

NVTA's Standard Project Agreement (SPA) Approval Guidelines

A. What is a Complete SPA Packet?

A complete SPA packet is comprised of electronic copies of the following forms. Details on how to complete each form are described on page 2 of this document (Section C) :

1. Signed SPA document (Contract). Most recent version is found [here](#).
2. Signed Appendix A/B Form, which is create in PIMMS. The A/B includes any scope changes to the project and/or explanation of schedule changes happening after the Application was approved by the Authority Board. The App A/B form must include:
 - The updated Total Project Cost broken out by fiscal year (FY)
 - Breakout of the SECURED Other Funding Sources applied to the Project
 - Breakout of NVTA Funding by Phase and FY
 - Breakout of NVTA Funding by Quarter and FY.
3. Approved Project Description Form and Approved Full Application (these are generated by PIMMS)
4. Signed Appendix D - Tax Covenant. Most recent version found [here](#).
5. Appendix E - Original Signed or Certified Copy of Board/Council Authorizing Resolution. The resolution must include:
 - The SPA title, SPA number, approved NVTA funding amount, and designation of signatory by name and title- the designee must be the Director of Transportation or higher.

Please Note:

- Please submit **draft versions** of SPA documents for NVTA staff review prior to submission for signatures **at least one month ahead of the project sponsors Board/Council meeting** where you intend to seek approval to execute the SPA. This allows for resolution of any errors, omissions, or inconsistencies prior to signature.
- Plan your jurisdiction/agency approval review timeline to keep in mind the three (3) month SPA execution milestone outlined in NVTA's Policy 29.
- When referencing dates, please refer to fiscal year (FY).
- Appendix C1 Form of Requisition and Appendix C2 Detail Requisition Form are not part of the SPA Package. These appendices are used to request cost reimbursements after the SPA is approved. *See NVTA's Project Reimbursement Requests Submission Guidelines*

B. What information do I need to submit a complete and signed SPA packet for NVTA Authority Approval?

For Authority approval, NVTA requires the Final signed SPA packet (including signed appendices & resolutions) to be uploaded in PIMMS **30 calendar days** prior to the Authority meeting. The 30 calendar days includes final NVTA staff, CFO & CEO review, Council of Counsel (C of C) review/response and preparation time for the Authority meeting packet. NVTA will email a copy of the fully executed SPA agreement after Authority approval.

Any Final SPAs not received at least 30 days prior to the Authority meeting will be held until the next scheduled meeting.

Questions on NVTA's SPA process can be directed to NVTA's Project Delivery team.

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C. Document-Specific Comments

1. **SPA document:** You cannot change the language in this document. The NVTA Project Number is the SPA number generated from PIMMS, and the Approved Project Name is the project name approved by the Authority and listed in PIMMS. Please leave the date field blank. This document must be signed by the person designated in the Board/Council Resolution (Appendix E).

2. Appendix A/B Scope, Schedule, Cost and Funding Updates:

The Appendix A/B (aka App A/B) will be created in PIMMS. On the SPA Module, scroll to the Appendix A/B section and select "Add New Update"

The screenshot shows the PIMMS SPA Module interface. At the top, there are two tabs: "APPENDIX A/B: SCOPE, SCHEDULE, COST, AND FUNDING UPDATES" (selected) and "APPENDIX C: REIMBURSEMENT REQUESTS". Below the tabs, there are two buttons: "+ Add New Update" (highlighted with a yellow box) and "Download SPA Cost Tables". To the right of these buttons is a link "Add/Manage Email Notifications". Below the buttons, there is a table with the following columns: Flag, Open Clarifications, Update #, Added On, Added By, Submitted On, Submitted By, Updated On, Updated By, Total Project Cost, Total NVTA Funds Requested, Other Funds Secured, and Status. The table is currently empty, displaying "No data available in table".

You can copy the data from the approved application to the App A/B form or start afresh. You will then add the changes below. (Note, once an App A/B has been added to PIMMS, continue to edit the "#1" update. Do not continue to "Add New Updates".)

- a. **Project Scope Changes** - enter any changes in project scope, cost, and/or schedule that have occurred since the initial Project Description Form was approved by NVTA. Describe the changes and provide the rationale for changes in scope, cost, and/or schedule. Contact NVTA immediately to discuss any major project scope/schedule changes.
- b. **Project Schedule Changes per Phase** - in PIMMS the project phases and schedule will auto populate if you are copying from application. Update the schedule by phase for the Total Project, not just the NVTA funded portion.
- c. **Total Cost by Phase & FY** – this information will auto populate if you are copying from application. Enter any changes to the Total Cost of the Project by Phase & FY, not just the NVTA funded portion.
 - i. **Preliminary Engineering (PE):** The cost of preliminary engineering, environmental work, design, public involvement, contract preparation, permits, and associated staff time and oversight costs.
 - ii. **Right of Way (ROW):** The cost of right of way acquisition activities such as appraisals, negotiations, legal, settlements, utility relocations (design, acquisition of easements, relocations), and associated staff time and oversight charges.
 - iii. **Construction (CN):** Construction, construction engineering, inspection, and associated staff time and oversight charges.
 - iv. **Capital Asset Acquisition:** Purchase of capital assets or equipment.
 - v. **Staff time should be charged to the appropriate project phase.**
- d. **Update Other Secured Funding Sources** - this information will auto populate if you are copying from application. Enter any changes to the "Other" funding sources already secured for each Phase of the project. For example, local funding, CMAQ, Smart Scale, etc.
- e. **Update Project Reimbursement Cash Flow for NVTA Funds in this SPA Only** - this information will auto populate if you are copying from application. Enter any timing changes related to the schedule for the approved NVTA funding amounts by Phase and Fiscal Year for this specific SPA. The amounts allocated to each phase must match what has been approved by the Authority

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- f. Quarterly Project Reimbursement Cash Flow by Quarter of Expenditure – Enter the breakout of the NVTA Funding per FY into quarters. **Remember, this is when you expect to request NVTA for funding.** This may differ from when the work was completed.
 - g. **Once completed, submit the document without signatures for NVTA staff review.** Once NVTA staff approve the draft and approve it, print the App A/B form and have it signed by the signatory specified in the Resolution. Any subsequent updates can be signed by the signatory or Transportation Director. Upload the signed document to PIMMS.
3. **Approved Project Description Form and Approved Application Form:** These will be generated from PIMMS. You cannot change the language in these documents. On the SPA Module in PIMMS, click the appropriate generate buttons to generate these documents.

NVTA
NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

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Standard Project Agreement

SPA #: 2022-317-1
Legacy SPA #: N/A
Project: Route 7 Improvements

Upload Complete SPA Package

! A complete SPA packet must include: Signed SPA Agreement, Project Description Form, Full Ap

Generate Project Description Form Generate Full Application

Original Completion Date: _____

Most Recent Completion Date: *No approved completion data exists*

Planned 1st Drawdown Date: _____

Actual 1st Drawdown Date: *No approved drawdown data exists*

Appropriation For Fiscal Year : FY2027

4. **Appendix D:** Tax Covenants is required with all SPAs irrespective of whether the particular SPA is specifically marked to be funded with bond funds or PayGo. The Tax Covenants must be approved by the local governing body and certified by the designated person authorized in the Board/Council Resolution. Therefore, it must be part of the package of documents submitted to your governing body for approval. Appendix D must be signed by the SPA signatory as per Appendix E.
5. **Appendix E:** Signed Board/Council Resolution Authorizing the respective designee. It must designate who can sign the SPA document for the jurisdiction/agency; and refer to the SPA ID, project title, and NVTA-approved amount for the project. If the resolution was prepared and authorization approved as part of application, it must mention TransAction ID, TransAction project title, and the requested amount. The original signed or certified copy of the resolution must be included in the SPA package.

Note: Non-adherence to [Policy 29](#) may lead to the CEO taking a de-obligation request to the NVTA Finance Committee with a request for a recommendation to the Authority.