

# AGREEMENT STRUCTURE FOR CERTIFIED LOCAL PUBLIC AGENCIES

## Local Agency Certification Program Agreement (“Program Agreement”)

*- Includes the following provisions:*

- TOC, Recitals, Abbreviations
- Exhibits Attached and Incorporated:
  - A: Supplemental Project Authorization (unexecuted form)
  - B: Standard Provisions – Federal Transparency Act Reporting
  - C: Standard Provisions – Contract Insurance
  - D: Standard Provisions – ADA Compliance
  - E: Standard Provisions – Local Bridge
  - F: Standard Provisions – Right of Way Services
- Certification Terms And Conditions
- Project Requirements: Funding, cancellation, invoicing, reporting, technical standards, professional and technical services, civil rights, etc.
- Other Federal Provisions
- General Provisions

**Signed once by both parties.**

Each SPA is incorporated into the Program Agreement.

\*An executed SPA is a project agreement and is not referred to as “Exhibit A” in that context.

## Supplemental Project Authorization (SPA)

*- Issued under authority of the Program Agreement.*

Using Exhibit A\* as the required template, the SPA (project agreement), includes the following:

- Project details: KN, name, scope, schedule, budget, etc.
- Incorporates terms/conditions of Program Agreement.
- Incorporates Standard Provisions Exhibits from Program Agreement, as shown in Project Details Table.
  - Exhibits B, C, and D apply to all projects.
  - Exhibit E applies to Local Bridge projects.
  - Exhibit F applies when right of way certification is required.
- Incorporates any Special Provisions, as shown in Project Details Table. May include:
  - Attachments (map, State Highway Special Provisions, other).
  - Project-specific modifications to standard provisions of the Program Agreement, including any of the Exhibits.

**Signed by both parties for each project.** *May require signature of ODOT discipline-specific managers, depending on which Exhibits/Attachments apply.*