) What is the maintenance scope? (ex. water, landscape, sidewalks, graffiti, equipment, electrical costs, etc.?)
- 8.) Who is handling the Right of Way acquisition? (if applicable)
- 9.) Is there abandonment? Transfer of right-of-way?
- 10.) Are Temporary Construction Easements (TCE) required?

How do I initiate a new Agreement in the CAR System?

- ▶ Go to the intranet, type in <http://CAR/>, click on download shortcut
- ▶ Click on DASHBOARD, select ADD AGREEMENT.



The screenshot shows a web browser window displaying the ADOT Comprehensive Agreement Resource website. The browser's address bar shows "ADOT - Comprehensive Agreement...". The website header includes the ADOT logo, "Comprehensive Agreement Resource", and a welcome message: "Welcome Anita Colebrooke! Current Environment: Production". The date and time are shown as "7/22/2014 10:17 AM". A "Download Shortcut" button is visible in the top right corner. The main navigation menu is open, showing options: "Entities & Contacts", "Add Agreement", "Agreement Search", "eCMS Search", "Notices", and "Add Existing Active Agreement". The "Add Agreement" option is highlighted. Below the menu, there is a section titled "DEPARTMENT-WIDE AGREEMENT POLICY" with a paragraph of text and a "Non-Urgent Messages" section containing three bullet points.

ADOT Comprehensive Agreement Resource

Welcome Anita Colebrooke! Current Environment: Production

7/22/2014 10:17 AM

Download Shortcut

Dashboard Document Search

- Entities & Contacts
- Add Agreement**
- Agreement Search
- eCMS Search
- Notices
- Add Existing Active Agreement

DEPARTMENT-WIDE AGREEMENT POLICY

We are here to help you and to make sure the Agreement Process is as smooth and efficient as possible. Please email ADOTCAR support if you have any questions or suggestions.

Non-Urgent Messages

- We have a DUNS number website so you can locate the DUNS number. DUNS number refers to a unique nine-digit Data Universal Numbering System (DUNS). The website will email you the number very quickly. <http://mycredit.dnb.com/search-for-duns-number/>
- Project Managers - At the request of JPA, if available, please attach "SCOPE OF WORK" and TIP/STIP documentation to your agreements. We appreciate all that you do!
- Need Help? Contact Jeff Aiuzzi jaiuzzi@azdot.gov or Arlene Rojas arojas@azdot.gov or use the ADOTCAR Link highlighted above.

If you have a Project No., enter & select the Project Number from the drop-down list.

The screenshot shows a web browser window with the title 'ADOT - Comprehensive Agreement...'. The page header includes the ADOT logo, 'Comprehensive Agreement Resource', a welcome message 'Welcome Anita Colebrooke!', 'Current Environment: Production', and the date '7/22/2014 12:35 PM'. The main content area is titled 'Add New Agreement' and contains three sections:

- ADOT Project Number Agreements:** Features a label 'ADOT Project Number:' and a dropdown menu. The dropdown is open, showing a list of project numbers: B04AV012, B04AV025, B04AV045, B04AZ013, B04ES011, B04ES021, B04ES031, B04ES041, B04ES053, and B04ES063.
- Non ADOT Project Number Agreement:** Includes an 'Add Agreement' button.
- Datalink Agreement:** Includes a label 'Datalink Company:', a 'Company Name' dropdown menu, and an 'Add Agreement' button.

If a Project No. is not associated with the Agreement, select Non-Project Agreement, and click on Add Agreement.

The screenshot shows a web browser window titled "ADOT - Comprehensive Agreement Resource - Microsoft Internet Explorer provided by ADOT". The address bar shows the URL "http://car/Agreements/AddAgreement.aspx". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for back, forward, and search. The page content features the ADOT logo and the text "Comprehensive Agreement Resource". A welcome message reads "Welcome Cynthia Childers!" and the current environment is "Production". The date and time are "8/6/2014 8:15 AM". Below the navigation tabs "Dashboard" and "Document Search", the "Add New Agreement" section contains three forms:

- ADOT Project Number Agreements:** Includes a dropdown menu for "ADOT Project Number" with the placeholder text "Project Number" and an "Add Agreement" button.
- Non ADOT Project Number Agreement:** Includes an "Add Agreement" button.
- Datalink Agreement:** Includes a dropdown menu for "Datalink Company" with the placeholder text "Company Name" and an "Add Agreement" button.

To Initiate and Submit a NON-PROJECT Agreement continue with the following steps.

- ▶ To initiate and Submit a PROJECT Agreement, go to page 25.

Non-Project

- ▶ Click on Agreement Category and select type of Agreement (IGA, JPA, or ISA) from the drop-down list.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The header includes the ADOT logo, the text "Comprehensive Agreement Resource", a welcome message "Welcome Cynthia Childers!", and the current environment "Production". The date and time are shown as 8/6/2014 8:42 AM. The main content area is a form for creating a "Non-Project Agreement". A dropdown menu for "Agreement Category" is open, showing options: CON, ECS, GEN, GRT, IGA, ISA, JPA, LA/LOI, LES, LIC, LON, MOA, MOU, and URR. The form fields include:

- Initiated Date: [text input]
- Submitted Date: [text input]
- Executed Date: [text input]
- Last Modified Date: [text input]
- Closed Date: [text input]
- Status: [text input]
- * Agreement Category: [dropdown menu]
- * Agreement Type: [dropdown menu, value: Agreement Type]
- * Additional Details Type: [dropdown menu, value: Additional Details]
- * Originating Org: [dropdown menu, value: Originating Org]
- * Information Exchange: [dropdown menu, value: Please select...]
- Pool Fund:
- Duration: [text input]
- AG Contract #: [text input]
- Scheduled Close Date: [calendar icon]
- Related MOU/Other: [text input]
- Internal Agreement #: [text input]
- Statutory Type: [dropdown menu, value: Please select...]
- Certification Acceptance:
- Abandonment:

Non-Project

- ▶ Click on Agreement Type, select the type of Project.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser title is "Non-Project". The page header includes the ADOT logo, "Comprehensive Agreement Resource", and a "Welcome" message. A navigation bar contains "Dashboard" and "Document Search". The main content area is titled "Agreement" and "Non-Project". A dropdown menu for "Agreement Type" is open, showing options: Enforcement, Government Non-Arizona State, Government-Arizona State, Highway, Landscape, Lease, Local Government Pass Through, Maintenance, Mitigation, MPD-Pass Through, MVD (DataLink), MVD (EDS), Other, Railroad, Right Of Way, Safety Program, Traffic Signals & Lighting & Maint, and Utilities. The "Landscape" option is selected. The form includes fields for "Initiated Date", "Executed Date", "Submitted Date", and "Last Modified Date". Other fields include "Agreement Category" (JPA), "Originating Org" (Originating Org), "Information Exchange" (Please select...), "Pool Fund" (checkbox), "Duration", "AG Contract #", "Scheduled Close Date", "Related MOU/Other", "Internal Agreement #", and "Statutory Type" (Please select...). A "Details Type" dropdown is set to "Additional Details". The page shows a date of 8/6/2014 and time of 8:42 AM.

Non-Project

- ▶ Click on Additional Details and select as appropriate.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The page title is "Non-Project" and the user is identified as "Welcome Cynthia Childers!". The date and time are 8/6/2014 at 8:42 AM. The navigation menu includes "Dashboard" and "Document Search". The main content area is titled "Agreement Non-Project Agreement".

The form contains the following fields and options:

- Initiated Date: [Text Field]
- Executed Date: [Text Field]
- Submitted Date: [Text Field]
- Last Modified Date: [Text Field]
- Agreement Category: JPA (dropdown)
- Agreement Type: Landscape (dropdown)
- Originating Org: Originating Org (dropdown)
- Information Exchange: Please select... (dropdown)
- Duration: [Text Field]
- AG Contract #: [Text Field]
- Scheduled Close Date: [Text Field]
- Related MOU/Other: [Text Field]
- Statutory Type: Please select... (dropdown)
- Internal Agreement #: [Text Field]
- Certification Acceptance:
- Abandonment:
- Pool Fund:

A dropdown menu is open, showing the following options: Economic Strength Program, Enhancements, Environmental, HSIP, HURF, Landscape, Other, Planning, Rail, Research, Right Of Way, Roadway/Highway, SRTS, Study, Sustainability, Traffic Signals/Lighting (Electrical), Transit, and Utility and Railroad.

Non-Project

- ▶ CLICK on Originating Org and select your Org from the drop-down list.

The screenshot displays the ADOT Comprehensive web application interface. The browser window title is "Non-Project". The page header includes the ADOT logo and the text "Comprehensive". The current environment is "Production" as of 8/6/2014 at 8:42 AM. The main content area shows a form for a "Non-Project Agreement". The "Originating Org" dropdown menu is open, showing a list of project names including "7873 UNIVERSITY ROAD MAINT", "7874 MESA ROAD MAINT", "7875 DURANGO ROAD MAINT", "7878 PHX MAINT ROADWAY CONTRACTS", "7880 MESA LANDSCAPE MAINT", "7881 DURANGO LANDSCAPE MAINT", "7882 BROADWAY LANDSCAPE MAINT", "7883 AVONDALE LANDSCAPE MAINT", "7884 DIST LANDSCAPE MAINT ADMIN", "7885 NORTH LANDSCAPE MAINT", "7886 PHX MAINT RARF LANDSCAPING", "7887 PHX MAINT RARF LITTER", "7888 PHX MAINT RARF SWEEPING", "7889 PHX MAINT LANDSCAPE CONTRACTS", "7890 DISTRICT BLUESTAKE", "7891 ROADWAY PUMP MAINT", "7892 FREEWAY TUNNEL MAINT", "7893 PHX REG S/L OPER-MAINT", and "7894 ITS - INTELLIGENT TRANS. SYS.". The form includes fields for "Initiated Date:", "Submitted Date:", "Closed Date:", "Status:", "Duration:", "Scheduled Close Date:", "Statutory Type:", "AG Contract #:", "Related MOU/Other:", "Internal Agreement #:", "Abandonment:", and "Pool Fund:". There are also checkboxes for "Certification Acceptance:" and "Abandonment:". The "Originating Org" field is currently empty, and the "Information Exchange:" field has a "Please select..." dropdown menu.

Non-Project

- ▶ Click on the Information Exchange and select 'NO'. (This is ALWAYS No)

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser title is 'Non-Project'. The page header includes the ADOT logo, 'Comprehensive Agreement Resource', a welcome message for Cynthia Childers, and the current environment 'Production'. The date and time are 8/6/2014 at 8:42 AM. The navigation menu shows 'Dashboard' and 'Document Search'. The main content area is titled 'Agreement' and 'Non-Project', with 'Agreement' selected. The form contains the following fields:

Initiated Date:	Executed Date:	Closed Date:
Submitted Date:	Last Modified Date:	Status:
* Agreement Category: JPA	* Agreement Type: Landscape	* Additional Details Type: Other
* Originating Org: 7883 AVONDALE	* Information Exchange: [Dropdown]	Pool Fund: <input type="checkbox"/>
Duration: [Text]	AG Contract #: No/Yes	Internal Agreement #: [Text]
Scheduled Close Date: [Calendar]	Related MOU/Other: [Text]	
Statutory Type: Please select...		
Certification Acceptance: <input type="checkbox"/>	Abandonment: <input type="checkbox"/>	

Non-Project

- ▶ Click on the Program Manager box and select the Program Manager from the drop down list.

The screenshot displays a web application window titled "Non-Project". The interface is divided into several sections:

- Left Sidebar:** Contains a list of names under the heading "Agreement Non-Project". A dropdown menu is open, showing a list of names including Debra Mabry, Diana Armijo, Donovan Turner, Edward Ochmann, Estomih Kombe, Everett Goodman, George Bernal, Gloria Diggins, Holly Upshaw, J Werne, Jacquelyn Gentner, Jaime Hernandez, Jannine Demaline, Jerome Breyer, Jo Ann Nunez, John Berentz, Joseph Omer, Liliana Rubinstein, Lorry Young, Maria Amador, Mark Poppe, Melanie Duncan, Melissa Hoag, Monte Wilcox, Paul Berry, Richard Connolly, Robert Harris, Shan Chen, Cynthia Childers, and Cynthia Trujillo.
- Main Form:** Contains the following fields:
 - Agreement Number:** JPA-14-0004626-1
 - Executed Date:** (empty)
 - Closed Date:** (empty)
 - Last Modified Date:** 8/6/2014 8:56:55 AM
 - Status:** Initiated
 - Agreement Type:** Landscape (dropdown)
 - Additional Details Type:** Other (dropdown)
 - Information Exchange:** No (dropdown)
 - Pool Fund:**
 - AG Contract #:** (text input)
 - Related MOU/Other:** (text input)
 - Internal Agreement #:** (text input)
 - Abandonment:**
 - Division Reference #:** Enter Division ref (text input)
 - Org:** JOINT PROJECT ADMINISTRATION
 - Division:** ITD
 - Phone:** (602) 712-7785
 - Mail Drop:** 637E
- Bottom Section:** Contains checkboxes for "Location Jurisdiction": Full Right of Way, Location Off ATIS Map, Not Open to Public Driving, and Partial Jurisdiction.

Non-Project

- ▶ Enter Project details into the 'Non-Project Type of Work' box.

The screenshot shows a web-based form titled "Non-Project" with a purple header. The form is organized into several sections:

- Agreement Category:** JPA (dropdown)
- Agreement Type:** Landscape (dropdown)
- Additional Details Type:** Other (dropdown)
- Originating Org:** 7883 AVONDALE (dropdown)
- Information Exchange:** No (dropdown)
- Pool Fund:**
- Duration:** [Empty text field]
- AG Contract #:** [Empty text field]
- Related MOU/Other:** [Empty text field]
- Internal Agreement #:** [Empty text field]
- Scheduled Close Date:** [Empty date field with calendar icon]
- Statutory Type:** Please select... (dropdown)
- Certification Acceptance:**
- Abandonment:**
- County:** County (dropdown)
- Division Reference #:** Enter Division ref (text field)

Below these fields is a table with the following columns: Program Manager, Org, Division, Phone, and Mail Drop. The "Program Manager" cell contains "Program Manager" (dropdown).

Below the table are four checkboxes for Location Jurisdiction: Full Right of Way, Location Off ATIS Map, Not Open to Public Driving, and Partial Jurisdiction.

The "Non-Project Type of Work:" label is positioned above a large, empty text area with vertical scrollbars.

At the bottom right of the form are two buttons: "Initiate" and "Cancel Changes".

Non-Project

- ▶ Click the Initiate button, at the bottom right corner of the page.

The screenshot displays a web-based form titled "Non-Project". The form is organized into several sections:

- Agreement Category:** A dropdown menu with "JPA" selected.
- Agreement Type:** A dropdown menu with "Landscape" selected.
- Additional Details Type:** A dropdown menu with "Other" selected.
- Originating Org:** A dropdown menu with "7883 AVONDALE" selected.
- Information Exchange:** A dropdown menu with "No" selected.
- Pool Fund:** An unchecked checkbox.
- Duration:** An empty text input field.
- AG Contract #:** An empty text input field.
- Scheduled Close Date:** A date picker field.
- Related MOU/Other:** An empty text input field.
- Internal Agreement #:** An empty text input field.
- Statutory Type:** A dropdown menu with "Please select..." selected.
- Certification Acceptance:** An unchecked checkbox.
- Abandonment:** An unchecked checkbox.
- County:** A dropdown menu with "County" selected.
- Division Reference #:** A text input field with the placeholder "Enter Division ref".
- Program Manager:** A dropdown menu with "Program Manager" selected.
- Org:** A text input field.
- Division:** A text input field.
- Phone:** A text input field.
- Mail Drop:** A text input field.
- Location Jurisdiction:** A group of four unchecked checkboxes: "Full Right of Way", "Location Off ATIS Map", "Not Open to Public Driving", and "Partial Jurisdiction".
- Non-Project Type of Work:** A large, empty text area.

At the bottom right of the form, there are two buttons: "Initiate" and "Cancel Changes".

Non-Project

- ▶ After clicking initiate, an Agreement Number will be generated, and a list of tabs will be added.

The screenshot displays the ADOT Comprehensive Agreement Resource interface for a Non-Project Agreement. The page title is "ADOT Comprehensive Agreement Resource" and the user is logged in as "Welcome Korina Lopez!". The current environment is "TEST". The page shows the "Agreement" form with the following details:

- Agreement Number:** IGA-14-0003928-1
- Agreement Category:** IGA
- Agreement Type:** Maintenance
- Additional Details Type:** Landscape
- Originating Org:** SJTO JOINT PROJECT ADMINISTRATION
- Information Exchange:** No
- Pool Fund:**
- Initiated Date:** 11/13/2014
- Executed Date:** (empty)
- Closed Date:** (empty)
- Submitted Date:** (empty)
- Last Modified Date:** 11/13/2014 3:47:35 PM
- Status:** Initiated
- Duration:** (empty)
- AG Contract #:** (empty)
- Scheduled Close Date:** (empty)
- Related MOU/Other:** (empty)
- Internal Agreement #:** (empty)
- Statutory Type:** No
- Abandonment:**
- County:** (empty)
- Division Reference #:** (empty)
- Program Manager:** Korina Lopez
- Org:** JOINT PROJECT ADMINISTRATION
- Division:** ITD
- Phone:** (802) 712-8753
- Mail Drop:** 637 E
- Location Jurisdiction:** Full Right of Way Location Off A/T/S Map Not Open to Public Driving Partial Jurisdiction
- Non-Project Type of Work:** (empty)

The form also includes sections for "Grant Number", "Comments", and "Admin Notes to Processor", each with a "No records to display" message and an "Add" button. At the bottom, there is a "Multiple Agreements:" checkbox and buttons for "Submit", "Save Changes", "Delete", and "Cancel Changes".

Non-Project

- ▶ CLICK on the Contracts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contracts, enter and select Internal Contacts* and Contact Types, CLICK add for each one. Enter and select External Contacts and Contact Types, CLICK add for each one.

The screenshot shows the ADOT Comprehensive Agreement Resource web application. The page title is "ADOT - Comprehensive Agreement Resource" and the user is logged in as "Korina Lopez". The current environment is "TEST". The page displays the "Contact" page for an agreement with the number "IGA-14-0003928-I". The page has tabs for "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents". The "Contacts" tab is selected. The page is divided into two main sections: "External Entities" and "Contacts".

External Entities

Select an Entity: [Dropdown] [Add]

Agency	Code	Description	DUNS #
No entities assigned to Agreement.			

Contacts

Select Internal Contact: [Dropdown] [Add] Contact Type: [Dropdown] [Add]

Select External Contact: [Dropdown] [Add] Contact Type: [Dropdown] [Add]

Name	Agency	Email	Phone	Fax	Contact Type
No contacts assigned to Agreement.					

*A Finance contact (PM), a Right-of-Way contact (John Eckhardt) and an Operational Contact (Program Manager) are ALWAYS required in Non-Project Agreement requests.

Non-Project

- ▶ CLICK on the Location tab. Enter and select all Project location information.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser title is "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, "Comprehensive Agreement Resource", "Welcome Korina Lopez!", and "Current Environment: TEST". The date and time are "11/14/2014 8:32 AM".

The main content area is titled "Agreement Location" and shows "Agreement Number: IGA-14-0009928-I". Below this, there are tabs for "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents". The "Location" tab is active.

Under the "Location" tab, there are checkboxes for "State wide" (checked), "Out Of State", and "MAG Wide". Below these are radio buttons for "By MilePost", "By Length", "By CrossRoad", "By StatePlane", and "By Latitude/Longitude".

The form contains the following fields:

- Route: Select Route (dropdown menu)
- Beginning Milepost: Select Begin MP (dropdown menu)
- Beginning Offset: XXXXXX (text input)
- Ending Milepost: Select End MP (dropdown menu)
- Ending Offset: XXXXXX (text input)

An "Add Location" button is located at the bottom left of the form.

Non-Project

- ▶ CLICK on the Budget tab. Enter and select all Budget information, if applicable.*

ADOT - Comprehensive Agreement Resource

ADOT Comprehensive Agreement Resource Welcome Korina Lopez! Current Environment: TEST 11/14/2014 8:49 AM

Dashboard Reports Document Search Administration

Agreement Number: IGA-14-0003928-1

Agreement Contacts Location Budget Summary Approvals Documents

Budget Details

Loan Indicator: Financial Reporting Flag: Select... Save Cancel

Loan Type: Select... Estimated Design Cost (\$): 30000000

Loan To: Enter Loan To Estimated Construction Cost (\$): 30000000

Payment Schedule: Payment Schedule Estimated Total Cost (\$): 30000000

Special Terms: Special Terms Fund Swap: Enter Fund Swap

Type	Amount	Percentage	CFDA Number	Comment
No records to display.				
+ Add Federal Aid				

Type	Amount	Percentage	Comment
No records to display.			
+ Add State Funding			

Entity	Grant Type	Funding Source	Amount	Percentage	NFA Amount	Received Date	Comment
No records to display.							
+ Add Local Funding							

Vendor Name	Vendor Code	Address Index	Address1	Address2	City	State	Zip	Phone
No records to display.								
+ Add Vendor								

*Non-Project IGA/JPA requests will not have a budget associated with the Agreement. IGA/JPA's require an ADOT Project No. if there are funds being exchanged.

Non-Project

- ▶ CLICK on the Summary tab. Review and verify that all information entered is accurate.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The user is logged in as Korina Lopez. The current environment is TEST. The date and time are 11/14/2014, 9:09 AM. The navigation menu includes Dashboard, Reports, Document Search, and Administration. The main content area shows the Agreement Summary for agreement number IGA-14-0003928-I. The summary is organized into several sections: Agreement Summary, Program Manager, External Entities, Contacts, and Location.

Agreement Summary

Agreement Number:	IGA-14-0003928-I	Class:	Non-Project	Requester:	Korina Lopez
Initiated Date:	11/13/2014	Executed Date:		Processor:	
Submitted Date:		Last Modified Date:	11/14/2014	Closed Date:	
Category:	IGA	Type:	Maintenance	Status:	Initiated
Originating Org:	9170-JOINT PROJECT ADMINISTRATION	Additional Details Type:	Landscape	Pool Fund:	False
Internal Agreement #:		AG Contract Number:		Lead State:	
Scheduled Close Date:		Related MOU/Other:		Duration:	
Statutory Type:	False	Statutory Description:		Information Exchange:	False
Certification Acceptance:	False	Abandonment:	False	Superseded By:	
ARRA:	False	County:		Division Reference #:	

Non-Project Type of Work:

Program Manager:	Korina Lopez	Org:	9170 - JOINT PROJECT ADMINISTRATION	Phone:	602.712.8753
		Division:	ITD - Intermodal Transportation Division	Mail Drop:	637E

External Entities

Agency Name	Code	DUNS #	Description
A LIKELY STORY	2101		WWW.ALIKELYSTORYTSS.COM

Contacts

Name	Agency	Email	Office Phone	Fax	Contact Type
Allan Petrillo	Allan Petrillo - Excalibur Publications	apeitrillo@earthlink.net	620.576.9057		Business Contact
Korina Lopez	Intermodal Transportation Division	KLopez2@azdot.gov	602.712.8753	602.712.3132	Finance
Korina Lopez	Intermodal Transportation Division	KLopez2@azdot.gov	602.712.8753	602.712.3132	Operational
Korina Lopez	Intermodal Transportation Division	KLopez2@azdot.gov	602.712.8753	602.712.3132	Right of Way

Location

Route Name	Begin Milepost	Begin Offset	End Milepost	End Offset
Interstate 8	M033	0.000000000		0.000000000

Export to PDF

Non-Project

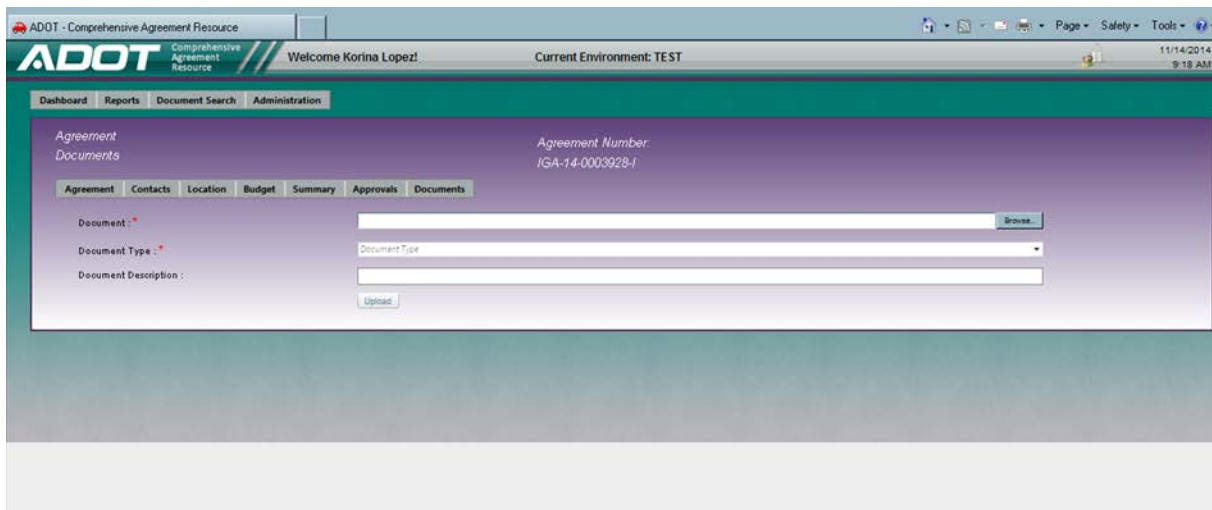
- ▶ CLICK on the Approvals tab to view Agreement status.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser title is "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, "Comprehensive Agreement Resource", "Welcome Korina Lopez!", "Current Environment: TEST", and the date/time "11/14/2014 9:16 AM". The navigation menu includes "Dashboard", "Reports", "Document Search", and "Administration". The main content area is titled "Agreement Approval Override" and shows "Agreement Number: IGA-14-0003928-1". Below this, there are tabs for "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents". The "Approvals" tab is active, showing a list of roles with checkboxes: "Submitter", "Multi-modal Planning Division", "Director", "Agreement Aide Initiator Or Processor", "Risk Management", "Finance", and "Infrastructure Protection". At the bottom, a table displays the approval status:

Status	Decrypted By	Date	Comment
Initiated	Korina Lopez	11/13/2014	

Non-Project

- ▶ CLICK on the Documents tab.
Upload exhibits, scope of work and other documents pertaining to the Project.



The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser title is "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, "Comprehensive Agreement Resource", "Welcome Korina Lopez!", "Current Environment: TEST", and the date/time "11/14/2014 9:18 AM". The navigation menu includes "Dashboard", "Reports", "Document Search", and "Administration". The main content area is titled "Agreement Documents" and shows the "Agreement Number: IGA-14-0003928-1". Below this, there are tabs for "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents". The "Documents" tab is active, showing a form with the following fields: "Document:" with a "Browse" button, "Document Type:" with a dropdown menu, and "Document Description:" with a text input field and an "Upload" button.

Non-Project

- ▶ If all information entered is complete and correct, you are ready to SUBMIT your request. If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As a Submitter this is your final step, once the Agreement is submitted you will have read-only access to your Agreement.

Non-Project

- ▶ When ready to proceed, go to the Agreement tab and CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. If approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The user is logged in as Korina Lopez. The current environment is TEST. The page shows the 'Agreement' tab for a 'Non-Project' agreement with the number IGA-14-0003928-1. The form includes fields for dates (Initiated, Submitted, Executed, Last Modified, Closed), agreement details (Category, Type, Additional Details Type, Originating Org, Information Exchange, Pool Fund, Duration, Scheduled Close Date, Statutory Type, Certification Acceptance, County, Abandonment, Division Reference #, Program Manager, Location Jurisdiction, Non-Project Type of Work), and sections for Grant Number, Comments, and Admin Notes to Processor. The form is partially filled out, and the 'Submit' button is visible at the bottom right.

- ▶ To Initiate and Submit a PROJECT Agreement continue with the following steps.

Project

- ▶ Enter and select the Project number from the drop-down list, CLICK Add Agreement.

The screenshot displays a web browser window titled "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, the text "Comprehensive Agreement Resource", a welcome message "Welcome Anita Colebrooke! Current Environment: Production", and the date/time "7/22/2014 12:35 PM". Below the header, there are navigation tabs for "Dashboard" and "Document Search". The main content area is titled "Add New Agreement" and contains three distinct forms:

- ADOT Project Number Agreements:** Features a label "ADOT Project Number:" and a dropdown menu with the value "SZ03403D" selected. An "Add Agreement" button is located below the dropdown.
- Non ADOT Project Number Agreement:** A simple form with an "Add Agreement" button.
- Datalink Agreement:** Features a label "Datalink Company:" and a dropdown menu with the value "Company Name" selected. An "Add Agreement" button is located below the dropdown.

The browser's status bar at the bottom shows "Done", "Local intranet", and a zoom level of "125%".

Project

- ▶ CLICK on the Agreement Category and select type of Agreement from the drop-down list.

The screenshot shows a web application window titled "Project Agreement". The form contains several fields and sections:

- Metadata:** Initiated Date, Executed Date, Closed Date, Submitted Date, Last Modified Date, Status.
- Agreement Category:** A dropdown menu is open, showing options: CON, ECS, GEN, GRT, IGA, ISA, JPA, LA/LOI, LES, LIC, LON, MOA, MOU, URR.
- Agreement Type:** A dropdown menu with "Agreement Type" selected.
- Additional Details Type:** A dropdown menu with "Additional Details" selected.
- Originating Org:** A dropdown menu with "Org" selected.
- Information Exchange:** A dropdown menu with "Please select..." selected.
- Pool Fund:** A checkbox.
- ARRA:** A checkbox.
- AG Contract #:** A text input field.
- Related MOU/Other:** A text input field.
- Internal Agreement #:** A text input field.
- Abandonment:** A checkbox.
- Location Jurisdiction:** A section with checkboxes for "Full Right of Way", "Location Off ATIS Map", "Not Open to Public Driving", and "Partial Jurisdiction".
- Buttons:** "Initiate" and "Cancel Changes".

Project

- ▶ CLICK on Additional Details and select specific details form the drop-down list

The screenshot shows a web application window titled "Project" with a browser address bar and navigation icons. The interface has a teal header with "Dashboard" and "Document Search" tabs. Below the header, the page is titled "Agreement Project" with a sub-tab "Agreement".

The main content area contains several input fields and dropdown menus:

- Initiated Date: [text input]
- Executed Date: [text input]
- Closed Date: [text input]
- Submitted Date: [text input]
- Last Modified Date: [text input]
- Status: [text input]
- * Agreement Category: JPA (dropdown)
- * Agreement Type: Design, Construct (dropdown)
- * Additional Details Type: Design (dropdown menu is open, showing options: Design, Design Review, Design/Construct, Economic Strength Program, Enhancements, Environmental, HSIP, HURF, Landscape, Other, Planning, Rail, Research)
- * Originating Org.: 9170 JOINT PROJE (dropdown)
- * Information Exchange: No (dropdown)
- Duration: [text input]
- AG Contract #: [text input]
- Scheduled Close Date: [text input with calendar icon]
- Related MOU/Other: [text input]
- Statutory Type: Please select... (dropdown)
- Certification Acceptance:
- Abandonment:
- Location Jurisdiction: Full Right of Way Location Off ATIS Map Not Open to Public

Project

- ▶ CLICK on Originating Org and select your Org from the drop-down list.

The screenshot shows a web browser window titled "Project" with a form for creating or editing a project. The form is divided into several sections:

- Project Information:** Includes fields for "Initiated Date:", "Submitted Date:", "Closed Date:", and "Status:".
- Agreement Details:** Includes "Agreement Category:" and "Additional Details Type:" (with a dropdown menu).
- Originating Org:** A dropdown menu is open, showing a list of project names such as "9222 TRANS. ENHANCEMENT BYWAYS", "9223 PROJ MGMT LOCAL GOVT CONS", "9235 PROJ MGMT GRP-CONST CHRGS", "9250 VALLEY PROJ MGMT INDIRECT", "9252 VALLEY PROJ MGMT RARF", "9270 REGIONAL FREEWAY SYSTEM", "9276 REGIONAL FREEWAY SYS-PS&ERE", "9300 RIGHT OF WAY GROUP", "9310 R/W FISCAL SECT", "9340 R/W PLANS SECT 1", "9370 R/W URBAN ACQUISITION SECT", "9375 R/W GROUP-CONST CHRGS", and "9170 JOINT PROJE".
- Information Exchange:** A dropdown menu with the text "Please select...".
- Pool Fund:** A checkbox.
- ARRA:** A checkbox.
- Duration:** A text input field.
- AG Contract #:** A text input field.
- Scheduled Close Date:** A date picker.
- Related MOU/Other:** A text input field.
- Internal Agreement #:** A text input field.
- Statutory Type:** A dropdown menu with the text "Please select...".
- Certification Acceptance:** A checkbox.
- Abandonment:** A checkbox.
- Location Jurisdiction:** A group of checkboxes: "Full Right of Way", "Location Off ATIS Map", "Not Open to Public Driving", and "Partial Jurisdiction".

At the bottom right of the form, there are two buttons: "Initiate" and "Cancel Changes".

Project

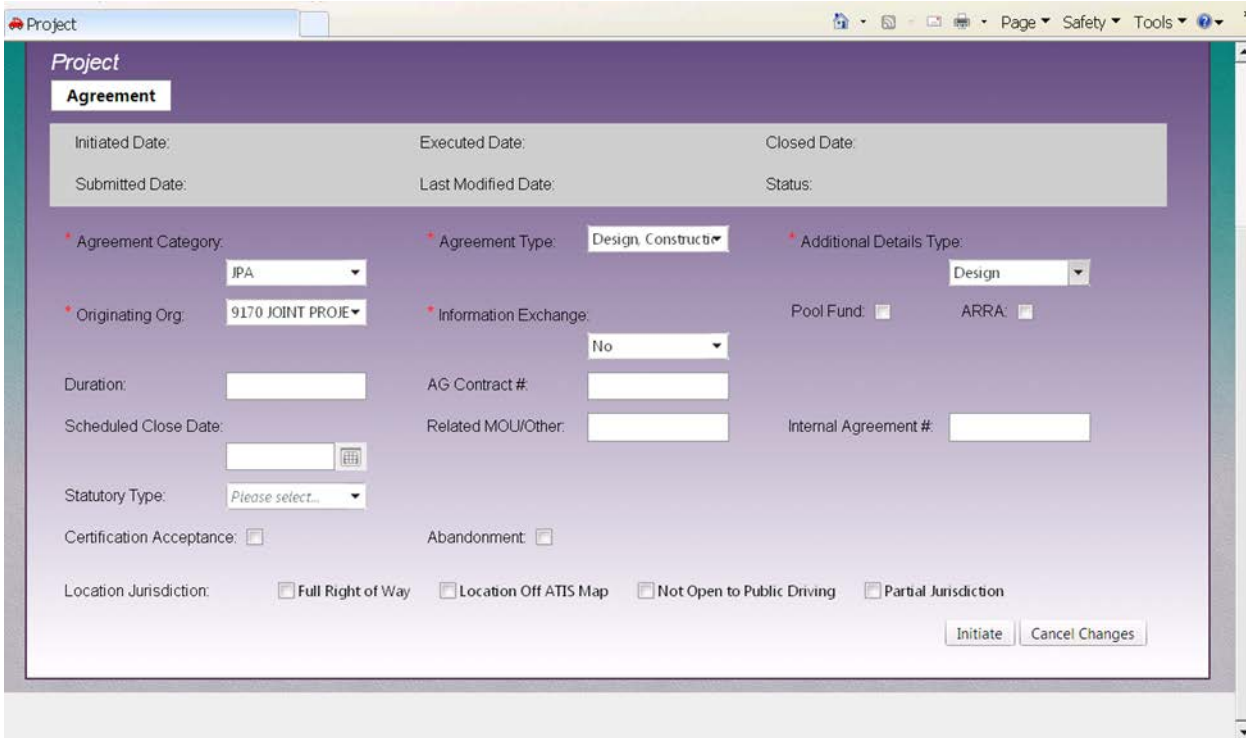
- ▶ CLICK on the Information Exchange and select 'NO'. (This is ALWAYS No.)

The screenshot shows a web application window titled "Project" with a sub-section "Agreement Project". The "Agreement" tab is active. The form contains several fields and sections:

- Metadata:** Initiated Date, Executed Date, Closed Date, Submitted Date, Last Modified Date, Status.
- Agreement Details:**
 - Agreement Category: JPA
 - Agreement Type: Design, Constructi
 - Additional Details Type: Additional Details
 - Originating Org: 9170 JOINT PROJE
 - Information Exchange: No (highlighted with a tooltip: "Is data being received or sent to another organization as part of this agreement?")
 - Pool Fund:
 - ARRA:
 - Duration: [text input]
 - AG Contract #: [text input]
 - Related MOU/Other: [text input]
 - Internal Agreement #: [text input]
 - Scheduled Close Date: [calendar icon]
 - Statutory Type: Please select...
 - Certification Acceptance:
 - Abandonment:
- Location Jurisdiction:** Full Right of Way Location Off ATIS Map Not Open to Public Driving Partial Jurisdiction
- Buttons:** Initiate, Cancel Changes

Project

- ▶ CLICK the Initiate button at bottom right corner of page.



The screenshot shows a web browser window titled "Project" with a purple header. The main content area is a form titled "Project Agreement". The form contains several fields and sections:

- Metadata:** Initiated Date, Executed Date, Closed Date, Submitted Date, Last Modified Date, Status.
- Agreement Details:**
 - Agreement Category: JPA (dropdown)
 - Agreement Type: Design, Construct (dropdown)
 - Additional Details Type: Design (dropdown)
 - Originating Org: 9170 JOINT PROJE (dropdown)
 - Information Exchange: No (dropdown)
 - Pool Fund:
 - ARRA:
- Contract Information:**
 - Duration: (text input)
 - AG Contract #: (text input)
 - Scheduled Close Date: (calendar icon)
 - Related MOU/Other: (text input)
 - Internal Agreement #: (text input)
- Statutory and Certification:**
 - Statutory Type: Please select... (dropdown)
 - Certification Acceptance:
 - Abandonment:
- Location Jurisdiction:**
 - Full Right of Way
 - Location Off ATIS Map
 - Not Open to Public Driving
 - Partial Jurisdiction

At the bottom right of the form, there are two buttons: "Initiate" and "Cancel Changes".

Project

- ▶ After clicking Initiate, an Agreement number is generated (see middle of page) and a list of tabs is added.

The screenshot shows a web browser window with the ADOT logo and navigation tabs. The main content area displays the 'Agreement Project' form with the following details:

- Agreement Number:** JPA-14-0004574-I
- Agreement Type:** Design, Construct
- Agreement Category:** JPA
- Originating Org:** 9170 JOINT PROJ
- Information Exchange:** No
- Status:** Initiated
- Initiated Date:** 7/22/2014
- Submitted Date:** (empty)
- Executed Date:** (empty)
- Last Modified Date:** 7/22/2014 1:23:54 PM
- Closed Date:** (empty)
- Additional Details Type:** Design
- Pool Fund:**
- ARRA:**
- Duration:** (empty)
- AG Contract #:** (empty)
- Scheduled Close Date:** (empty)
- Related MOU/Other:** (empty)
- Internal Agreement #:** (empty)

Project

- ▶ Enter pertinent Project details in the 'Comments' section.

The screenshot displays the ADOT Project Administration web application. The header includes the ADOT logo, 'Comprehensive Agreement Resource', and a welcome message for Korina Lopez. The current environment is 'Production', and the date is 12/4/2014 at 9:08 AM. The main content area is titled 'Project' and shows the 'Agreement Number' as JPA-14-0004574-1. The 'Comments' section is active, showing a table with one entry: 'JPA Test' with a status of 'X'. The 'Admin Notes to Processor' section is also visible, showing 'No records to display' and an 'Add Admin Notes to Processor' button. The 'Multiple Agreements' checkbox is unchecked. At the bottom right, there are buttons for 'Submit', 'Save Changes', 'Delete', and 'Cancel Changes'.

Project Administration

ADOT Comprehensive Agreement Resource

Welcome Korina Lopez! Current Environment: Production 12/4/2014 9:08 AM

Agreement Number: JPA-14-0004574-1

Agreement | Contacts | Project | Budget | Summary | Approvals | Advantage Search | Documents

Initiated Date: 7/22/2014 Executed Date: Closed Date:
Submitted Date: Last Modified Date: 7/22/2014 3:53:57 PM Status: Initiated

Agreement Category: JPA Agreement Type: Design, Construction, Maintenance Additional Details Type: Design
Originating Org: 9170 KENT PROJECT-ADMINISTR Information Exchange: No Pool Fund: ARRA:
Duration: A/G Contract #: Internal Agreement #:
Scheduled Close Date: 8/30/2014 Related MOU/Other:
Statutory Type: No Certification Acceptance: Abandonment:
Location Jurisdiction: Full Right of Way Location Off-ATS Map Not Open to Public Driving Partial Jurisdiction

Grant Number

No records to display.
+ Add Grant Number

Comments

Comment	
JPA Test	X

+ Add Comment

Admin Notes to Processor

No records to display.
+ Add Admin Notes to Processor

Multiple Agreements:

Submit Save Changes Delete Cancel Changes

Project

- ▶ CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts* and Contact Types, CLICK add for each one. Enter and select External Contacts and Contact Types, CLICK add for each one.

The screenshot shows a web application interface for ADOT - Comprehensive Agreement. The browser title is "ADOT - Comprehensive Agreement...". The page has a teal header with "Dashboard" and "Document Search" tabs. Below the header, the main content area is purple and displays "Agreement Number: JPA-14-0004574-I". A navigation bar includes tabs for "Agreement", "Contacts", "Project", "Budget", "Summary", "Approvals", "Advantage Search", and "Documents". The "Contacts" tab is active. Under "External Entities", there is a dropdown menu labeled "Select an Entity" and an "Add" button. Below this is a table with columns: Agency, Code, Description, and DUNS #. The table content is "No entities assigned to Agreement". Under "Contacts", there are two rows of dropdown menus. The first row has "Select Internal Contact" and "Contact Type" dropdowns with an "Add" button. The second row has "Select External Contact" and "Contact Type" dropdowns with an "Add" button. Below this is a table with columns: Name, Agency, Email, Phone, Fax, and Contact Type. The table content is "No contacts assigned to Agreement".

***A Finance contact (PM) and a Right-of-Way contact (John Eckhardt) are ALWAYS required in Project Agreement requests.**

Project

- ▶ CLICK on the Project tab. This information will be pulled from the AIDW. Enter 'Administering Information'. Enter other information if available.

The screenshot shows a web application interface for managing projects. At the top, the browser title is 'ADOT - Comprehensive Agreement...'. The page header includes 'Agreement' and 'Project' tabs, with 'Project' selected. The 'Agreement Number' is 'JPA-14-0004574-1'. Below the header is a navigation menu with tabs: 'Agreement', 'Contacts', 'Project', 'Budget', 'Summary', 'Approvals', 'Advantage Search', and 'Documents'. The 'Project' tab is active, showing a table with one project entry: 'SZ03403D', 'Unknown', '00000', '0', and '1.1'. Below the table is a section for 'Details of Adot Project # SZ03403D'. This section contains several fields: 'Federal Aid #' (H0L-0(200)), 'COG Name' (Northern Arizona Council of Governments), 'STIP year', 'STIP Number', 'ARPA Funded' (checkbox), 'Indemnification &' (checkbox), 'Ins Reqs' (checkbox), 'Project In Litigation' (checkbox), 'Bid Due Date', 'Project Closed Date', 'Final Estimate Date', 'Final Voucher Date', 'County' (Statewide), 'Advertisement Date' (7/31/2014), 'Division Reference #', and 'Project Manager' (Aszita Mansor, Department: Development, Division: Intermodal Transportation Division, Section: Project Management, Phone: (602) 712-6961, Mail Drop: 614E). Below this is the 'Administering Information' section with dropdowns for 'Construction' (FHWA), 'Design' (ADOT), 'Right Of Way' (ADOT), and checkboxes for 'Maintenance' (ADOT, Local). The 'Type Of Work' is 'SYSTEM PRESERVATION (ENGINEERING)', 'Work Description' is 'Design Phase', and 'Project Description' is 'CITY OF HOLBROOK, MCLAWS RD'. At the bottom, there is a table for 'Advantage Contract Number' with the message 'No records to display.' and an 'Add Advantage Contract' button.

Adot Project #	Route Name	Begin Milepost	Milepost Offset	Project Length Miles
SZ03403D	Unknown	00000	0	1.1

Details of Adot Project # SZ03403D

Federal Aid #: H0L-0(200)
COG Name: Northern Arizona Council of Governments
STIP year:
STIP Number:
ARPA Funded:
Indemnification &:
Ins Reqs:
Project In Litigation:
Bid Due Date:
Project Closed Date:
Final Estimate Date:
Final Voucher Date:
County: Statewide
Advertisement Date: 7/31/2014
Division Reference #:
Project Manager: Aszita Mansor
Department: Development
Division: Intermodal Transportation Division
Section: Project Management
Phone: (602) 712-6961
Mail Drop: 614E

Administering Information

Construction: FHWA Design: ADOT Maintenance: ADOT Local
Right Of Way: ADOT Parcel Number:
Type Of Work: SYSTEM PRESERVATION (ENGINEERING)
Work Description: Design Phase
Project Description: CITY OF HOLBROOK, MCLAWS RD

Contract Number	Advantage Contract Number
No records to display.	

+ Add Advantage Contract

Project

- ▶ CLICK on the Budget tab. Enter funding information for EACH phase by clicking on the appropriate phase (Design/Construction), if applicable.*

The screenshot shows the ADOT Comprehensive Agreement system interface. The browser title is "ADOT - Comprehensive Agreement...". The page has a teal header with "Dashboard" and "Document Search" buttons. Below the header, the "Agreement" section displays "Agreement Number: JPA-14-0004574-1". A navigation bar includes tabs for "Agreement", "Contacts", "Project", "Budget", "Summary", "Approvals", "Advantage Search", and "Documents". The "Budget" tab is active, showing a "Projects" table with one entry: ADOT Project # SZ03403D, Route Name Unknown, Begin mile post 00000, Offset 0, and Project Length 1.1. Below the table is the "Budget Details" section with various input fields: Loan Indicator (checkbox), Loan Type (dropdown), Loan To (text), Payment Schedule (text), Special Terms (text), Financial Reporting Flag (dropdown), Estimated Design Cost (\$), Estimated Construction Cost (\$), Estimated Total Cost (\$), and Fund Swap (text). "Save" and "Cancel" buttons are present. At the bottom is a "Federal Aid" table with columns: Type, Amount, Percentage, CFDA Number, and Comment.

*Do not combine phases, include only design funding under Design and construction funding under Construction. **Do not enter commas and/or decimals.**

Project

- ▶ (Budget tab cont.)

Enter funding responsibility information, as required, for each participating agency.

The screenshot displays the ADOT Comprehensive Agreement system interface. The main window shows the 'Budget' tab for a project with ID SZ03403D. A dialog box titled 'Add Federal Aid' is open, allowing the user to input the following information:

- Type: FHWA
- Amount (\$): 560800
- Percentage: 100
- CFDA Number: 20.205
- Comment: (empty)

Below the dialog box, the 'Federal Aid' table is visible, showing a list of funding sources. The table has columns for Type, Amount, Percentage, CFDA Number, and Comment. The current record is:

Type	Amount	Percentage	CFDA Number	Comment
FHWA	560800	100	20.205	

The 'Add Local Funding' dialog box is also open, showing the following information:

- Entity: Sedona City of
- Grant Type: N/A
- Funding Source: Cash
- Amount (\$): 0
- Percentage: 0
- Local Match NFA: 0
- Comment: (empty)

Project

- ▶ CLICK on the Summary tab.
Review and verify that all information entered is accurate.

The screenshot shows a web browser window titled "ADOT - Comprehensive Agreement...". The page has a purple header with "Agreement" and "Summary" tabs. The "Summary" tab is selected, and the "Agreement Number" is "JPA-14-0004574-I". Below the header is a navigation bar with tabs: Agreement, Contacts, Project, Budget, Summary (selected), Approvals, Advantage Search, and Documents. The main content area is titled "Agreement Summary" and contains a form with the following fields:

Agreement Number:	JPA-14-0004574-I	Class:	Project	Requester:	
Initiated Date:	7/22/2014	Executed Date:		Processor:	
Submitted Date:		Last Modified Date:	7/22/2014	Closed Date:	
Category:	JPA	Type:	Design, Construction, Maintenance	Status:	
Originating Org:	9170-JOINT PROJECT ADMINISTRATION	Additional Details Type:		Pool Fund:	
Internal Agreement #:		AG Contract Number:		Lead State:	
Scheduled Close Date:	9/30/2014	Related MOU/Other:		Duration:	
Statutory Type:	False	Statutory Description:		Information Exchange:	
Certification Acceptance:	False	Abandonment:	False	Superseded By:	
ARRA:	False				

Below the form is a "Comment" field with the text "JPA Test".

At the bottom of the page is a section titled "External Entities" with a table:

Agency Name	Code	DUNS #	Description
Sedona City of	S046516	832079032	City of Sedona

Project

- ▶ CLICK on the Approvals tab to view Agreement status.

The screenshot shows a web browser window with the ADOT logo and navigation tabs. The 'Approvals' tab is selected, displaying a table with one entry: 'Initiated' by Anita Colebrooke on 7/22/2014.

ADOT Comprehensive Agreement Resource

Welcome Anita Colebrooke! Current Environment: Production

7/25/2014 2:27 PM

Dashboard Document Search

Agreement Approval Override Agreement Number: JPA-14-0004574-I

Agreement Contacts Project Budget Summary Approvals Advantage Search Documents

Submitter Agreement Administrator Or Processor Finance

Multimodal Planning Division Risk Management Infrastructure Protection

Director

Status	Executed By	Date	Comment
Initiated	Anita Colebrooke	7/22/2014	

Project

- ▶ CLICK on the Advantage Search tab to view Project Budget information.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The header includes the ADOT logo, the text 'Comprehensive Agreement Resource', and a welcome message for Anita Colebrooke. The current environment is 'Production' and the date is 7/25/2014 at 2:28 PM. The main content area shows the 'Advantage Search - PRBL' agreement with the number 'JPA-14-0004574-1'. A navigation bar includes tabs for Agreement, Contacts, Project, Budget, Summary, Approvals, Advantage Search, and Documents. The 'Advantage Search' tab is active, displaying a table with the following data:

Adot Project #	Route Name	Begin mile post	Offset	Project Length
SZ03403D	Unknown	00000	0	1.1

Below the table is the 'Project Budget Line' section, which provides detailed financial information for the project:

Agency :	5	Project #:	SZ034 03 D	Original Budget:	\$117,312	Expensed Amount:	\$51,456
Status:	O	Authorization Date:	20120921	Current Budget:	\$117,312	Project Charges :	\$114
PZ Indicator:	Y	Payroll Allowed :	Y	Encumbered Amount:	\$50,256	Available Budget:	\$15,486
Fund Edit:	Y	Federal Sequence:	200	Expended Amount:	\$51,456	ITD Budget:	\$117,312
Location Description:	CITY OF HOLBROOK, MCLAWS RD						

Project

- ▶ If all information entered is complete and correct, you are ready to SUBMIT your request.
If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As Submitter this is your final step, once the Agreement is submitted you will have read-only access to your Agreement.

Project

- ▶ When ready to proceed, go to the Agreement tab and CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. When approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.

The screenshot displays the ADOT Comprehensive Agreement Resource web application interface. The page title is "ADOT Comprehensive Agreement Resource" and the user is logged in as "Welcome Korina Lopez!". The current environment is "TEST" and the date is "11/14/2014 10:23 AM". The navigation menu includes "Dashboard", "Reports", "Document Search", and "Administration".

The main content area is titled "Agreement Non-Project" and shows the "Agreement Number: JGA-14-0003928-1". The "Agreement" tab is selected, and the form contains the following fields:

- Initiated Date:** 11/13/2014
- Submitted Date:** [Empty]
- Executed Date:** [Empty]
- Last Modified Date:** 11/14/2014 9:17:28 AM
- Closed Date:** [Empty]
- Status:** NEW
- Agreement Category:** JGA
- Agreement Type:** Maintenance
- Additional Details Type:** Landscape
- Originating Org:** JOINT PROJECT ADMINISTRATION
- Information Exchange:** No
- Pool Fund:** [Empty]
- Duration:** [Empty]
- AO Contract #:** [Empty]
- Scheduled Close Date:** [Empty]
- Related MOU/Other:** [Empty]
- Internal Agreement #:** [Empty]
- Statutory Type:** No
- Certification Acceptance:** [Empty]
- Abandonment:** [Empty]
- County:** County
- Division Reference #:** Enter Division ref
- Program Manager:** Korina Lopez
- Org:** JOINT PROJECT ADMINISTRATION
- Division:** ITD
- Phone:** (602)712-8753
- Mail Drop:** 637E

The form also includes checkboxes for "Location Jurisdiction" (Full Right of Way, Location Off-Road, Not Open to Public Use, Partial Jurisdiction) and a "Non-Project Type of Work" dropdown menu.

Below the form are three sections for "Grant Number", "Comments", and "Admin Notes to Processor", each with a "No records to display" message and an "Add" button.

At the bottom, there is a "Multiple Agreements" checkbox and buttons for "Submit", "Save Changes", "Delete", and "Cancel Changes".

- ▶ If you have any questions, contact the JPA office.

Joint Project Agreement Section

205 S. 17th Ave.

Phoenix, AZ 85007

Phone: 602.712.7814

JPABranch@azdot.gov